About Our College

In the 21st Century, the education scienario is changing by leaps and bounds. Our SPDT formed that embraced the three main streams of education - commerce, Arts and Science. The College presently boasts of need based, career oriented, self- financing courses like BMS, B.B.I, B.F.M. B.M.S. and B.Sc. IT at the undergraduate level. It also offers post graduate courses of M.Com in Advanced Accountancy & Business Management and MSc. IT.

The college in equipped with the state of the art infrastructure which includes fully equipped laboratories, an excellent library and other amnities. The extra curricular activities are very well managed by the students under the able guidance of experienced faculty members. The team SPDT wins numerous trophies at inter-collegiate as well as at the University Level.

❖❖❖

About Our Trust

Our college is fortunate to have a dedicated parent body in Shri Rajasthani Seva Sangh which extends every kind of support at every stage keeping pace with the growth of the college, Our trust has generously invested in expanding the infrastructural facilities.

The present managing Committee of the Trust led by the Trustee and President Dr. VINOD TIBREWALA aims at combining traditional knowledge, value systems and moral upbringing to create a better society. Our president is elected as senate member of University of Mumbai and also has been selected as life long Trustee of Shri Rajasthani Seva Sangh.

Governing Council of the College

President	Dr. Vinod Tibrewala
Vice President	Babulal G. Dhandharia Smt. Neha Ghai
Secretary	Sumatilal G. Gandhi
Asst. Secretary	Radheshyam Jasrapuria
Treasurer	Manmohan Bagri
Asst. Treasurer & Convenor Shri Laxmi Narayan Sanskrit Pathshala	Hanumanprasad Bagadia
Committee Member	Dr. (Smt.) Karuna Kedia Dr. Deenanath Kedia Smt. Anju S. Gandhi Ashok Tibrewala Dr. Smt. V.S. Valecha Dr. Smt. Trishla Mehta

The Programs offered as follows

Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce & Science has been granted Linguistic Minority (Rajasthan) status. It offers various courses at the Undergraduate Level, Post Graduate Level in Added and Self Financing stream Namely :

UNDER GRADUATE COURSES:

1. *Bachelor of Commerce (B.Com).*

2. *Bachelor of Arts (B.A).*

3. *Bachelor of Science in Information Technology (B.Sc. IT).*

4. *Bachelor of Management Studies (BMS).*

5. *Bachelor of Banking and Insurance (BBI).*

6. *Bachelor of Financial Market (BFM).*

POST GRADUATE COURSES:

1. *Master in Commerce (Advance Accountancy).*

2. *Master in Commerce (Business Management).*

3. *Master of Science in Information Technology (M.Sc. IT).*

COLLEGE DEVELOPMENT COMMITTEE

College Development Committee Consisting of the following members, namely :-

Chairperson odf the Management or his nominee	**Dr. Vinod Tibrewala**
Secretary of the Management or his nominee	**Shri Sumatilal Gandhi**
One head of department, to be nominated by the Princpal or the head of the institution	**Dr. Trishla Mehta**
Three teachers in the college or recognized instition, elected by the full-time amongst themselves out of whom atleast one shall be woman:	**Teachers :** **Mrs. Jayeeta Datta** **Dr. Nanda Indulkar** **Mr. Rajesh Shah**
One non-teachers in the college or regular non-teaching staff from amongst themselves:	**Mr. Raju Barua**
Four local member s, nominted by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;	**Mr. Vimlesh Jha** **Mr. Manmohan Bagri** **Mr. Ramavtar Agarwal**
Co-ordinator, Internal Quality Assurance Committee of the College,	**Dr. Sandeep Poddar**
President and Secretary of the College Student's Council;	**Miss Riddi Panchal TY.BBI** **Miss Pretiksha More TY.BMS**
Principal of the College or head of the Institution-Member-Secretary	**Miss. Karuna Shinde**

TEACHING STAFF AIDED

Sr. No.		
1	Dr. Trishla Mehta	Principal
2	Prof. Rajesh Shah	Vice Principal
3	Dr. Sandeep R. Poddar	Assistant Prof. in Commerce
4	Prof. Karuna Shinde	Assistant Prof. in Economics
5	Dr. Babita Sinha	Assistant Prof. in Psychology
6	Prof. Jayeeta Datta	Assistant Prof. in Geography
7	Dr. Nanda Indulkar	Assistant Prof. in Commerce
8	Prof. Sanjay Mishra	Assistant Prof. in Accountancy
9	Dr. Nidhi Pundir	Assistant Prof. in English
10	Prof. Kalpana K.S.	Assistant Prof. in Economics
11	Dr. Vijay Yadav	Assistant Prof. in Mathematics
12	Dr. Rajesh Kamble	Librarian

TEACHING STAFF UNAIDED

Sr. No.		
1	Rajesh Kumar Yadav	NET, M.Com, MBA, LLB, LLM
2.	Dr. Prasad Supekar	M.Com
3.	Kiran Prajapati	M.Com
4.	Rupal Aggarwal	B.Com, LLB.
5.	N. Sundara Jothi	M.A., B.Ed, PGDHRM
6.	Samina Chaudhary	M.Com. SET
7.	Sagar Bhilare	B.E.
8.	Mukesh Sharma	MCA
9.	Kusum Yadav	M.Sc. IT

TEACHING STAFF UNAIDED

Sr. No.		
10.	Priya Mouriya	MCS
11.	Krunali	MCS
12.	Pooja Soni	M.Com
13.	Anita Jaiswal	MA, B.Ed
14.	Suresh Diwedi	M.Com
15	Ranjeeta Prajapathi	M.Com, B.Ed
16.	Kauser	M.E

ADMINISTRATIVE STAFF

Sr. No		Administrative Staff
1)	Shri Raju Barua	Office Superintendent
2)	Smt. Susmita Kadam	Head Clerk
3)	Smt. Manisha Thorve	Senior Clerk
4)	Smt. Savita Fatnaik	Junior Clerk
5)	Shri Shivaji Kamble	Junior Clerk
6)	Shri Subhash Kawade	Library Attendant
7)	Shri Pramod Chavan	Library Attendant
8)	Shri Buddhiprakash Sharma	Library Attendant
9)	Shri Vinod V. Gawhale	Supporting Staff
10)	Shri Yogesh Poojary	Supporting Staff
11)	Shikha Dubey	Supporting Staff
12)	Shri Vikas Kamble	Supporting Staff

ADMISSION POLICY

Admission to the First Year B.A/B.Com/B.Sc./BFM/ BBI/ BMS classes will be .conducted as per the guidelines and schedule announced by the University of Mumbai. The schedule of admission will be displayed on the Notice Board and College Website as it is received from the University.

- Students must register online on the university portal link to be eligible to seek admission.

- All admissions are as per the University of Mumbai guidlines for respective courses.

- All admissions are provisional, subject to the approval of the University of Mumbai.

- At the time of admission to the First Year B.A/B.Com / B.Sc. IT / BFM / BBI / BMS courses, students are required to fill in the University enrolment form, without which the admission will not be approved by the University of Mumbai. If they fail to fill in the enrolment form they will not be allowed to appear for the examination and their names will be struck off from the College Roll.

- No student will be deemed as admitted to the college unless he/ she submits the duly filled downloaded SPDT college online form and has paid the necessary fees & deposits and obtained approval from the University.

