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## 1.0 : A Glimpse into the College

### 1.1 The Konkan Muslim Education Society of Thane District, the apex body

A few enlightened visionaries established the Konkan Muslim Education Society in 1927 to fulfill their desire of providing quality education to children, especially in a mofussil and then backward area of Bhiwandi, where the rate of illiteracy was high and population dominated by power-loom workers who lived a hand to mouth existence and could not afford to send their children to school.

The K.M.E. Society made its entry in the field of education in 1927 by starting an Anglo-Urdu High School. The society has now grown and has Kindergarten section, two Primary Schools, seven full fledged High Schools, two Junior Colleges, two Technical and Vocational Schools, a Computer Centre, a multi-faculty Degree College with Post- Graduate Centres in Arts, Science, Information Technology and Commerce, Research Laboratories and well equipped Fitness Centres. The management has put in efforts to start College of Education with B.Ed. and D.Ed. courses. The overall students' strength of our society's institutions is over 18,500.

### 1.2 Location and Important landmarks in History of the College :

**The K.M.E. Society's G.M.Momin Women's College** is situated in Bhiwandi, which is located about 20 Km away from Thane Railway Station (Central Railway) and about 50 Km from Mumbai. The nearest Railway Station is Bhiwandi Road, on the Diva- Vasai line connecting Central and Western Railway networks. Other nearby Railway Stations are Thane and Kalyan stations. The college is well-connected by Road and is situated near the Bhiwandi State Transport Bus stand.

The college is built on a spacious ground of 32,453 sq. feet with ground plus four floors. The **Arts Faculty** was established on 24th July 1989 with 94 students. The **Science Faculty** was started in 1994 with 27 students and **Commerce Faculty** came into existence from 1999. To be in tune with the changing times, **B.Sc. (IT)** course was introduced from 2001. **The Post-Graduate centre for M.A. programmes** was established in 2004, followed by **M.Sc. programmes** in 2006 and **Ph. D. programme (Zoology)** in 2008. The **B.M.S.** course commenced from 2009, **M.Sc. (IT)** course, from 2010 and **M.Com.** course, from 2011. **B.Sc. (Biotechnology)** and **Post-Graduate programmes** viz. **M.A. (History)**, **M.A. (Philosophy)** and **M.Sc.**

(by research) in **Zoology** were introduced in 2012. **M.Sc. Programmes in Physics and Mathematics** commenced in 2013.

**B.Sc. (Inter Disciplinary Studies)** a unique value added course was introduced from 2016. New subjects viz. NSS and DLLE (extension education) as alternative to FC were introduced from 2017, effective 2018-19

Today the college has created its own niche in academics, co-curricular as well as extra-curricular activities and is progressing in leaps and bounds. This premier institution of higher education, exclusively for women, has become a landmark in the progress and development of Bhiwandi by making the possibility of women graduates and post-graduates a reality in middle and lower middle class families; an achievement in itself and a dream come true for parents.

**1.3 Affiliation :** The college is affiliated to the University of Mumbai since its inception.

**1.4 NAAC Reaccreditation :** First Cycle = B+  
Second Cycle = A  
Third Cycle = B++

**1.5 ISO 21001:2018 (EMOS) Certification:** In order to enhance and sustain quality education in our college and to maintain excellence, the management went ahead voluntarily to get the institution ISO certified. The college was certified in accordance with ISO 21001:2018 (EMOS) standards by the Bureau of Indian Standards (BIS). It's our distinctiveness that our college is the First Institute in India which is certified with ISO 21001:2018 (EMOS).

**1.6 STAR College Scheme:**

Five Departments namely Department of Botany, Chemistry, Information Technology, Physics and Zoology have been selected for funding under the Star College Scheme of DBT, Ministry of Science and Technology, Govt. of India

**1.7 Awards :** The college has received **Best College Award** from University of Mumbai and **Jagar Janivancha Award** (2nd position) from Government of Maharashtra, **Best NSS Unit Awards at University, State and National Levels and Best DLLE Unit Award** at University level. Our enthusiastic students have also won for the college the '**Thane Police Maha Karandak' First Position** in Bhiwandi Parimandal Zone and Second & Third Position in Thane Police Commissioner Zone area respectively, in the last two years; Best actress award in Thane Police Short Film Competition on awareness against terrorism; University of Mumbai Udaan Festival First Prize for last

several years.

**1.8 Our Campus and Infrastructure :** The college is located in two buildings viz Main Building and Extension Building each of four storeys on a spacious campus approximately 5 acres. The college has spacious class-rooms and hi-tech laboratories with modern facilities such as smart boards, audio video devices; modern and well-stocked library, Language laboratory, auditorium, cafeteria, well equipped gymkhana and fitness centre. Wi-Fi (wire free) facility is available in the IT department. Internet facility is available to students and staff in the library, laboratories and 3rd floor computer laboratory. On the campus we also have the administrative office of our parent body the Konkan Muslim Education Society of Thane District along with several of its Group of Institutions, a large play ground, cafeteria, garden, gymnasium, health care centre, cyber centre, stationery shop, photocopy facilities, multipurpose hall and another auditorium and language laboratory.

**1.9 Work Schedule of the College :** Lectures / Tutorials / Practicals conducted between from 7.30 a.m. to 6.00 p.m.

The College Administrative Office working hours are

10.00 a.m. to 12.30 p.m. (Payment of Fees)

10.00 a.m. to 1.30 p.m. (All other work)

3.00 p.m. to 4.30 p.m. (Collection of documents by the students)

Office remain close on Saturdays, Sundays and Public Holidays.

## **2.0 : Academic Programmes , Certificate Courses and Special Coaching**

### **2.1 Programme Courses: (Aided)**

- 1) B.A. Programme      2) B.Sc. Programme

### **2.2 Programme : Self-Financing**

- 1) B.Com.      2) B.Sc.(I.T).      3) B.M.S.      4) B.Sc. (Biotechnology)  
5) B.Sc. (Inter-Disciplinary studies)

### **2.3 Post Graduate Programmes**

#### **♦ M.A. Programme**

- (a) M.A (English Literature)
- (b) M.A (History)
- (c) M.A (Islamic Studies)
- (d) M.A. (Philosophy)
- (e) M.A. (Sociology)
- (f) M.A. (Urdu Literature)

#### **♦ M.Com. Programme**

#### **♦ M.Sc. Programme (By Papers)**

- (a) M.Sc. (Botany)
- (b) M.Sc. (Chemistry)
- (c) M.Sc. (Mathematics)
- (d) M.Sc. (Physics)
- (e) M.Sc. (Zoology)
- (f) M.Sc. (I.T.)

#### **♦ M.Sc. (by Research)**



(Accountancy)

M.Sc. (by Research)(Zoology)

M.Sc. (by Research)(Botany)

## 2.4 Ph. D. Programme

Ph.D. (Zoology)

Ph.D. (Botany)

New academic programmes, courses and subjects are added every year, details of which will be available on the notice boards and in the office at the time of their introduction.