- A student of this college who has qualified himself / herself for admission to a higher class will be admitted to such a class only if an application in the prescribed online format is duly completed and has been received by the college office with the necessary fees on the dates, which are stipulated by the college at the time of results.

- Students coming from other colleges affiliated to the University of Mumbai and selected for admission must apply for the Transfer Certificate in the prescribed form available in the college office. However, it is the responsibility of the student to obtain the Transfer

Certificate and a No Objection Certificate from his/her previous College and submit it to the college office on time. If the Transfer Certificate is not submitted on time, the examination form will not be sent to the University.

- Applicants from other than Maharashtra State Higher Secondary Board / University of Mumbai must support their statements of the last examination passed by attaching the certificates of passing and must also attach a photocopy of the fee receipt of the provisional eligibility certificate at the time of admission. Students should submit the other necessary documents within one week of the commencement of the semester in the college office for confirmation of the eligibility certificate. If the eligibility is not confirmed by the University, the terms kept for the academic year will be treated as "Null and Void".

- A student once admitted in the first semester will be considered as duly enrolled for the second semester also unless he/she informs in writing his/her intention to leave the college before the commencement of the second semester.

- The students are expected to attend all lectures, practicals and tutorials regularly. Employed students are advised to seek admission in the Institute of Distance Education, University of Mumbai since they cannot fulfill the obligations of attending all lectures, practicals and tutorials as prescribed by the University. If any student takes up employment after securing admission, the college authorities will not be responsible for inadequate attendance and consequences arising therefrom.

- Repeaters of the college will not be admitted as regular students. They will be permitted to appear as ex-students during the annual examinations.

- Once a student passes from one faculty, he/she shall not be admitted to the other faculty.

- Subsequent change of faculty is not permitted.

- **Management reserves the right of admission.**

COURSE STRUCTURE
BACHELOR OF ARTS

◆ **F.Y.B.A.**

SEMESTER I & II

Foundation Course Paper I (compulsory).
Communication Skills in English (compulsory)
Language (Other than English) viz. Hindi or Marathi
Geography Paper I
Psychology Paper I
Economics Paper I

◆ **S.Y.B.A.**

SEMESTER III & IV

Foundation Course- III (Compulsory).
Economics-II
Economics-III
Psychology - II
Psychology - III
Geography - II
Geography - III
Demography (Applied Component)

◆ **T.Y.B.A.**

SEMESTER V & VI

Psychology	:	IV
Psychology	:	V
Psychology	:	VI
Geography	:	IV
Geography	:	V
Geography	:	VI

Scheme of Examination
Faculty of Arts / Commerce / Science
(Undergraduate Programmes)

Examinations shall be conducted by the University of Mumbai. Detailed information is available on Mumbai University Website: www.mu.ac.in.

Credit Based Evaluation System

The performance of learner shall be evaluated through semester end examination having 100% weightage for all courses (Except Foundation Course). In Foundation Course, the performance of the learner shall be evaluated in two components: Internal Assessment having 25% weightage and External Assessment through semester end examination having 75% weightage.

In courses with practicals, the performance of learner shall beevaluated by practical examination having 100% weightage.

Passing Standards

The Learners should obtain minimum of 40% marks in the Internal Assessment / Practical examination and 40% marks in Semester End Examination separately, to pass the course and minimum of Grade D in each project, wherever applicable, to pass a particular semester. Marking, grading and passing standards for Internal Assessment, practicals and theory are subject to University rules and regulations.

Marks	Grade Points	Grade	Performance
80 & Above	10	O	Outstanding
70-70.99	9	A+	Excellent
60-69.99	8	A	Very Good
55-59.99	7	B+	Good
50-54.99	6	B	Above Average
45-49.99	5	C	Average
40-44.99	4	D	Pass
Less than 40	0	F	Fail

DEGREE COLLEGE. COMMERCE
COURSES OFFERED

FIRST YEAR B.Com
Semester I and Semester II

- Accounting & Financial Management
- Business Communication
- Business Economics
- Commerce - Introduction to Business & Services Sector
- Environmental Studies
- Foundation Course
- Mathematical & Statistical Techniques

SECOND YEAR B.Com
Semester III and Semester IV

- Accounting & Financial Management
- Financial Accounting and Auditing - Management Accounting & Auditing
- Business Economics
- Business Law
- Commerce - Management Production and Management Finance
- Foundation Course
- Mass Communication

THIRD YEAR B.Com
Semester V and Semester VI

1. Business Economics
2. Commerce - Marketing & Human Resource Management.
3. Financial Accounting & Auditing - Financial Accounting.
4. Financial Accounting & Auditing - Costing.
5. Export Marketing
6. Direct and Indirect Taxation

Scheme of Examination
Self - Finance Courses
(Undergraduate Programmes)

Examinations shall be conducted by the University of Mumbai. Detailed information is available on Mumbai University Website: www.mu.ac.in.

Credit Based Evaluation System

The performance of the learners shall be evaluated in two components: Internal Assessment having 25% weightage and External Assessment through Semester End examination having 75% weightage. The allocation of marks are as shown below:-

a) Internal Assessment -   **25 Marks**

Comprising of One periodical class test (20 Marks) and Active participation in routine class (5 Marks)

b)   **Semester End Examination -**   **75 Marks**
  ➤ Duration - These examinations shall be of 2 hours 30 minutes duration.
  ➤ Theory question paper pattern:
   • All questions shall be compulsory with internal choice.
   • Questions may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

Examination for practicals for each course of 50 Marks each in subjects with practicals.

Passing Standards

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks in the Internal Assessment / Practical examination and 40% marks in Semester End Examination separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A Learner will be said to have passed the course if the learner passess the Internal Assessment & Semester End Examination together. Marking, grading and passing standards for Internal Assessment, practicals, theory are subject to University rules and regulations.

Performance Grading

The Performance grading of the learners shall be on the TEN point ranking system as under¯

Marks	Grade Points	Grade	Performance
80 & Above	10	0	Outstanding
70-70.99	9	A+	Excellent
60-69.99	8	A	Very Good
55-59.99	7	B+	Good
50-54.99	6	B	Above Average
45-49.99	5	C	Average
40-44.99	4	D	Pass
Less than 40	0	F	Fail

Bachelor of Commerce (Banking and Insurance (B.B.I.)

The B.Com (Banking and Insurance) degree was started in the academic year 2004-05 by the college. BBI is a full-time degree course spread over 3 years, with each year being divided into 2 semesters. The course covers 38 subjects and 2 projects on banking and insurance of 100 Marks each, which are to be submitted in the final year. The pedagogy differs greatly from a conventional B.Com degree. In BBI, each paper is worth 100 marks which is further divided into a 75 mark theoretical exam conducted at the end of the semester and 25 marks internal assessment, which includes class presentations, projects, tests, class participation and attendance. The teaching methodology includes classroom discussions, debates, role play, case studies and paper presentation, in addition to the conventional chalk-and talk method.

SPDT'S Bachelor of Banking & Insurance (BBI) helps you to fulfill your dream of working with well renowned financial institutions.The first step in success for any pursuit is a strong foundation. Three years of the course at SPDT make students confident, develop their communication skills and prepares them to adapt themselves to the outside world.

Our students have won accolades in many spheres, ranging from literature, cultural activities, and sports to academics. This, and the practical learning process of our department is now renowned & ensures that our students land with the best of the internships, such as with the RBI.For high achievers and committed students, **SPDT** BBI is a 'preferred' choice.

Eligibility : (0.5209)

a) A candidate for being eligible for admission to the Bachelor of Commerce (Banking & Insurance) Degree course shall have passed XII std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate at first attempt.

b) Every candidate admitted to the Degree Course in the constituent /affiliated college/recognized institution, conducting the course, shall have to register himself/herself with the University.

Duration:

1) The course shall be a full time course. The duration of the course shall be six semesters spread over in three years.

2) Number of students per batch shall consist of not more than 60 students. 3) The course shall consist of 40 subjects.

Fees are subjected to periodic revision as per university guidelines & regulations.

F.Y.B.B.I

SEM I		SEM II	
I	Environment and Management of Financial Services.	1	Prin. & Practices of B &I
2	Principles of Management	2	Business Law
3	Financial Accounting - I	3	Financial Accounting -II
4	Business Communication - I	4	Business Communication-II
5	Business Economics-I	5	Business Economics-1
6	Quantitative Methods-I	6	Quantitative Methods-I
7	Foundation Course - I	7	Foundation Course - II

S.Y.B.B.I

SEM III		SEM IV	
1	laws Governing Banking & Insurance	1	Laws Governing Banking & Insurance
2	Risk Management	2	Cost accounting of B & i
3	Financial Management-I/ Management Accounting	3	Entrepreneurship Management
4	Mutual Fund Management	4	Corporate laws & Capital markets
5	Taxation of Financial Services	5	Business Economics- II
6	Financial Market (Equity, Debt. Forex and Derivatives)	6	Universal banking
7	Information Technology in Banking & Insurance - I	7	IT in Banking & Ins-II

T.Y.B.B.i

SEM V		SEM VI	
1	Financial Services Management	1	Strategic Management
2	Auditing	2	Central Banking
3.	Security Analysis and Portfolio Management Strategic Management	3	International Business
4.	Business Ethics & Corporate Governance	4	Human Resource Management in Banking and Insurance
5.	International Banking & Finance	5.	Marketing in Banking & Insurance
6	Financial Reporting and Analysis	6.	Turnaround Management

Bachelor of Management Studies (B.M.S.)

The BMS course was introduced in the year 2009-10 and has been growing since then. Opportunities to successful careers in business and industry are many: so are their demands and expectations. SPDT'S Bachelor of Management Studies (BMS) helps you more than fulfill them.The first step in success for any pursuit is a strong foundation. A career in business is no exception.For high achievers and committed students, SPDT BMS is a fitting stepping stone.

The BMS course provides comprehensive management training to students by way of interaction, projects, presentations, industrial visits, practical training, job orientation and placements. It is a perfectly designed course for aspiring managers and budding CEOs of tomorrow.

Managers are synonymous with perfection. They are expected to do the right things at the right time and to see to it that others do it right. Such are the people required in today's globally competitive market and such are the people that SPDT College produces in abundance.

The students are molded perfectly to fit in with the requirements of an ideal manager who knows how to make correct decisions, delegate work and most importantly, to coordinate with the entire organization.

BMS is a course designed especially for students aiming to become managers. The faculty at SPDT College have understood the course completely to build a perfect platform for students and works as a friend, philosopher and a guide. SPDT College is regarded as one of the leading BMS colleges.

Hence, if you have the zest and the endurance to face challenges, the passion to succeed and win also to commit yourself to building a managerial personality with an international outlook, BMS is a course specially designed for you and SPDT is the place to do BMS

Admission to F.Y.B.M.S. classes will be conducted as per guidelines and schedule announced by the University of Mumbai. The scheduled of admission will be displayed on the Notice Board as it is received from the Mumbai University.

Eligibility

I) Eligibility Criterion for admission UG/80 of 2010, dated 27th April, 2010)-03941 : A candidate for being eligible for admission to the BMS Degree Course shall have passed HSC Examination of the Maharashtra State Board of Higher Secondary Education or its equivalent examination or Diploma course in any Engineering Branches with two years or three years after SSC conducted by the Board of Technical Examination or its equivalent examination by securing minimum 45% in one attempt

ii) Every candidate admitted to the Degree Course in the constituent / affiliated college/recognized institution, conducting the course, shall have to register himself/herself with the Mumbai University. iii) While drawing the merit list, weightage has to be given to students from Arts, Commerce and Science stream at XI I standard level.

F.Y.B.M.S

	SEM I		SEM II
1	Foundation of Human Skills	1	Business Environment
2	Business Law	2	Industrial Law
3	Business Communication	3	Principles of Marketing
4	Business Statistics	4	Business Mathematics
5	Business Economics-I	5	Managerial Economics-I
6	Introduction to Financial Accounts	6	Business Communication-II
7	Foundation Course	7	Foundation Course

S.Y.B.M.S

	SEM III		SEM IV
1	Environmental Management	1	Business Economics II
2	Accounting for Managerial Decisions	2	Business research methods
3	Strategic Management	3	Ethics & Governance
4	Business Planning and Entrepreneurial Mgt	4	Production & TOM
5	Information Technology in Business Managment-I	5	Inform.Technoloqy in Bus. Mqt.-II
	Finance Group - Elective - Any one		**Finance Group - Elective- Any one**
6	Corporate Finance Cost Accounting	6	Auditing Strategic cost mgt
	Marketing Group -Elective - Any one		**Marketing Group -Elective -Any one**
7	Consumer Behaviour Advertising	7	IMC & Advertising Event Marketing
8	HR Group - III	8	HR Group - III
	1) Recruitment and Selection		1) Training and development in HR
	2) Motivation and Leadership		2) Production and total quality Management

T.Y.B.M.S

	SEM V		SEM VI
1	Elements of Logistics and Supply Chain Manaqement	1	Operation Research
2	Business Ethics and Corporate Social Responsibility	2	Indian Ethos in Management
3	Project work	3	Corporate Communication and Public Relation
	Finance Group - Elective - Any one		**Finance Group - Elective - Any one**
	Investment Analysis &Portfoilo Management		Risk Management
4	Commodity & Derivatives Markets	4	International Finance
	Wealth Management		Innovative Financial Services
	Strategic Financial Management		Project Management
	Marketing Group -Elective - Any one		**Marketing Group -Elective -Any one**
	Services Marketing		Brand Management
5	E-Commerce & Digital Marketing	5	Retail Management
	Sales & Distribution Management		International Marketing
	Customer Relationship Management		Media Planning & Management
	Human Resource Group - Elective -Any one		**Human Resource Group - Elective -Any one**
	Finance for HR Professionals & Compensation Management		HRM in Global Perspective
6	Strategic Human Resource Management& HR Policies	6	Organizational Development
	Performance Management & Career Planning Industrial Relations		HRM in Service Sector Management Human Resource Planning & Information System

Bachelor of Commerce (Financial Markets) (B.F.M)

In the academic year 2009-10 SPDT College had introduced three new Bachelor of Commerce degrees of the University of Mumbai. This encompasses a shift from general education to professional education.