## 2.5 Short Term Certificate Courses and Workshops:

The college conducts several skill development and value added courses as mentioned below:

1	Aroma Candle Making
2	Artificial jewellery designing
3	Awareness Programme on Cyber Bullying
4	Awareness on Heritage Structures in Bhiwandi & Mumbai
5	Baking & Cake Decoration
6	Basic Computers
7	Basic Garden Designing and Landscaping
8	Basic Course in Yoga
9	Basic Robotics
10	Basics and Handling of Compound Microscope
11	Basics of Networking
12	Basics in Programming
13	Basics in Tissue Culture
14	Basic Beautician
15	Calligraphy
16	Consumer awareness programmes
17	Creative Writing
18	Designing of Basic Electronic Circuits
19	Dry Herbarium Techniques
20	Embedded Programming with Arduino
21	English Speaking Course
22	Fruit and Vegetable Carving
23	Basic First Aid
24	General Semantics
25	Gift Wrapping
26	Greeting card Making
27	Hands on Training on Techniques for separation of Proteins
28	Hands on Training on Gel Electrophoresis
29	Homemade Chocolates
30	Home scale preparation of Fruit Jams
31	Home scale preparation of Fruit Squashes and Syrups
32	Ikebana and flower bouquets
33	Incubation Centre
34	Introduction to Aseptic techniques
35	Mehendi Art & Design

36	Mind Training Camp
37	Moulding and Marketing of Chocolates
38	News & Feature Writing
39	Networking
40	Origami
41	Personal Grooming
42	Personality Development and Leadership Training (4 Modules)
43	Power Point Presentations
44	Preparation of Standard Chemical Solutions
45	Photography for Beginners
46	Pottery and Clay Sculpturing
47	Professional Bottle garden
48	Professional Brick gardening
49	Professional Terrarium
50	Project Writing and Presentation
51	Quran & Urdu Literature
52	Self Defence & Karate
53	Logical Reasoning & Statistical Method
54	Setting up of Aquarium
55	Tissue Culture Techniques
56	Tally Course
57	Share Market - Functioning and Trading
58	Tasawwuf & Urdu Poetry
59	Vermi Composting
60	Yoga
61	Wire Flower Making
62	Training course in two wheeler driving
63	Karate
64	Electrician course

New short term courses are added every year. Students are encouraged to derive benefits from these additional courses and enrich their values, skills, expertise and valuable experience in the college.

## 2.6 Diploma Courses:

A Technology Centre has been started in the college in collaboration with M/s. Technology Management Consultants to impart career-oriented training in various fields of modern technology to the youth to develop soft skill and became self reliant. The courses are oriented towards supplementing the regular education of students. The Technology Centre conducts the following courses:

- Advanced Diploma in Fashion Designing - 9 months
- Basic Diploma in Fashion Designing - 5 months
- Certificate Course in Stitching - 3 months

## **2.7 Special coaching:**

### **Competitive Exams**

The college collaborates with authorized reputed NGOs for providing free coaching for minority students for various Competitive Examinations such as UPSC, MPSC and Banking Examinations. Training sessions are conducted in the college campus after regular lecture hours. Subject to batch strength.

### **CA-CPT**

Subject to availability of sufficient students, free coaching for CA- CPT, under Minority Affairs scheme of government, is arranged in the college. Registration fee of CA institute is to be borne by participants.

### **English Speaking Course**

The college runs an English Speaking Course in its Language Laboratory for improving English speaking skills of learners, especially those coming from vernacular medium schools and wanting to improve their skills in English language. This course is highly recommended to all new entrants in the college. The course is compulsory for students coming from Urdu and vernacular medium.

Students are earnestly urged to take maximum advantages of all these facilities provided by the college.

## **2.8 Co-curricular and Extra-curricular Activities:**

Students can join one or more of the activities mentioned below:

- i) NSS Unit
- ii) Extension Education ( DLLE) Unit
- iii) Earn and Learn Scheme for Needy Students
- iv) Cultural activities
- v) Departmental Club activities
- vi) Different Associations and Committees such as English Literary Association, Magazine Committee etc.
- vii) Fitness Centre
- viii) Sports Activities
- ix) G.M. Momin Scholar's Programme
- x) Research Projects Programme for Students
- xi) Aerobics, Karate and Yoga Classes
- xii) Workshops, National Conferences and Seminars are held in the college. Students are urged to prepare for the same, participate and present their findings in the form of Oral and Poster Paper Presentations.

Students can participate in any of the above mentioned activities and

those mentioned in 8.25 which help to build personality, improve self-esteem and confidence and to discover their hidden talents.

Students are nominated for Students Council, Women Development Cell, ICC, College Development Committee and Internal Quality Assurance Cell by the Principal as per norms.

### 3.0 Subjects offered : Degree College

All admissions to the First Year of Degree programmes and their academic activities will be as per the provisions and guidelines of NEP 2020 issued by Government of Maharashtra, University of Mumbai and University Grant Commission from time to time.

Medium of instruction is English for all subjects.

#### 3.1

F. Y. B. A.			
Compulsory Subjects : (Select any One Group)			
1	Foundation Course	Communication Skill	Urdu
2	Foundation Course	Communication Skill	Hindi
Optional Subjects : : (Select any One Group)			
1	English	History	Sociology
2	Urdu	History	Sociology
3	Psychology	History	Sociology
4	English	Islamic Studies	Philosophy
5	Urdu	Islamic Studies	Philosophy
6	Psychology	Islamic Studies	Philosophy
7	English	History	Philosophy
8	English	Islamic Studies	Sociology
9	Psychology	History	Philosophy
10	Urdu	History	Philosophy
11	Urdu	Islamic Studies	Sociology
12	Psychology	Islamic Studies	Sociology
F. Y. B. Sc.			
Select any one Group			
1	PCM	Foundation Course-I, Physics, Chemistry, Mathematics	
2	CBZ	Foundation Course-I, Chemistry, Botany, Zoology	
F. Y. B. Com.			
1. Foundation Course Accountancy & Financial Mgt		4. Business Communication	
2. Commerce Paper-I		5. Mathematics & Statistics	
3. Business Economics		6. Environmental Studies	
F. Y. B. M. S.			
1. Introduction to Financial Accounts		5. Foundation Course - I	
2. Business Law		6. Foundation Of Human Skills	
3. Business Statistics		7. Business Economics-I	
4. Business Communication - I			

<b>F. Y. B. Sc. Biotech</b>	
1. Fundamentals of Biotechnology	5. Genetics
2. Microbiology I	6. Molecular Biology I
3. Basic Chemistry I	7. Ability Enhancement course-Communication skills
4. Biochemistry	
<b>F. Y. B. Sc. IT</b>	
1. Programming Principles With C	4. Computational Logic and Discrete Structure
2. Digital Logic And Applications	5. Technical Communication Skills
3. Fundamentals of Database Management Systems	
<b>F. Y. B. Sc. Interdisciplinary</b>	
Course Code	Subjects
BZ	Foundation Course I, Soft Skills and Personality Development, Botany, Zoology
CZ	Foundation Course I, Soft Skills and Personality Development, Zoology, Chemistry
BC	Foundation Course I, Soft Skills and Personality Development, Botany, Chemistry

### 3.2 Intake capacity

F.Y.B.A	F.Y.B.Sc.	F.Y.B.Com	F.Y.B.Sc.IT	F.Y.B.M.S.	F.Y.B.Sc. (Biotech.)	F.Y.B.Sc. (Inter Disciplinary)
120	120	120	60	60	35	60

- 3.3 Self Financing Post-Graduate Courses in Faculties of Arts, Science and Commerce**  
 All admissions to the First Year of Degree programmes and their academic activities will be as per the provisions and guidelines of NEP 2020 issued by Government of Maharashtra, University of Mumbai and University Grant Commission from time to time.

Subject	Intake capacity
<b>M.A.</b>	
English Literature	60
History	60
Islamic Studies	60
Philosophy	60
Sociology	60
Urdu Literature	60
<b>M.Sc. (By Papers)</b>	
Botany	10
Chemistry	10
Mathematics	20
Physics	20
Zoology	10
Information Technology.	20
<b>M.Sc. (By Research)</b>	
Zoology	6 M.Sc. and Ph.D. taken together
Botany	10 M.Sc. and Ph.D. taken together

<b>M.Com.</b>	
M.Com.(Accountancy)	60
<b>Ph.D.</b>	
Zoology	6 M.Sc. and Ph.D. taken together
Botany	10 M.Sc. and Ph.D. taken together

admissions strictly on merit basis as per the availability of seats.

## 4.0 Admission Guidelines

### 4.1 Procedure for admission

- ❖ Admission is granted on merit basis and in strict accordance with the norms laid down by the University of Mumbai and Govt. of Maharashtra.
- ❖ Merit lists will be put up on the date and time so notified on the College Notice Board. Online admission forms are made available for all classes displayed on our website [www.gmmomincol.org](http://www.gmmomincol.org)
- ❖ Only filling the online form does not guarantee the admission.