The tremendous expansion in the field of Global Financial Markets over the last 2 decades has made the Financial Markets an emerging field in the World. This 3 year undergraduate course is a comprehensive program which covers all the different aspects of capital markets. While the course is primarily theoretical, there is a good blend of projects, case studies and industrial visits to enable a student to get well- versed with the functioning of the industry. There is also exposure to working in the industry during the Summer internship Programs. SPDT BFM is a preferred choice for Finance students. SPDT BFM students have been RANK-HOLDERS in the university year - after-year. The course also boasts of its 100% result since inception.

Career outlook

Graduates can pursue careers in the Capital Markets (stock markets, commodities, investment banking, currency markets, private equity, stock broking, mergers and acquisitions, mutual funds, real estate trust, venture capital, insurance industry).

Eligibility :(0.5693)

i) A candidate for being eligible for admission to the Bachelor of Commerce (Financial Market) Degree course shall have passed XII std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent and secured not less than 45 % marks in aggregate at first attempt atone and the same sitting.

ii) Every candidate admitted to the Degree Course in the constituent /affiliated college/recognized institution, conducting the course, shall have to register himself/herself with the University.

Duration

1) The course shall be a full time course. The duration of the course shall be six semesters spread over in three years.

2) Number of students per batch shall consist of not more than 60 students.

3) The course shall consist of 40 subjects.

F.Y.B.F.M

	SEM I		SEM II
1	Financial Accounting	1	Financial Accounting-2
2	Economics - 1		Principles of Management
3	Business Communication-1	3	Business Statistics
4	Business Mathematics	4	Business Communication-2
5	Business Environment	5	Environmental Science
6	Indian Financial System	6	Computer Skills-1
7	Foundation Course - 1	7	Foundation Course-2

S.Y.B.F.M

	SEM III		SEM IV
1	Equity Market - 1	1	Equity Markets - 2
2	Debt Market - 1	2	Debt Markets - 2
3	Management Accounting	3	Personal Financial Planning

4	Investment Banking	4	Foreign Exchange Markets
5	Money Market	5	Business Law-2
6	Taxation - 1	6	Corporate Finance
7	Business Law - 1	7	Computers In Investment

T.Y.B.F.M

	SEM V		SEM VI
1	Treasury Management	1	Venture Capital And Private Equity
2	Technical Analysis	2	Mutual Fund Management
3	Financial Derivatives	3	Financial Journalism
4	Orqanisational Behaviour	4	Strategic Corporate Finance
5	Corporate Accountinq	5	Corporate Restructurinq
6	Project - 1	6	Project - 2

Note : Project work is considered a special course involving application of knowledge in solving difficult problem. Project work would be of 04 credits A project work may be undertaken in any area of Elective Course.

B. Sc. (I.T.) - Bachelor of Science (Information Technology)

ADMISSION RULES :

ELIGIBILITY FOR ADMISSION TO B.Sc.(I.T.) Degree Course (0.5051):

A candidate for being eligible for admission to the Degree course of Bachelor of Science - Information Technology, shall have passed XI I Standard examination of the Maharashtra Board of Higher Secondary

Education or its equivalent with Mathematics as one of the subject and should have secured not less than 45% marks in aggregate for Open Category and 40% marks in aggregate in case of Reserved category candidates.

OR

Candidates who have passed the 3 year post S.S.C. Diploma in Computer Engineering / Computer Science / Computer Technology / Information Technology / Electrical, Electronics & Video Engineering and Allied branches / Mechanical and Allied Branches. Civil and Allied branches of Engineering are eligible for direct admission to the Second Year of the B.Sc.(I.T.) degree course. However the Diploma should be recognised by the Board of Technical Education or any other recognised Government Body. Minimum marks required 45% aggregate for Open Category candidate and 40% aggregate for Reserved candidates.

OR

Candidates with post HSC-Diploma in Computer Engineering / Computer Science / Computer Technology / Information Technology and allied branches will be eligible for direct admission to the Second Year of B.Sc. (I.T.). However, the Diploma should be recognised by the Board of Technical Education or any Qther recognised Government Body Minimum Marks required 45% aggregate for Open Category candidates and 40% aggregate for Reserve category candidates.

0.5053: Admission will be made on the basis of merit of marks obtained in the paper of Mathematics only.

R 4411 Eligibility Rules for Admission to Semester II, III, IV, V and VI of B.Sc. (I.T.)

i.   A student is eligible for admission to Semester II, irrespective of No. of heads of failure in the First Semester.

ii. A student is eligible for admission to Semester III if he / she passes

Semester I as well as Semester II or the student fails in combination of Theory and/or Practical taken in Semester I or Semester II or together where the total marks does not exceed 200.

iii. A student is eligible for admission to Semester IV, irrespective of No. of heads of failure in the Third Semester. However, the student has to clear Semester I & I!, in order to appear for semester IV examination.

iv. A student is eligible for admission to Semester V if either the student passes Semester III & IV OR the student fails in combination of Theory and/or Practical taken in Semester III or Semester IV or together where the total marks does not exceed 200.

V.   A student is eligible to be admitted to Semester VI irrespective of the no. of heads of failure in Semester V. The result of Semester VI should be kept in abeyance until the student clears Semester III, IV and V in full.

VI. NOC (No Objection Certificate) will not be issued in their successive year of graduation program :-

The above rules are subject to changes made by the Government / University.

COURSE STRUCTURE
F Y B.Sc. (IT)

Semester I

• Imperative Programming
• Digital Electronics
• Operating System
• Discrete Mathematics
• Communication Skills

Semester II

• Web Programming
• Object Oriented Programming
• Microprocessor Architecture
• Green Computing
• Numerical and Statistical Methods

S.Y.B.Sc. (IT)

Semester III

- Python Programming
- Data Structures
- Computer Networks
- Database Management Systems
- Applied Mathematics

Semester IV

- Core Java
- Introduction to Embedded Systems
- Computer Oriented Statistical Techniques
- Software Engineering
- Computer Graphics And Animation

T.Y B.Sc. (IT)

Semester V

- Network Security
- ASP. NET with C#
- Software Testing
- Advanced Java
- Linux Administration

Semester VI

- Internet Technology
- Data warehousing
- IPR and Cyber Laws
- Project Management
- Project Report

Master of Commerce (M. Com) in Business Management

A candidate for being eligible for admission to the Master of commerce course, shall have passed the examination for the degree of Bachelor of Commerce of this University (three years integrated course) of the degree of B.Com. (Old Course) of this University, or Bachelor uf Commerce (Accounting and Finance)

The merit list is to be prepared and displayed stream wise.

in case if no application is received from any stream, the vacant seats are to be distributed equally between the two streams only.

After the first merit list is displayed, if any seat allotted to one stream remains vacant, the same shall be distributed equally between the remaining two streams.

First Year : M.Com (Management)

Semester I

Strategic Management

Economics of Business Decisions

Cost and management- Accounting

Business Ethics and Corporate Social Responsibility

Semester II

Research Methodology for Business

Macro Economics Concepts and Applications

Corporate Finance

E-Commerce

Second Year : M.Com (Management)

Semester III

Human Resource Management

Rural Marketing

Organizational Behaviors

Project - I

Semester IV

Management of Business Relations

Supply Chain Management and Logistics

Retail Management

Project - II

Master of Commerce (M. Com) in Accountancy

A candidate for being eligible for admission to the Master of commerce course, shall have passed the examination for the degree of Bachelor of ('ununerce of this University (three years integrated course) of the degree of B. Cum. (Old Course) of this University, or Bachelor of Commerce (Accounting and Finance)

The merit list is to be prepared and displayed stream wise.