#### Note :

1. Students seeking admission should apply through their personal E-mail ID and active Mobile Number.
2. All communications regarding admission like approval, fees payment etc. will be sent through SMS on this mobile number.

**i) Commencement of Admissions :** In general, admission to SY & TY classes will start immediately after the declaration of the results by the college of the relevant College / University examination- as per the notification from authorities.

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

#### iii) Admission Criterion:

- a) The College has Religious Minority status. Hence 50% seats are reserved for learners belonging to Muslim Minority.
- b) In-house students from XII standard (KMES institutions) F.Y.J.C and S.Y.J.C classes will be given preference to admission and subject



choice, strictly on merit and availability of seats in each subject, considering all subject combinations for First Year, Second Year and Third Year respectively. For S.Y. and T. Y. admission, results of F.Y. and S.Y. such as ATKT and failures will be taken in to consideration.

- c) Admission to S.Y. and T.Y.B.A / B.Sc. / B.Com / B.Sc. I.T. / B.M.S. for eligible outside students will be granted subject to availability of seats in the respective classes.
  - d) Special considerations to the economically and socially disadvantaged students are given, as decided by the management from time to time.
  - e) Preference is also given to the Reserved Category Students and Physically Handicapped Students.
  - f) All admissions will be valid only for one academic year and require renewal for each subsequent year.
  - g) All admissions are provisional till confirmed/ validated by the appropriate authorities.
  - h) Admissions/ Promotion to higher classes will be granted according to norms prescribed by the University of Mumbai.
  - i) Admissions to T.Y.B.Sc. classes will be granted on merit in the subject asked for and the remaining students will be allotted the second subject as applicable for administrative reasons.
  - j) Students who misbehave and have serious complaints of indiscipline against them during the year will not be admitted to the College, for the subsequent year.
  - k) Students seeking admission to any class are required to apply online. All entries in the Admission Forms must be filled in correctly. In case of wrong information, admission is liable to be cancelled and fees forfeited.
  - l) Those who are desirous of enjoying Leave Travel Concession (Long Journey Railway Concession) should fill their complete Home Town address and nearest railway station in the Admission Form at the time of admission, failing which no application for Long Journey Railway Concession will be entertained.
- iv) **Payment of Fees :** Fees payment will be done through Online Payment Gateway in student admission login panel.
- v) **Documents Required:**  
Applicants should observe the admission formalities and attach the required documents to the admission form at the time of admission, failing which their claim for admission will stand forfeited. The following documents must be produced at the time of admission:
- i) Original Statements of marks of the previous qualifying examination passed by student, along with two photocopies attested by a competent authority.

- ii) Original School Leaving Certificate with two attested photocopies of the same.
- iii) Original SSC passing certificate (Board Certificate) along with two photocopies.
- iv) For reserved category students, Xerox Aadhaar Card, Caste certificate and Caste validity certificates in original (for verification) with one attested photocopy.
- v) Original Certificates for achievements in Sports and Cultural Activities (for verification) along with a set of photo copies.
- vi) Original Certificate of Freedom Fighters, Defense Employees, Ex-Servicemen, Handicapped etc. (if applicable) (for verification) along with a photo copy.
- vii) No Objection Certificate (NOC) from the Principal of the College last attended & Enrolment number from the previous college for S. Y. and T. Y. students.
- viii) The college will not be responsible for any delays / situations arising out of admissions granted on requests to students from other colleges, universities.
- ix) The colleges will not be responsible for any delays/situations arising out of student deliberately filling wrong address / contact number / other details in admission forms.

#### **4.2 Admission Process :**

1. Fill University registration form online, separately for each course and attach the same with college admission form.
2. Fill the College Admission Form online and upload all required documents in student admission login panel. (The college provides guidance & counseling for filling the online admission form.)
3. Submit print out / hard copy of your online submitted form to the college office along with two photocopies of relevant documents and obtain receipt for the same.
4. Merit Lists will be displayed on the dates notified.
5. Student should bring original documents for verification.
6. Admissions will be granted, subject to final scrutiny of forms and documents on dates notified.
7. Check SMS alert regularly for application approval and for payment of fees.
8. After payment of fees collect receipt from the office.

#### **4.3 Eligibility for admission to F.Y.B.A, F.Y.B.Com. and F.Y.B.Sc. :**

- i) The students should have passed the H.S.C (Std. XII) Examination conducted by the Maharashtra State Board of Secondary and Higher

Secondary Education or an examination recognized as equivalent-with subjects as may be specified by the University in Arts, Science and Commerce.

- ii) Students who have passed XII Arts will be eligible to F.Y.B.A. Course.
- iii) Students who have passed XII Commerce will be eligible to F.Y.B.Com or F.Y.B.A Course.
- iv) Students who have passed XII Science will be eligible to F.Y.B.Sc. or F.Y.B.A or F.Y.B.Com. courses.
- v) Students coming from vernacular/urdu medium will have to undergo compulsory course in 'English' introduced by the management.

#### **4.4 Eligibility for admission to F.Y. B.Sc. (Information Technology):**

10+2 candidates with MATHEMATICS AS ONE OF THE SUBJECTS from Science/ Arts/ Commerce at 12 level with minimum 35%.

Merit list will be declared on the basis of marks secured in Mathematics at XIIth std.

#### **4.5 Eligibility for admission to B.M.S. course:**

A candidate should have passed the H.S.C. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent and should have secured not less than 45% marks on aggregate (40% for Reserved category), at the first attempt.

#### **4.6 Eligibility for admission to B.Sc. (Biotechnology) Course:**

The student must have passed HSC (Std. XII) in science conducted by Maharashtra Board or its equivalent science stream.

Admission will be on merit, based on order of preference as follows:

- i) Aggregate Marks at HSC or equivalent
- ii) Aggregate Marks in Science group (PCB)
- iii) Marks in Chemistry — Biology
- iv) Marks in Biology

A candidate, who has not offered Mathematics and Statistics as one of the subject at HSC, shall have to satisfactorily complete a course in Mathematics and Statistics (of 15 hours duration) during the academic year of F.Y.B.Sc.

#### **4.7 Eligibility for students coming from MCVC stream:**

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

Sr. No.	MCVC Group	Any three of the following subjects to be offered at E. Y. B. Sc.
1)	Engineering Technology Group	Physics, Chemistry, Mathematics, Information Technology.
2)	Fisheries Group Biotechnology, Microbiology	Chemistry, Botany, Zoology.
3)	Paramedical Group Biotechnology, Microbiology	Chemistry, Botany, Zoology.
4)	Catering & Food Technology Group	Chemistry, Botany, Zoology, Biotechnology.

A candidate who has passed post S.S.C. (Std X) Three Year Engineering/ Technology Diploma Course is eligible for direct admission to Second Year of the B.Sc. Degree Course.

OR

A candidate who has passed post H.S.C. Diploma of Maharashtra State Board of Technical Education or A.I.C.T.E. approved or any other recognized Government body in Information Technology/ Computer Technology/ Engineering/ Computer Science/ Electrical, Electronics and Video Engineering and Allied branches/ Mechanical and Allied Branches/ Production and Allied Branches, Chemical and Allied Branches is eligible for direct admission to **the Second Year of the B. Sc. Degree course.**

Further that, such students of Engineering/ Technology courses should offer Foundation Course II and any of the following subject combinations at S.Y.B.Sc:- **Physics- Chemistry OR Physics- Mathematics.**

#### 4.9 Admission to the PG Courses :

The postgraduate admissions will generally commence, after the declaration of the University Results for the Degree Courses.

##### **Admission to M.A. and M.Sc. Programme :**

Admissions will be granted according to the procedures laid down by the University of Mumbai.

##### **Admission to M.Sc. (Information Technology) Programme :**

All the admissions will be on merit (i.e. percentage of aggregate marks secured for the qualifying examination). Reservation criteria shall be followed as prescribed by the Government at the time of admission. The candidate must have passed B.Sc. degree in Information Technology of University of Mumbai or any recognized University with minimum 45 percent of marks. OR B.Sc. in Computer Science/BCS with minimum 45 % marks. OR B.E. degree in any branch with minimum 45% marks OR B.Sc. (Mathematics) with minimum 45% marks OR B.Sc.(Physics) with minimum 45% marks OR B.Sc.(Statistics) with minimum 45% marks OR B.Sc.(Electronics) with minimum 45% marks with mathematics as one of the subjects at 10+2 or its equivalent examination. Further, 15 percent of the seats out of the sanctioned capacity are to be utilized for the above said admission.

#### 4.10 Eligibility Certificate and Enrollment of Students :

Students passing the HSC or any other examination conducted by the Board / University outside Maharashtra State/ other than University of Mumbai, should first obtain a **Provisional Eligibility Certificate from the Eligibility Section, University of Mumbai**, situated at Vidyanagari, Kalina, Mumbai 400 098 before seeking admission.

For confirmation of enrolment/ eligibility, students should submit their passing certificate to the college before the close of the First Term.

**Right of issuing final eligibility after providing necessary documents is reserved by University of Mumbai.**

#### Enrollment of Students:

1. Rules for enrolment are as per University of Mumbai ordinance 114 of 2005. Admissions are strictly on Merit as per the University circular issued.
2. Last Date for submission of enrollment application: 31st August.
3. If applications for enrollment are received after the last date fixed for the purpose i.e. after 30th September, a late fee (as applicable) shall be charged by the University.
4. Application for enrollment will not ordinarily be accepted after 30th September except with the special permission of the Vice-Chancellor. Applications for enrollment received during the period from 1st October to 31st December every year will be accepted with the special permission of the Vice-Chancellor on payment of Late Fee as prescribed.
5. No application for enrollment will be accepted if received after 31st December every year and admission of such candidates who have not submitted their enrollment forms to the University through their College on or before 31st December every year, shall be cancelled.

**Hence students must submit the required documents immediately as and when notified on Notice Board.**

#### 4.11 Status of Admission:

1. All admissions will be Provisional unless, granted by the authority of the University of Mumbai.
2. All admissions will be valid only for one academic year (subject to satisfactory attendance) and will require renewal by application in the prescribed form for each subsequent year of enrollment, which will be filled online.
3. Students seeking admission will have to sign an undertaking counter signed by parents/guardian regarding their fulfillment of attendance norms prescribed by the university.

**4.12 NRI students** should first approach the Department of student welfare, University of Mumbai who will then direct the student to college.



#### 4.13 Fees, Deposits etc. : a) Schedule of payment of fees structure and deposits.

Fee Deposits, and Fee Structure for Academic Year 2023-24  
(Subject to revision as per University Guidelines from time to time)  
B.A and B.Sc. (Aided Courses)

Particulars	F.Y.B.A (Rs.)	S.Y.B.A (Rs.)	T.Y.B.A (Rs.)	F.Y.B.Sc. (Rs.)	S.Y.B.Sc. (Rs.)	T.Y.B.Sc. (Rs.)
Tuition Fees	800	800	800	800	800	800
Library Fees	200	200	200	200	200	200
Gymkhana Fees	400	400	400	400	400	400
Other Fees / Exl. Curr. Activity	250	250	250	250	250	250
Examination Fees (College)	2256	2256		2256	2256	0
Enrolment Fees	220	0	0	220	0	0
Industrial Visit Fees	0	0	0	0	0	0
Admi. Processing	200	200	200	200	200	200
* Document Verification Fee						
Utility Fees	250	250	250	250	250	250
Magazine Fees	100	100	100	100	100	100
ID & Library Cards	50	50	50	50	50	50
Group Insurance	50	50	50	50	50	50
Student's Welfare Fund	50	50	50	50	50	50
Development Fund	500	500	500	500	500	500
Vice Chancellors' Fund	20	20	20	20	20	20
Univ. Sports & Cultural Activity	30	30	30	30	30	30
E- Charges	20	20	20	20	20	20
Project Fees	150	200	200	100	100	0
Computer / Laboratory Fees	0	0	0	0	0	0
Computer Practical Fees	0	0	0	0	0	0*
Laboratory Fees	0	0	0	800	800	800
Caution Money	150	0	0	150	0	0
Library Deposit	250	0	0	250	0	0
Laboratory Deposit	0	0	0	400	0	0
E - Suvidha	50	50	50	50	50	50
Univ. Exam. & Convo. Fees	0	0	2506	0	0	2506
Disaster Relief Fund	10	10	10	10	10	10
Alumni Association Fees	25	25	25	25	25	25
NSS & NSS Ekak Yojana	20	20	20	20	20	20
<b>Total</b>	<b>6051</b>	<b>5481</b>	<b>5731</b>	<b>7201</b>	<b>6181</b>	<b>6331</b>

\* Document Verification Fee of Rs. 400/- is admissible to the students from other than Mumbai University or the students from out of State of Maharashtra.

# U.Y.B.Sc. Maths & Physics Students Computer Practical Fees ~~1000/-~~ Total for U.Y.B.Sc. Maths & Physics Students **Rs. 7331/-**



**Fee Deposits, and Fee Structure for Academic Year 2023-24**  
*(Subject to revision as per University Guidelines from time to time)*

**B.Com : (Unaided Course)**

Particulars	F.Y.B.Com. (Rs.)	S.Y.B.Com. (Rs.)	T.Y.B.Com. (Rs.)
Tuition Fees	3000	3000	3000
Library Fees	200	200	200
Gymkhana Fees	400	400	400
Other Fees / Ext. Curr. Activity	250	250	250
Examination Fees (College)	2256	2256	0
Enrolment Fees	220	0	0
Industrial Visit Fees	0	0	0
Admi. Processing	200	200	200
* Document Verification Fee			
Utility Fees	250	250	250
Magazine Fees	100	100	100
ID & Library Cards	50	50	50
Group Insurance	50	50	50
Student's Welfare Fund	50	50	50
Development Fund	500	500	500
Vice Chancellors' Fund	20	20	20
Univ. Sports & Cultural Activity	30	30	30
E- Charges	20	20	20
Project Fees	250	200	200
Computer / Laboratory Fees	0	0	0
Computer Practical Fees	0	0	0
Laboratory Fees	0	0	0
Caution Money	150	0	0
Library Deposit	250	0	0
Laboratory Deposit	0	0	0
E - Suvidha	50	50	50
Univ. Exam. & Convo. Fees	0	0	2506
Disaster Relief Fund	10	10	10
Alumni Association Fees	25	25	25
NSS & NSS Ekak Yojana	20	20	20
<b>Total</b>	<b>8351</b>	<b>7681</b>	<b>7931</b>

\* Document Verification Fee of Rs. 400/- is admissible to the students from other than Mumbai University or the students from out of State of Maharashtra.

## Fee Deposits, and Fee Structure for Academic Year 2023-24

*(Subject to revision as per University Guidelines from time to time)*

### B.Sc. IT : (Self Finance Course)

Particulars	F.Y.B.Sc. IT (Rs.)	S.Y.B.Sc. IT (Rs.)	T.Y.B.Sc. IT (Rs.)
Tuition Fees	10000	10000	10000
Library Fees	1200	1200	1200
Gymkhana Fees	400	400	400
Other Fees / Ext. Curr. Activity	250	250	250
Examination Fees (College)	2256	2256	0
Enrolment Fees	220	0	0
Industrial Visit Fees	0	0	0
Admi. Processing	200	200	200
* Document Verification Fee			
Utility Fees	250	250	250
Magazine Fees	100	100	100
ID & Library Cards	50	50	50
Group Insurance	50	50	50
Student's Welfare Fund	50	50	50
Development Fund	500	500	500
Vice Chancellors' Fund	20	20	20
Univ. Sports & Cultural Activity	36	36	36
E- Charges	20	20	20
Project Fees	1000	1000	1900
Computer / Laboratory Fees	0	0	0
Computer Practical Fees	1000	1500	2500
Laboratory Fees	6000	6000	6000
Caution Money	150	0	0
Library Deposit	250	0	0
Laboratory Deposit	400	400	400
E - Suvidha	50	50	50
Univ. Exam. & Convo. Fees	0	0	2506
Disaster Relief Fund	10	10	10
NSS & NSS Ekak Yojana	20	20	20
<b>Total *</b>	<b>24482</b>	<b>24362</b>	<b>26512</b>

\* Document Verification Fee of Rs. 400/- is admissible to the students from other than Mumbai University or the students from out of State of Maharashtra.