I n case if any application is received from any stream, the vacant seats are to be distributed equally between the two streams only.

After the first merit list is displayed, if any seat allotted to one stream remains vacant, the same shall be distributed equally between the remaining two streams.

First Year:- M.COM (Accountancy)

Semester I	Semester II
Strategic Mauagcment	Research Methodology for Business
Economics of Business Decisions	Macro Economis Concepts and Applications
Cost and management- Accounting	Corporate Finance
Business Ethics and Corporate Social Responsibility	E-Commerce

Second Year:- M.COM (Accountancy)

Semester III	Semester IV
Advanced Cost Accounting	Corporate Financial Accounting
Advanced Financial Accounting	Indirect Tax
Direct Tax	Financial Management
Project -I	Project II

College Discipline

The college attaches great importance to discipline and the same must be diligently observed by all students. Failure to comply with any of the rules, regulations or requirements notified from time to time will lead to strict disciplinary action.

• Students joining the college shall observe all the Rules and Regulations of the college laid down from time to time.

• Students will be required to wear their Identity Cards issued by the college with their recent photograph affixed, bearing the signature of the Principal. They must present it for inspection or verification whenever demanded by the college Authorities and/or Security Staff. No student shall be allowed to attend lectures, practicals etc. unless he/she has his/her Identity Card with him/her.

• Students must attend lectures, practicals and tutorials according to the time tables of their respective classes on all working days. They must appearfor all the college examinations.

• Students should use the college library during free time.

• Students must be present in their classes on time.

• Students should follow the rules either inside or outside the college that will in any way interfere with its orderly administration and discipline. They should not communicate any information or write anything about the college to the press without the written permission of the Principal.

• Students are liable to lose their semester for disobedience, misconduct, misbehavior or for any act of indiscipline. Students must take proper care of all the college properties. Any damage to the college property such as disfiguring walls, doors, windows and fittings or breaking furniture will be a breach of discipline and is liable for punishment. Smoking, Tobacco-Chewing, use of Drugs

etc. are strictly prohibited in the college premises as well as within 100 metres of the college.

- Use of Mobile Phones, Walkman, Ear-Phones etc., in the college premises is strictly prohibited.

- No association or organization shall be formed, no meeting shall be held, no person will be invited to address the students in the college without the prior written permission of the Principal.

- No picnics, socials, excursion or tours shall be arranged without the prior written permission of the Principal. If students join an unofficial picnic or tour, the college shall not be responsible for anything that happens during the picnic or tour.

- No student shall collect money as contribution for picnics, trips, educational visits, get-togethers, study notes, charity or any other activity without the prior written sanction of the Principal.

- All debates and meetings conducted must have the prior approval of the Principal.

- Matters not covered by the existing rules will beat the discretion of the Principal.

College Regulations

General

- All students are answerable to the Principal, the Vice Principal and Faculty members Administrative Staff for their conduct in College premises.

- Insubordination, abusive language, misbehavior or misconduct can lead to the dismissal of a student.

- Demonstrations of any kind on the college premises are strictly prohibited.

- In case of sickness, a leave application shall be submitted to the college office along with a medical certificate within three days of resuming the college, or else the same will not be considered. A fitness certificate at the time of resuming the college is essential.

- All the receipts on account of the fines imposed on students for any cause whatsoever shall accrue to the Students' Aid Fund of the College.

- All students applying for bonafide certificates, character certificates, birth data certificate, testimonials etc. and requiring the Principal or Vice Principal's signature on any kind of document or application should first contact the Head Clerk in the College Office. No papers should be taken by the students directly to the Principal or the Vice Principals.

FEE STRUCTURE:

1. All students are required to pay the annual fees at the beginning of the year.

2. Fees structure as well as rules for refund of fees are likely to be revised by the University and / or Government. In case of any increase in the fees, the students will be required to pay the difference, even at the later date. If the fees taken reduced by the Government Appointed Body, the difference will be deducted to the students.Changes in the fee structure or refund rules will be informed to the applicants as & when the notification for the changes is received from the University/ Government.

3. Enrollment fees and caution money is to be paid by the new entrants only i.e at the FY BCom, F.Y BMS, F.Y BSc IT, FY BCom (FM), FY BCom (B&I), MCom -I, MSc IT- I.

4. Examination fees for the Third year & MCom classes as notified by the University.

5. For further details regarding the fee structure of each courses refer www.spdtcollege.ac.in.

CANCELLATION OF ADMISSION & REFUND OF FEES FOR PG COURSES:

Vide University CIRCULAR NO.: UG/253 OF 1996 DATED 28/05/1996. (0.3574)

a] The registration fee once paid for the Post Graduate course will not be refunded for any reason.

b] The tuition fee paid by a candidate for the course in which he is registered as a Post Graduate student will be refunded to him / her if he/she leaves the said course without attending any lectures, seminars or practicals, subject to a deduction of 25% of the tuition fee only there from the administrative charges. An application by the candidate for such refund will only be entertained if it is received by the Registrar / Head of the University Department within fifteen days from the date of commencement of the lectures of the academic year in which the fee is paid.

c] The tuition fee paid by a candidate for the course in which he is registered as a Post Graduate student will be refunded to him if he leaves the said course and joined the another course of this University for which he applied at the same time and the selection for the new course of this University is made later, subject to a deduction of 25% of the tuition fee only there from for administrative charges. An application by the candidate for such refund will only be entertained if it is received by the Registrar / Head of the University Department within fifteen days from the date of his paying tuition fee for the new course.

FOR UG COURSES:O. 2859: Circular number UG/412 of 2008 of 11 Sept. 2008 Refund of Tuition, Development and all other fees after cancellation of admissions:

The candidates who have taken admission in Under Graduates courses

in Govt. Colleges, In Govt. aided and unaided courses conducted by affiliated colleges and recognized Institutions may request for refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter.

Table-1: Fee Deduction on cancellation of admission

	Period and percentage of deduction charges				
(i)	(ii)	(iii)	(iv)	(v)	(vi)
* Prior to commencement of academic term and instruction of the course	Upto 20 days after the commencement of academic term of the course.	From 21st day upto 50 days after commencement of the academic term of the course.	From 51st day upto 80 days after the commencement of academic term of the course or August 31st whichever is earlier.	From September 1st to September 30th.	After September 30th.
Rs. 500/- lump sum	20% of the total amount of fees.	30% of the total amount of fees.	50% of the total amount of fees.	60% of the total amount of fees.	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:-

i)   All the fee items chargeable for one year are as per relevant University circulars for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities).

ii) The Fee charged towards group Insurance and all fee components to be paid as University share (including Vice-Chancellor fund,

University fee for sports and cultural activities, E-charge, disaster management fund, exam, fee and Enrollment fee) are non-refundable if payment is made by the college prior to the date of cancellation.

iii) Fee collected for Identity card and Library card, admission form and prospectus, enrollment and any other course specific fee are not refunded after the commencement of the academic term.

iv) All refundable deposits (Laboratory, Caution Money and Library etc.) will be fully returned at the time of cancellation. Provided that wherever admissions are made through centralized admission process for professional and / or for any other courses by other competent Authorities, the Refund Rules are applicable if specified by such authorities (as per the rules of relevant agencies) for the 1st year admission. In case of admission to subsequent years of the course. O.2859 is applicable for cancellation of admission.