## Fee Deposits, and Fee Structure for Academic Year 2023-24

*(Subject to revision as per University Guidelines from time to time)*

### B.M.S. : (Self Finance Course)

Particulars	F.Y.B.M.S. (Rs.)	S.Y.B.M.S. (Rs.)	T.Y.B.M.S. (Rs.)
Tuition Fees	10000	10000	10000
Library Fees	300	300	300
Gymkhana Fees	400	400	400
Other Fees / Ext. Curr. Activity	250	250	250
Examination Fees (College)	2256	2256	0
Enrolment Fees	220	0	0
Industrial Visit Fees	0	0	0
Admi. Processing	200	200	200
* Document Verification Fee			
Utility Fees	250	250	250
Magazine Fees	100	100	100
ID & Library Cards	50	50	50
Group Insurance	50	50	50
Student's Welfare Fund	50	50	50
Development Fund	500	500	500
Vice Chancellors' Fund	20	20	20
Univ. Sports & Cultural Activity	30	30	30
E- Charges	20	20	20
Project Fees	1000	0	1000
Computer / Laboratory Fees	0	0	0
Computer Practical Fees	1000	0	0
Laboratory Fees	1000	0	0
Caution Money	150	0	0
Library Deposit	250	0	0
Laboratory Deposit	400	0	0
E - Suvidha	50	50	50
Univ. Exam. & Convo. Fees	0	0	2506
Disaster Relief Fund	10	10	10
Alumni Association Fees	25	25	25
NSS & NSS Ekak Yojana	20	20	20
<b>Total</b>	<b>18601</b>	<b>14581</b>	<b>15831</b>

\* Document Verification Fee of Rs. 400/- is admissible to the students from other than Mumbai University or the students from out of State of Maharashtra. \* Charges for Study tour.

Fee Structure for The Academic Year 2023-24  
*Fees are Likely to be revised by the University*  
**B.Sc. Bio Technology (Self Finance Course)**

Particulars	F.Y.B.Sc.(Biotech) (Rs.)	S.Y.B.Sc.(Biotech) (Rs.)	T.Y.B.Sc.(Biotech) (Rs.)
Tuition Fees	16000	18000	20000
Library Fees	600	600	600
Gymkhana Fees	400	400	400
Other Fees / Ext. Curr. Activity	250	250	250
Examination Fees	2256	2256	0
Mark Sheet	50	50	50
Enrolment Fees	220	0	0
Industrial Visit Fees	0	0	0
Admi. Processing	200	200	200
Document Verification	400	400	400
Utility Fees	250	250	250
Magazine Fees	50	50	50
ID & Library Cards	50	50	50
Group Insurance	50	50	50
Student's Welfare Fund	50	50	50
Development Fund	500	500	500
Vice Chancellors' Fund	20	20	20
Univ. Sports & Cultural Activity	30	30	30
E- Charges	20	20	20
Project Fees	2000	2000	2000
Computer Fees	1000	1000	1000
Computer Practical Fees	0	0	0
Laboratory Fees	4000	4000	4000
Caution Money	150	0	0
Library Deposit	200	0	0
Laboratory Deposit	400	400	400
E - Suvidha	50	50	50
Univ. Exam. Fees	0	0	2506
Disaster Relief Fund	10	10	10
Alumni Association Fees	25	25	25
NSS & NSS Ekak Yojana	20	20	20
<b>Total</b>	<b>29251</b>	<b>30681</b>	<b>32931</b>

Document Verification Fee of Rs. 400/- is admissible to the students from other than Mumbai University or the students from out of State of Maharashtra.

**Fee Structure for the academic year 2023-24**  
*Fees are Likely to be revised by the University*  
**B.Sc. Inter Disciplinary (Self Finance Course)**

<b>Particulars</b>	<b>F.Y.B.Sc.(ID) (Rs.)</b>	<b>S.Y.B.Sc.(ID) (Rs.)</b>	<b>T.Y.B.Sc.(ID) (Rs.)</b>
Tuition Fees	8000	8000	1800
Library Fees	300	300	200
Gymkhana Fees	400	400	400
Other Fees / Ext. Cur.	250	250	250
Examination Fees	2256	2256	0
Enrolment Fees	220	0	0
Industrial Visit Fees	0	0	0
Admi. Processing	200	200	200
* Document Verification	0	0	0
Utility Fees	250	250	250
Magazine Fees	100	100	100
ID & Library Cards	50	50	50
Group Insurance	50	50	50
Student's Welfare Fund	50	50	50
Development Fund	500	500	500
Vice Chancellors' Fund	20	20	20
Univ. Sports & Cultural	30	30	30
E- Charges	20	20	20
Project Fees	1400	1400	0
Computer Fees	0	0	0
Computer Practical Fees	0	0	0
Laboratory Fees	1200	1200	800
Caution Money	150	0	0
Library Deposit	250	0	0
Laboratory Deposit	400	400	0
B - Suvudha	50	50	50
Univ. Exam. Fees	0	0	2506
Disaster Relief Fund	10	10	10
Alumni Association Fees	25	25	25
NSS & NSS Ekak Yojana	20	20	20
<b>TotalRs.</b>	<b>16201</b>	<b>15581</b>	<b>7331</b>

\* Document Verification Fee Rs. 400/- is admissible to the students from other than Mumbai University or the students from out of State of Maharashtra.

## Fee Structure for the academic year 2023-24

*Fees are Likely to be revised by the University*

### Post Graduation Centre (M.A.)

Particulars	M.A. - I (Rs.)	M.A. - II (Rs.)
Tuition Fees	3000	3000
Library Fees	1000	1000
Gymkhana Fees	400	400
Other Fees / Exl. Curr. Activity	250	250
Registration fee	1025	0
Admission processing fee.	200	200
*Document Verification Fee	0	0
Utility Fees	250	250
Magazine Fees	100	100
ID & Library Cards	50	50
Group Insurance	50	50
Students' Welfare Fund	50	50
Development Fund	500	500
Vice Chancellors' Fund	20	20
Univ. Sports & Cultural Activity	30	30
E - Charges	20	20
Caution Money	150	0
Library Deposit	250	0
E - Suvidha	50	50
Univ. Exam. Fees	3326	3576
College Exam Fees	150	150
University Disaster Relief Fund	10	10
NSS & NSS Ekak Yojana	20	20
<b>TotalRs.</b>	<b>10901</b>	<b>9726</b>

\* Document Verification Fee Rs. 400/- is admissible to the students from other than Mumbai University or the students from out of State of Maharashtra.



**Fee Structure for the academic year 2023-24**  
*Fees are Likely to be revised by the University*  
**POST GRADUATION CENTRE (M.Sc. C/B/Z students)**

Particulars	M.Sc.PART-I (Rs.)	M.Sc.PART-II (Rs.)
Tuition Fees	15000	15000
Library Fees	1000	1000
Gymkhana Fees	400	400
Other Fees / Ext. Cur. Activity	250	250
Registration Fee *	0	0
Admission processing fee.	200	200
Document Verification Fee	*	*
Utility Fees	250	250
Magazine Fees	100	100
ID & Library Cards	50	50
Group Insurance	50	50
Students' Welfare Fund	50	50
Development Fund	500	500
Vice Chancellors' Fund	20	20
Univ. Sports & Cultural Activity	30	30
B - Charges	20	20
Project Fees	0	**
Laboratory Fees	15000	15000
Caution Money	150	0
Library Deposit	250	0
Laboratory Deposit	400	0
E - Suvidha	50	50
Univ. Exam Fees	3326	3576
Computer / Internet	0	0
University Disaster Relief Fund	10	10
NSS & NSS Ekak Yojana	20	20
<b>Total Rs.</b>	<b>37126</b>	<b>36576</b>

\* Registration Fee Rs. 1025/- is admissible to Chemistry Students Only.