Provided further that this refund rule is concurrent with the rules and guideline of other professional statutory bodies appointed for admission for relevant courses.

Further that O. 2859-A & O. 2859-B have been repealed and the amended O.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Under Graduate.

Note :

1) Sanction of NOC of Second Year and Third Year will be on the discretion of the management.

2) Refund is applicable only if student pay full fees for taking admissions in First Year of degree course of the academic year.

☞ **FREESHIPS AND SCHOLARSHIPS**

Students belonging to SC / ST / DT - NT / EBC / PTC etc., and those who wish to avail of the Government Scholarship and freeships should apply in the prescribed form along with the necessary documents to the college office within one month from the commencement of the academic year or any other date notified by the college office.

The application forms for: (1) Economically Backward Class Free Studentship (EBC), (2) Primary / Secondary Teachers' Pupil Free Studentship (PTC) / STC) can be collected from the college office.

Shri Rajasthani Seva Sangh Trust provides endowment scholarship and prizes ever year to the ten per cent of the total number of students those who are economically backward.

☞ **COLLEGE OFFICE**

◆ Student applying for certificates, certified copy, testimonials etc. should submit their application forms to the Office Superintendent / Head Clerk. The certificates / testimonials will be issued usually within two days after the submission of application form.

◆ Railway concession forms (local) will be issued to bonafide students on the prescribed days during office hours :

◆ Long journey Railway concession will be issued to students to their native place only during vacations. No students should approach the office for concession during the term.

☞ **LIBRARY**

◆ The College library has a good collection of reference books, text books, magazines and periodicals on all subjects of Arts and Commerce. The text books are issued to students for home reading and reference for reading in the library only.

☞ **LIBRARY RULES :**

◆ The College library timings are from 7.30 a.m. to 4.00 p.m. on working days. The timings are subject to change during vacation and or non-instructional days. The library remains closed on sundays and public holidays.

◆ Silence must be maintained in the library.

◆ Students must produce their identity cards to have access to the library.

◆ Books are issued strictly in order of application. If is left to the discretion of the Librarian not to issue certain books when circumstances warrant so.

◆ No books or periodicals must be taken out from the library unless the request has been registered at the issuing counter.

◆ Readers must, on receiving a book, examine it and report to the librarian any damage therein. If they fail to do so, they will be held responsible for any damage that may be detected later.

◆ Books lost, damaged or defaced must be paid for by the reader in whose name books were issued. The damage to the books will be assessed by the Librarian.

◆ Marking by ink or pencil or writing on the library books, tearing pages or picture or defacing the books will be treated as beach of library rules and shall invite disciplinary action.

◆ All books must be returned by or before the due date. A student who fails to return the book on or before the due date will be liable to pay fine as may be imposed by the college authority.

◆ Seating arrangement should not be disturbed. No furniture should be moved from its original place.

◆ Sub-lending of Reader's ticket / books is strictly prohibited.

◆ No Ex - student is permitted to empower library or enjoy reading room facility unless permitted by the Principal.

◆ The librarian reserves the right to recall any book / periodical at any time.

◆ Regarding all other matters concerning the library, decision of the Principal / Librarian will be final.

☞ **RULES OF ATTENDANCE**

◆ The rules of attendance as prescribed by the University of Mumbai will be strictly enforced. A student in order to keep term must fulfil the condition laid down in the University ordinance 60 86.

◆ There is an attendance committee to monitor the process of maintaining attendance records. It involves Head of the Department in consultation with teachers of the respective subjects and concurrence of the principal. The attendance is maintained for lectures, practicals, and tutorials of every subject for every class in every month.

☞ **0.6086 : Attendance : (Circular No. UG/01/ of 2014)**

1) There shall be the Attendance Committee, for smooth conduct of this ordinance, in every college/institute/Department of the University comprising of at least three members (to be nominated from other departments in case of the University Departments having less than 3 teachers), the Vice-Principal/ Senior Teacher (Convener) and at least two more teachers ensuring representation of the concerned faculties, nominated by the Principal/Director/ Head.

2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfills at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practicals, tutorials etc. wherein short and/or long excursions/field visits/study tours

organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s. Further it is mandatory for every learner to have min 50% attendance for each course & average attendance has to be 75%.

3) The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular/co-curricular activity/ competition/camp/ workshop/convention/symposium/seminar etc. where the said learner is officially representing the college/ University/ District/ State/ Country with the permission of the Principal /Director/ Head of the College/ Institute/ University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, at Sr. No 2, shall be deemed to have been attended by the said learner .

4) Without prejudice to what is stated here-in-above, the Principal/ Director/Head of the concerned College/Institute/Department of the University shall be the competent authority to condone the absentee of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the said college/Institute/Department of the University, wherein it is mandatory on the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.

5) The attendance committee ensures that the attendance records

are maintained in order and that the warning letters are issued to the defaulting learners at least twice in every semester & that in the first week of every month for the previous month default list it display on college notice board. If they are falling short of attendance while also displaying the list of defaulters declaring their respective attendance for the month. The defaulting learners should also be called (along with the parent/guardian wherever necessary) to meet the Convener, attendance committee in the middle of the semester with a view to make the consequences adequately clear while understanding the difficulties if any and encouraging the learner to comply with the requirement of the attendance. Needless to say that the learners should be made aware of the provisions of the ordinances for attendance at the time of admission and an undertaking may be obtained from them (countersigned by the parent/guardian wherever necessary) assuring regular attendance while understanding the consequences of defaulting.

6) At the end of the semester on recommendation of the attendance committee the Principal/Director/Head of the college/Institute/ University Department shall display list of the learners who are not allowed to keep terms, allowing them to appeal to the Principal/ Director/Head of the College/Institute/Department of the University within 3 days from the date of display of the notice. After disposing the appeals the Principal/Director/Head shall intimate the same to the In-charge of Examinations/the Controller of examinations to withdraw the examination forms of such defaulting learner sunder intimation to those learners ensuring that this communication reaches the concerned at least 10 clear days before the commencement of the respective examinations.

7) The learners whose terms are not granted by the college/institute/ department of the University can appeal to the controller of examinations, if desired, in a prescribed form and by paying fees prescribed by the Management Council within 3 days from the

receipt of this intimation and that the controller of examinations shall arrange a hearing of the learners along with their concerned Principals/Directors/Heads of the Department, represented in person or through a teacher nominated by them before the committee (one each for every faculty) nominated by the Management Council comprising of 3 members including the convener. The respective committees shall convey their decisions to the controller of examinations which shall be final and binding on the learners once accepted and communicated by the controller of examinations.