\* Document Verification Fee Rs. 400/- is admissible to the students from other than Mumbai University or the students from out of State of Maharashtra.

\*\* Project Fees Rs. 2000/- where ever applicable.

**Fee Structure for the academic year 2023-24**  
*Fees are Likely to be revised by the University*  
**POST GRADUATION CENTRE (M.Sc.IT.)**

<b>Particulars</b>	<b>M.Sc.IT. PART-I (Rs.)</b>	<b>M.Sc.IT. PART-II (Rs.)</b>
Tuition Fees	15000	15000
Library Fees	1000	1000
Gymkhana Fees	400	400
Other Fees / Ext. Curr. Activity	250	250
Registration Fee	1025	0
Admission processing fee.	200	200
Document Verification Fee	*	*
Utility Fees	250	250
Magazine Fees	100	100
ID & Library Cards	50	50
Group Insurance	50	50
Students' Welfare Fund	50	50
Development Fund	500	500
Vice Chancellors' Fund	20	20
Univ. Sports & Cultural Activity	30	30
E - Charges	20	20
Project Fees	0	2000
Laboratory Fees	15000	15000
Caution Money	150	0
Library Deposit	250	0
Laboratory Deposit	400	0
B - Savidha	50	50
Univ. Exam Fees	3326	3576
University Disaster Relief Fund	10	10
NSS & NSS Ekak Yojana	20	20
<b>TotalRs.</b>	<b>38151</b>	<b>38576</b>

\* Document Verification Fee Rs. 400/- is admissible to the students from other than Mumbai University or the students from out of State of Maharashtra.

**Fee Structure for the academic year 2023-24**  
*Fees are Likely to be revised by the University*  
**POST GRADUATION CENTRE (M.Sc. Phy./Math. Stud.)**

<b>Particulars</b>	<b>M.Sc. PART-I (Rs.)</b>	<b>M.Sc. PART-II (Rs.)</b>
Tuition Fees	15000	15000
Library Fees	1000	1000
Gymkhana Fees	400	400
Other Fees / Ext. Curr. Activity	250	250
Registration Fee *	1025	0
Admission processing fee.	200	200
Document Verification Fee	0	*
Utility Fees	250	250
Magazine Fees	100	100
ID & Library Cards	50	50
Group Insurance	50	50
Students' Welfare Fund	50	50
Development Fund	500	500
Vice Chancellors' Fund	20	20
Univ. Sports & Cultural Activity	30	30
E - Charges	20	20
Computer / Internet	500	500
Project Fees	0	**
Laboratory Fees	5000	5000
Caution Money	150	0
Library Deposit	250	0
Laboratory Deposit	400	0
E - Suvidha	50	50
Univ. Exam Fees	3326	3576
University Disaster Relief Fund	10	10
NSS & NSS Ekak Yojana	20	20
<b>Total Rs.</b>	<b>28651</b>	<b>27076</b>

\* Document Verification Fee Rs. 400/- is admissible to the students from other than Mumbai University or the students from out of State of Maharashtra.

\*\* Project Fee :- Rs. 2000/- (wherever applicable)

**Fee Structure for the academic year 2023-24**  
*Fees are Likely to be revised by the University*  
**POST GRADUATION CENTRE (M.Com.)**

<b>Particulars</b>	<b>M.Com. PART-I (Rs.)</b>	<b>M.Com. PART-II (Rs.)</b>
Tuition Fees	6000	6000
Library Fees	1000	1000
Gymkhana Fees	400	400
Other Fees / Ext. Cur. Activity	250	250
Registration Fee	825	0
Admission processing fee.	200	200
* Document Verification Fee	0	0
Utility Fees	250	250
Magazine Fees	100	100
ID & Library Cards	50	50
Group Insurance	50	50
Students' Welfare Fund	50	50
Development Fund	500	500
Vice Chancellors' Fund	20	20
Univ. Sports & Cultural Activity	30	30
Computer / Internet	1500	1500
B - Charges	20	20
Caution Money	150	0
Library Deposit	250	0
Laboratory Deposit	0	0
E - Suvidha	50	50
Univ. Exam Fees	3326	3576
University Disaster Relief Fund	10	10
Ashwamedha Fee	20	20
NSS & NSS Ekak Yojana	20	20
<b>TotalRs.</b>	<b>15071</b>	<b>14096</b>

\* Document Verification Fee Rs. 400/- is admissible to the students from other than Mumbai University or the students from out of State of Maharashtra.

**a) Cancellation of Admission:**

1. Admission is cancelled only on receipt of application in the prescribed form (available in the college office) together with original fee receipt & I-card.
2. Refund of fees (Aided and Unaided) will be done as per University rules, as per amendment of Ordinances 2859, 2859-A, 2859-B relating to the refund of fees for all courses under different faculties for admission made by colleges/ institutions.
  - a. The candidates who have taken admission in under graduate courses in Govt. colleges, in Govt. aided and unaided courses conducted by affiliated college 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 30th day after the date of cancellation and thereafter.
  - b. Refundable deposits not claimed by the concerned students within one calendar year from the date on which she ceases to be on the roll of the College, will be lapsed.
  - c. Deposits will be refunded on any working Thursday only during period between 1st December and 15th March of the academic year strictly from 10.30 am to 1.00 pm.
  - d. Deposits will not be refunded, if dues to the College by the student, on account of breakage of laboratory equipment, damage done to any College property, loss of library books etc. are not cleared.

**Fee Deduction on Cancellation of Admission**

Period of Cancellation	Amount Deducted
Prior to commencement of the academic term and instruction of the course	Rs. 500/- Lump sum
Up to 20 days after the commencement of academic term	20% of the total amount of fees
From 21 <sup>st</sup> day up to 50 days after the commencement of academic term	30% of the total amount of fees
From 51 <sup>st</sup> day up to 80 days after the commencement of academic term or August 31 <sup>st</sup> whichever is earlier	50% of the total amount of fees
From September 1 <sup>st</sup> to September 30 <sup>th</sup>	60% of the total amount of fees
After September 30th	100% of the total amount of fees

### Charges for Documents (in Rupees)

No.	Document	F.Y.	S.Y.	T.Y.
1	Duplicate Fee Receipt	50	50	50
2	Bonafide Certificate	20	20	20
3	No Objection Certificate	20	20	20
4	Transfer Certificate	100	100	100
5	Document Verification Fees (admissible to students from other state/ board/university)	400	400	400
6	Transcript- 5 copies (Each Additional Copy Rs 200/-)	1000	1000	1000

## 5.0 Examination Pattern

Examination pattern had been introduced based on Choice Based Credit System (CBCS) by the University of Mumbai from the year 2016-2017. Any changes or revision in examination pattern that will be received from University of Mumbai will be communicated accordingly.

### Attendance for every examination is compulsory

Students who are medically unfit or suffering from communicable illnesses will have to produce fitness certificate before appearing for the examination.

The Scheme of Evaluation shall be divided into two components for self financing courses and Foundation course as per university circular.

A) Internal assessment

B) External assessment (Semester End Examination) for each course of the Programme.

### 5.1 Standard of Passing

The learners / student have to obtain minimum (i.e. 40% marks) in internal assessment and minimum 40 % marks in Semester End examination separately and minimum E Grade for the Project (wherever applicable). A student will be declared pass only if she passes the Internal Assessment and Semester End Examination together.

### Details of the grading system are discussed in 5.9.

a) A learner who passes in the Internal Examination but fails in the Semester End Examination of the Course shall reappear for the semester end examination of that course. However her marks of the Internal examination shall be carried over and she shall be entitled for grade obtained by her on passing.



b) A learner who passes in the Semester End Examination but fails in the Internal Assessment of the Course shall reappear for the Internal Examination of the Course in the form of projects for that course. However her marks of the Semester End Examination shall be carried over and she shall be entitled for grade obtained by her on passing.