☞ **ACADEMIC YEAR**

◆ Faculty of Arts/ Commerce: Including all Certificate, Diploma, Post graduate Diploma, Dgree and Masters Degree Courses under the Faculty of Arts Commerce (excluding all management Studies Courses and B.Ed Courses)

First Term – 05th June 2017 to 16th October 2017 ⎫
⎬ Both days Inclusive
Second Term – 09th November 2017 to 30th April 2018 ⎭

(There will be a break for Mid term from 25th August 2017 to 29th August 2017 both days inclusive)

(There will be a break for winter term from 26th December 2017 to 1st January 2018 both days inclusive)

◆ **Unfair Means :** The Amended Ordinance 220 Reads as Under:-

ORDINANCE 5050 :

1. a) On receipt of a report regarding use of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examination shall have power at any time to institute inquiry and to punish such unfair means or

breach of the rules by exclusion of such student from any University examination or from any University course in a College or Recognised Instution or in the University Depatment or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal to him/her or by imposition of the fine or in any two or more of the aforesaid ways *within a period of one year*.

(b) Where the examinations of the University courses are conducted by the constitutent Colleges/Recognised institutions on behalf of the University, the Principal/Head of the concerned constituent College/Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of he rules by exclusion of such a student from any such examination or any University course in any College/Institution either permanently or for a specified period or by cancellation of the result of the student in the College/ Institution examination for which he/she appeared or by deprivation of any College/ Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to him/her or by imposition of fine not exceeding Rs. 500/- or in any two or more of the aforesaid ways.

(c) On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connnected with the conduct or examination held by University or College or Recognised Institution including breach of the rules laid down for proper conduct of

examination, the Board of Examinations, in the cases of the University examinations or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be, shall have power at any time to institute inquiry and punish such malpractices or lapses by declering dsiqualified the concerned paper-setter, examiner,moderator, referee, teacher or any other person connected with the conduct of examination from any examination work either permanently or for a specified period or by imposing fine not exceeding Rs. 500/- or by referring his/ her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

◆ **PUNISHMENT :**

The Competent Authority concerned i.e. the Board of Examinations in the cases of University examination, the concerned Principal in the cases of College examination, and the Head in the cases of examination held bythe Recognised institution, after taking into consideration tghe report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means :

a) Annulment of performance of the student in full or in part in the examination he/she has appeared for:

b) Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.

c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.

d) Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.

e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/penalty as it may deem fit.

f) As far as possible the quantum of punishment should be as prescribed (categorywise) in Appendix-A.

g) The student concerned be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized by it in this behalf, under intimation to the College / Institution he / she belongs to.

Appendix A

12. **The Board Categories of Unfair Means Resorted top by Students at the Uniersity/College/Institution Examinations and the Quantum of Punishment for each Category thereof.**

S. No.	Nature of Malpractice	Quantum of Punishment
(1)	Possession of copying material	Anulment of the performance of the student at the University/College/Institution Examination in full.*
		Note :- This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the

		punishment prescribed thereat.
(2)	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
(3)	Possession of another student's answer-book	Exclusion of the student from universityh or College or Institution examination for one additional examination. (BOTH THE STUDENTS).
(4)	Possession of another student's answer-book + Actual evidence of copying therefrom.	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS).
(5)	Mutual/Mass copying	Exclusion of the student from University or college or Institution examination for two additional examinations.
(6) (i)	Smuggling-out or smuggling-in of answerbook as copying material	Exclusion of the student from University or college or Institution examination for two additional examinations.
(ii)	Smuggling-n of written answer-book based on the question paper set at the examination.	Exclusion of the student from University or college or Institution examination for two additional examinations.

(iii)	Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University or college or Institution examination for two additional examinations.
(7)	Attempt to forge the signature of the Jr. Supervisor on the answerbook or supplement.	Exclusion of the student from University or college or Institution examination for two additional examinations.
(8)	Interferring with or counterfeiting of University/CFollege/Institution seal, or answerbooks or office stationery used in the examinations.	Exclusion of the student from University or college or Institution examination for two additional examinations.
(9)	Answerbook, main or supplement written outside the examination hall or any other insertion in answerbook.	Exclusion of the student from University or college or Institution examination for two additional examinations.
(10)	Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations	Exclusion of the student from University or college or Institution examination for two additional examina-tions.
(11)	Using obscence language/violence threat at the examination centre by a student at the University/College/ Institution examination to Jr/Sr. Supervisors/Chief Conductor or Examioners.	Exclusion of the student from University or college or Institution examination for two additional examinations.

(12) a) Impersonation at the University/ College/Institution examination.

Exclusion of the student from University or college or Institution examination for five additional examinations. (both the students if impersonator is University of college or Institute student)

(b) Impersonation by at University/ College/Institute student at S.S.C./ H.S.C any other examinations.

Exclusion of the student from University or college or Institution examination for two additional examina-tions.

(13) Revealing identity in my form in the answer written or in any other part of the answerbook by the student at the University or college or Institution examination.

Annulment of the perform-ance of the Student at the Universityor College of instituton examination in full.

(14) Found having written on the palms or on the body, or on the clothes while in the examination.

Annulment of the performance of the Student at the Universityor College of instituton examination in full.

(15) All other malpractice not covered in the aforesaid categories.

Annulment of the performance of the Student at the Universityor College of instituton examination in full, and severe punishment depending upon the gravity of the offence.

(16) If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in the event he/she

shall be dealth with severaly. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

(17) Practical/Dissertation/Project report Examination.

Student involved in malpractices at Practical/Dissertation/Project report examinations shall be dealth with as per the punishment provided for the theory examination.

(18) The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

● **(Note :** The term "Annulment of Performance in full" includes performance of the student at the theory as well as Annual Practicalp examination, but does not included performance at term work project work with its term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used threat).

☞ **EXTRA CURRICULAR ACTIVITIES**

◆ **THE COLLEGE GYMKHANA:** The college provides both indoor and outdoor games facilities and encourages students to participate in various Collegiate and Inter- Collegiate sports and cultural competitions. Services of experts are made available to guide the students in different games. The Gymkhana Day is celebrated normally in the month of January by organising an atheletic meet.

◆ **CULTURAL ACTIVITIES :** In order to identifythe hidden talents among the students, the college conduct different cultural programs during every academic year. The management and all the staff always encourage the students of show case their talent in different fields like dance, Music, Literary and Fine arts. Many of them are

recipients of different inter college fest awards. The college also encourage the students to participate in different inter-college festivals. The last year was a special one for the college as it successfully held its first Inter-Collegiate fest 'Rudra' with immense Joy & enthusiasm.

◆ **ALUMNI :** An Alumni Association serves to maintain the links of all the alumni. The Association gain the popularity overtime. In the last academic year management of the college also facilitate some alumni in the celebration of silver jubilee yar of the college. The alumni are invited to come and share their personal experiences with the students. Alumni who occupy significant niches in different fields impart awareness about the various career opportunities and challenges. These regular interaction between the alumni and students contribute a sensible and significant role in the overall development of the college.

◆ **SPORTS:** Students have always been encouraged to participate in different sports activities and physical training. Different indoor games facilities are available in the college. Every year college conducted Annual Sports Day to encourage the students. Sports kits as well as allowances are provided to students for outdoor games.

◆ **NATURE CLIP CLUB :** College organized this club for nature lover. They try to develope the love for our mother earth The students encourage to capture different glimpse of environment and they conduct the photography competition.

◆ **N.S.S :** The N.S.S. Unit of the college is the most active and vibrant unit. The basic objective of N.S.S. is to involve college youth in social service and inculcate values of "Sadhbhavna and Satkarm a" and foster the spirit f"Vasudhav Kutumbkam" N.S.S. insitizes students about social problems of the society students are enrolled as N.S.S. Volunteers by the N.S.S. Unit as per the

directives of University of Mumbai. N.S.S. Volunteers are entitled to 10 grace marks v/o 229.