## **5.2 Rules for ATKT for Science Faculty**

- 1) A learner shall be allowed to keep term for Semester II irrespective of number of heads of Failure in Semester I.
- 2) A learner shall be allowed to keep term for Semester III if
  - a) She passes each of Semester I and Semester II.  
OR
  - b) She fails in not more than three courses in each of Semester I and II (for all subjects carrying 900 or more marks.)
- 3) A learner shall be allowed to keep term for semester IV irrespective of number of heads of failure in Semester III.
- 4) A learner shall be allowed to keep term for semester V if
  - a) She passes in each of Sem. I, II, III and IV  
OR
  - b) She passes either Sem. I and II OR Sem. III and IV AND  
She fails in not more than 3 courses in each of Sem I and II and passes in Sem. III and IV.  
OR  
She fails in not more than 3 courses in each of Sem. III and IV passes in Sem. I and II.  
The Result of Sem VI shall be kept in abeyance by the University until the learner passes each of Semester I, II, III, IV and V examinations.

## **5.3 Rules for ATKT for Arts and Commerce Faculties:**

- 1) A learner shall be allowed to keep term for Semester II irrespective of number of heads of Failure in Semester I.
- 2) A learner shall be allowed to keep term for Semester III if
  - a) She passes each of Semester I and Semester II.  
OR
  - b) She fails in not more than four courses of Sem. I and Sem. II taken together with not more than two courses in each of Semester I and II.
- 3) A learner shall be allowed to keep term for semester IV irrespective of number of heads of failure in Semester III.
- 4) A learner shall be allowed to keep term for semester V if

a) She passes in each of Sem. I, II, III and IV.

OR

b) She passes either Sem. I and II OR Sem. III and IV AND

She fails in not more than 2 courses in each of Sem I and II and passes in Sem. III and IV.

OR

She fails in not more than 2 courses in each of Sem. III and IV passes in Sem. I and II.

The Result of Sem VI shall be kept in abeyance by the University until the learner passes each of Semester I, II, III, IV and V examinations.

#### **5.4 ATKT Examinations**

Learners securing ATKT should apply for the subsequent examination in the prescribed form along with examination fees before the due date, in order to clear the required subjects.

ATKT examinations for failures in Sem I, II, III and IV are conducted twice in a year as notified by the university. Details are notified on the notice board.

**Rules for ATKT are subject to change as per University guidelines received from time to time.**

#### **WARNING:**

1. Mobiles are strictly prohibited in the examination hall. College will not be responsible for the loss of mobile.
2. The College does not encourage copying, use of unfair means during examinations or any form of unethical practices. Please do not bring any request regarding any such matter to any staff of college / principal.

#### **5.5 Revaluation, Verification and Photocopies**

Revaluation of answerbooks shall be as per norms prescribed by the University of Mumbai.

Verification facility is also available, which includes corrections of mistakes, if any, in transfer of entries, totaling and correction of unassessed parts of answer/ answerbook. Verification does not include reassessment of the answerbook.

Learners can also avail the facility of obtaining photocopies of own answerbooks from the Examination committee as per University norms.

Learners should contact the examination committee within the stipulated time period after declaration of results for the above mentioned facilities.

#### **5.6 Exemption**

An unsuccessful candidate who obtains the minimum percentage of marks prescribed for passing in a subject/ practical may at her option be

exempted from appearing in that subject/ practical at her subsequent appearance and will be declared to have passed the whole examination on her passing in the remaining subjects/ practicals in which she has failed.

### **5.7 Unfair means at Examinations**

Students found adopting unfair means at the examinations (inclusive of theory and practical examinations, tests and tutorials) will be dealt with as per the University Rules, MU Act 1994 and the provisions of Act No. XXXI/1982 as the case may be.

### **5.8 Conversion of Marks to Grades and Calculation of GPA :**

Abbreviations and Formulae used

G: Grade

GP: Grade Points

C: Credits

CP: Credit Points

CG: Credits X Grades (Product of Credits & Grades)

S CG : Sum of Product of Credit and Grade Points

S C : Sum of Credit Points

$$GPA = \frac{S\ CG}{S\ C}$$

SGPA: Semester Grade Point Average shall be calculated for individual semesters. (It is also designated as GPA)

CGPA; Cumulative Grade Point Average shall be calculated for the entire course by taking all semesters taken together.

### **5.9 Grade Cards :**

The result gazette and the format of the Grade Cards for the semesters conducted by colleges on behalf of the University will be uniform for all the Colleges / Institutions.

The Grade Cards will be printed along with the marks shown for all the concerned courses in the programme.

The SGPA will be calculated only for the learners who will qualify in all the courses and accordingly the Grade will be awarded to them.

In case a learner/s is not qualified in a particular course/s of a programme, she shall be allowed to accumulate the credits of qualified courses only of the said programme and the Grade Card will be issued with 'Credit Accumulate' and the remark as 'FAIL'.

**Examination Rules are subject to changes as per guidelines received from the University of Mumbai.**

## **6.0 Scholarships and Freeships**

### **6.1 Government Scholarships [Linkage of Students Adhaar Number with Students Bank Account is Compulsory]**

Students belonging to minorities and other eligible students can apply for:

- i. Post-Matric Scholarship
- ii. OBC Scholarship
- iii. ANGK Scholarship
- iv. Any other government scholarship as applicable

### **6.2 Scholarships through Trusts**

The college encourages and helps needy learners to obtain scholarships from various trust funds.

### **6.3 Scholarships Installed in the College**

- i. Mrs. Zakiya Khatib Annual Educational Scholarship through Dr. Zakiya Khatib
- ii. Late Shri W. W. Gurjar Memorial Scholarship through Dr. Lalita Pendharkar in memory of her father late Shri W.W.Gurjar (Details are mentioned in 7.0)

### **6.4 Assistance to Needy and Deserving Learners**

Needy and deserving learners are assisted by allowing installment facilities for payment of fees or by sponsorship through teachers and well wishers. Student Welfare Fund is available with the college to help needy learners in payment of fees. Students are requested to contact the Student Welfare Committee or Principal in this respect.

### **6.5 EWS (Economically Weaker Section) Freeships**

Awarded to students whose parents' annual income is less than the minimum amount notified by the government from time to time. The student has to submit the income certificate of parents, certified by the Tehsildar. This freeship is awarded only till 3rd child in a family. Application forms duly attested by SEO (Special Executive Officer) are to be submitted in the college office in August/ September.

### **6.6 PTW (Primary Teachers Ward) Freeships**

Duly filled in forms are to be submitted in the college office in August/ September with the signature of Education Officer of Panchayat Samiti or Paying Authority of the parent.

### **6.7 STW (Secondary Teachers Ward) Freeships**

Duly filled in forms are to be submitted in the college office in August/ September with the signature of Head Master of the School in which the parent is employed.

## **6.8 Eligibility and documents for scholarship /free ship**

### **a) Eligibility**

1. Income limit for Free ship:-
  - a) SC - Rs.2,00,001/- ; ST Rs. 2, 50,001/-
  - b) OBC, NT, SBC- Rs.1,00,001/- to 4,50,000/-
2. Income limit for GOI Scholarship (for SC, ST, NT, SBC, OBC)
  - a) SC-Rs 2, 00,001/-; ST - 2, 50,001/-
  - b) OBC. / NT / SBC up to Rs 1.00,000/-
3. All student recipients of Scholarship have to open Saving Accounts with Central Bank of India for online disbursement of amount from the Government, failing which the Scholarship will not be granted.
4. Students must mention Mobile/ Contact Number in the application form.
5. The college will not be responsible for any claim under Freeship / Scholarship in case students do not submit the required documents within prescribed period, notified by government or the claim is rejected by Government. Such students will have to pay full fees of the academic year.
6. Students who have been admitted from other than Maharashtra State are eligible to receive fees concession from their respective State Government.
7. Students can only avail of any one scholarship or free ship from only one course or Department of Government Authorities.
8. Scholarship, Free ship is not applicable to OBC / VJNT / SBC Students for Self Financing Courses, which are mentioned by Government.