The N.S.S. Unit of the college is the most active and vibrant unit. The basic objective of N.S.S. is to involve college youth in social service and inculcate qualities of "Sadbhavana and Satkarma". Students are enrolled as N.S.S. volunteers by the N.S.S. unit as per the directives of University of Mumbai. N.S.S. Volunteers are entitled to 10 grace marks as per the u/o 229.

◆ **N.C.C. : BOYS AND GIRLS :** The aim of N.C.C. is to spread the spirit of nationalism, unity, brotherhood and the qualities of leadership in the youth and also to produce worthy and disciplined citizens of this country. The College provides facilities for enrolling students in the N.C.C. The N.C.C. cadets are entitled to 10 grace marks as per u/o 229.

◆ **STUDENT'S COUNCIL**

A Students' Council is constituted as per directives from the University of Mumbai. It shall be formed by nominating the students who are merit holders i.e., who have excelled in academics, N.C.C., N.S.S., Sports, Cultural activities etc. Tenure of the Students' Council is one academic year.

☞ **OBJECTIVES OF STUDENTS' COUNCIL:**

◆ To lead the students and promote a sense of belonging and solidarity with one another and with the College authorities.

◆ To collaborate with the principal and the members of the teaching fraternity to achieve the aims and objectives of the college.

◆ To help the student community to develop their talents, vision and sense of responsibility, which will stand them in good stead in later years.

◆ To achieve these objectives the Student's Council organises various programmes with the prior permission of the Principal and in consultation with the Professor - In - Charge.

Every student should do well & remember that in this country not many get the benefit of Higher Education. You are one of the priviledged fews to get the advantage of Higher Education. You should, therefore, make the most of all the opportunities you get in this College. Take part in co-curricular and extra curricular activities, try to understand as many things as possible, learn to live amicably with others. An all round development of personality shall brighten your future prospects in particular and benefit the society in general.

◆ **WOMEN DEVELOPMENT CELL :**

The formation of a college level Women Development Cell was made mandatory by the University of Mumbai after the Vishaka Judgment in the year 2001. Our College has Women Development Cell which aims to prevent sexual harassment and to promote general well-being of female students, teaching and non teaching women staff of SPDT College. It helps to create social awareness about the problems of women and in particular regarding gender discrimination and encourages participation of NGOs working in the area of women's development in the activities of the Cell. WDC organizes seminars, workshops for creating general awareness and orientation of students, teachers, non-teaching staff for their active and sustained participation in the activities of Cell. It also initiates various types of training programmes and create awareness about self-employment schemes for the encouragement of self-reliance among women.

◆ **PLACEMENT & CAREER GIUDANCE CELL:**

The Career Guidance and Placement Cell is functioning actively by providing regular placements and career guidance programmes. Talks on jobs opportunities and career counseling for various industries like IT, Banking, Insurance, Biotechnology, Pharmaceuticals etc. are

organised on a regular basis. The Career Guidance and Placement Cell provides well-developed infrastructural facilities in the college to the corporate sector for conducting campus recruitment programmes. Every year number of students getting placement is increasing.

◆ **THE STUDENT GRIEVANCE REDRESSAL CELL :**

The Grievance Redressal Cell has been set up to help the Faculty and Staff to record and solve their grievances in matters directly affecting them ,either individually or as a group. The students are informed of such a support system on the very first day of admission by the coordinators of the Cell. They are given a briefing of its functioning and procedure. Besides college maintains one suggestion box which made available on the campus for students to drop their grievance and suggestions. These are checked regularly by the coordinators and redressed as per the needs.

◆ **DEPARTMENT OF LIFELONG LEARNING AND EXTENSION (D.L.L.E.)**

The Department of Lifelong Learning & Extension (D.L.L.E.) known earlier as Department of Adult and Continuing Education and Extension established on October 12 in the year 1978 and has been recognized as a statutory department of the University of Mumbai since 1994 to promote a meaningful and sustained rapport between the Universities and the community. The DLLE offers flexible continuing education opportunities for the people. Our college has been associated with DLLE since the academic year 20115-16.

◆ **COLLEGE COUNSELING CELL :**

Our College has a counselling Cell for staff and students. The Counsellor gives guidance on personal or psychological problems of the students. The cell also organises talks and seminar to create awareness to remove the social stigma among the students.

◆ **ADD - ON - COURSES :**

Our College provides Add - On - Courses for students since 2013 - 14 Academic Year. Different Add - On - Courses are as follows.

1) Tax Procedure & Practice

2) Web Designing & Office Automation

3) Advertising sales Promotion & Sales Management

4) Management of Retail Business

5) E-Commerce.

◆ **RESEARCH**

Faculty and students are encouraged to undertake research and publish research papers. College Research Committee looks after these activities and it orients the faculty towards research methodology through guest lectures and workshops etc.

✻✻✻

CODE OF CONDUCT

The College expects every student to abide by the following Code of Conduct :-

1) **Identity Card :**

   a) **Students must carry their Identity Card duly filled in and signed. They must affix a photograph which should bear the college stamp and the Principal's signature.**

   b) **Transfer of I.D. Cards is a criminal offence. The student will be liable to expulsion from the college.**

2) **Littering in the classrooms, corridors & the campus is prohibited. Please use the dustbins provided all around. Offenders will be penalised.**

3) **Sitting on the vehicles in the college compound S.B. Marg and internal Road of J.B. Nagar is strictly prohibited.**

4) **Loitering or Crowding on S.B. Marg and internal Road of J.B. Nagar is also prohibited. Students are required to remain in the college campus during their free hours. (Strict disciplinary action shall be taken against the students who are flouting this Rule)**

5) **Mobile Phones if carried by the students should be switched off while in campus, library, corridors and campus of the college. If these instructions are not followed, the instrument will be confiscated.**

6) **Anti-ragging act :**

   Ragging is banned in this institution. A student involving in any such act will be expelled from the college and in addition may undergo imprisonment and fine.

❖ ❖ ❖

Mission

SPDT College inspires, prepares, and empowers students to succeed in a changing world.

✓ *We inspire students to learn and to develop as whole people: intellectually, physically, and emotionally*

✓ *We inspire students to continue learning throughout life*

✓ *We prepare and empower students to be successful by helping them to develop the knowledge, skills and abilities.*

Vision

To be a national leader in transforming lives through an innovative, rigorous, and compassionate approach to education.

✓ *We continually strive to strengthen and improve the positive impact we have on our students and community: transforming their lives, as well as our own, through our work*

✓ *We will become known nationally as an institution that "makes a difference"*

✓ *We continually strive to innovate – finding new and more effective ways to educate and serve students*

✓ *We approach our work with compassion – acknowledging the whole person, working with integrity and caring, accepting people where they are and moving them forward without sacrificing standards or expectations; bringing joy, honesty, and understanding to our work.*

Objective & Goals

✓ *To promote Higher Education and professional achievement amongst every strata of the society particular underprivileged.*

✓ *To enable students to develop as a confident citizen through participating various extra curricular activities, and personality development progress.*

✓ *To promote good culture and value based thoughts in our students.*