### **b) Documents Required for Freeship/ Scholarship :**

1. Print out filled Online Free ship/ Scholarship form
2. Attested photocopy of Caste Certificate
3. Attested photocopy of Marksheet (Previous year's)
4. Attested photocopy Income Certificate (from Tehasildar)
5. Previous Income Certificate (Form No.16) for Freeship, only for SC/ST students
6. Attested photocopy District Change Certificate (If District is changed during admission)
7. Attested photocopy of Ration card (Both sides)
8. Attested photocopy of Admission fee receipt
9. Attested photocopy of bank pass book (only Central Bank of India)
10. If any case of Divorce attach Court order
11. Students whose parent has expired, are required to submit true copy of the death certificate.
12. Students, who have taken a drop, are required to submit gap certificate

from Court.

The college assists learners to fill and submit application forms for Post-Matric and other scholarships if they desire. Students should contact Scholarship Committee in this respect.

Learners should see the notice board regularly for details of scholarships. Amounts of scholarships received from the government will normally have to be claimed by the students within one month from their receipt in the college and will be returned back to the government thereafter.

**\*Changes in rules as received from the competent authorities will be applicable.**

## 7.0 Prizes, Awards and Rolling Trophies

The college has installed the following Awards, Trophies and Prizes

No.	Award/ Medal/ Trophy	Awarded To
1	The KMF Society's Medal / Award	First rankers of all classes
2	Free computer training courses	
3	Academic Excellence Awards	Academic Toppers in each class
4	Student of the Year Award and Rolling Trophy	T.Y. student with best performance in academics, co - and extra-curricular activities in 3 years of college
5	IT Idol Award and Rolling Trophy	IT student winner of the IT Idol Competitions
6	Reader of the Year	Student with best reading habits in the academic year
7	Special Merit Awards	Students for rendering meritorious services for conduct of college activities
8	Best Performance Award in Community Service	Student based on her contribution to community welfare
9	Best NSS Student Volunteer of the Year Award	Student for outstanding contribution to NSS activities in the academic year
10	Best Outgoing NSS Student Volunteer Award	Student for outstanding contribution to NSS activities for two consecutive years
11	Best Non-NSS Volunteer of the Year Award	F.Y. student who works as Non -NSS volunteer throughout the year
12	Best Extension Education Project Award	Student based on Best Project Presentation amongst DLLE projects
13	Best Student in Extension Education	Student based on performance in DLLE activities
14	Best Student Manager in Extension Education	Student Manager for extraordinary contribution towards conduct of DLLE activities
15	Prizes on Merit	Prizes are awarded to winners of various competitions organized by various committees and associations in the college
16	Sports Medals	Medals are awarded to winners of indoor and outdoor sports and athletic (individual and team) at the annual sports meet
<b>Awards Related with Inter-Class Competitions</b>		
17	Best Participative Class Award	Class scoring maximum points in extra-curricular activities
18	Best Class in Sports Activities	Class scoring maximum points in sports in the academic year



In addition to the above prizes and awards, the college and its well wishers have installed Awards, Rolling Trophies and Scholarships as mentioned below:

**1. KME Society's G.M.Momin Women's College Woman Achiever Award:**

This unique award, the brainchild of our beloved President Mr. Aslam Fakih, is given to a woman achiever from Thane District who has been rendering her selfless services in uplifting of society through her social work. The Award carrying a Trophy, Citation and Prize amount of Rs. 25,000/- is ceremoniously bestowed upon the selected awardee on 8th March, the International Women's Day, every year. Applicants for the award are interviewed and assessed by our students who play an important role in selection of the woman achiever.

**2. The G.M.Momin Inter-Collegiate Rolling Trophy :** This rolling trophy is awarded to the participating college which wins the events conducted by our Science Association under the 'Eureka' Inter-College Competitions.

**3. Mrs. Zakiya Khatib Annual Educational Scholarship :** This scholarship, through Mrs. Zakiya Khatib, the first winner of our KME Society's G.M.Momin Women's College Woman Achiever Award, is awarded to IT students selected on the basis of merit cum means.

**4. Late Shri W. W. Gurjar Memorial Scholarship :** This scholarship, through Dr Lalita Pendharkar in memory of her father late Shri W.W.Gurjar, is awarded to students of B.A./ B.Sc./ B.Com./ B.M.S. selected on the basis of merit cum means.

## **8.0. Special Features and Facilities Provided by the College**

### **8.1 Adventure Activities**

Adventure Activities, Self Defense and Karate Training like trekking are provided in the college.

### **8.2 Fitness Centre**

Fitness Centre forms an important aspect of physical exercise routines, contributing to good physical development, excellent bearing and general efficiency in an individual. To enhance this aspect, our parent body, The K.M.E. Society has envisioned a well-equipped fitness centre with the latest state-of-the-art gadgets and facilities. Students are advised to make use of this dream facility at their disposal.

### **8.3 Training in Yoga**

The college runs a 3 month basic course in Yoga in collaboration with Shri Ambika Yoga Kutir, Thane, an NGO conspicuous by its International presence. The course is conducted once a week, free of charge by qualified



Yoga teachers. Certificates are awarded to those successfully completing the course.

#### **8.4 Free Coaching for Competitive Exams and CA-CPT**

For details please refer 2.7.

#### **8.5 English Speaking Course**

The college continuously runs an English Speaking Course in its Language Laboratory for improving English speaking, reading and writing skills of learners, especially those coming from vernacular medium schools. Lectures are conducted by members of the faculty as well as invited guest speakers. All new entrants in the college are requested to avail benefit of this facility.

#### **8.6 Internal Quality Assurance Cell (IQAC)**

The college has an active IQAC for quality assurance. This takes care to maintain Quality in all aspects of Higher Education.

#### **8.7 Students Council**

The college forms its 'Students Council' every year in accordance with the provisions of the Maharashtra Universities Act. It plays a vital role in developing leadership qualities amongst student members.

#### **8.8 Sports Activities**

The college has a spacious open play ground. Facilities for Indoor as well as Outdoor Sports/ Games are provided. Annual Sports Events are organized where students can participate in individual and team events. The college conducts competitions in chess, carom and table tennis (indoor games) and Running, Athletics, Badminton, Cricket, Dodge ball, Javelin throw, Shot put, Kabaddi, Kho-Kho and Tug of war (outdoor games) for students and staff. Students are also encouraged to participate in Inter-Collegiate events organized by the University and other Institutions.

#### **8.9 National Service Scheme (NSS)**

The college has three NSS units. Students interested in doing community service are welcome to join the college NSS unit.

Annual Residential camp for NSS volunteers is conducted every year.

District Level Programmes on themes such as National Integration, Communal Harmony, Role of NGOs, Women Empowerment etc. are organized by the NSS unit.

The NSS unit celebrates/ observes National/ International Days such as Population Day, Sadhbhavana Divas, Mother's Day, Women's Day etc. Events for the Independence Day and Republic Day are taken care of by the NSS unit. Our NSS volunteers have participated in various programmes organized at the University-, National- and International Levels.

Our NSS unit has achieved a record as the recipient of Best NSS Unit Award

at University-, State- as well as National Level.

#### **8.10 Extension Education Unit**

The college has undertaken projects as NIOS, ICTSDE through the Department of Lifelong Learning and Extension of the University of Mumbai.

Our Extension Education Unit has achieved the record by winning the Award for Best College and the best programme incharge in Extension Education in University of Mumbai for two consecutive years.

#### **8.11 Career Guidance and Placement Cell**

This cell makes students aware about various career options. It collects information on career opportunities and disseminates the information through seminars, workshops and invited lectures.

#### **8.12 Mentor System**

The college has a mentor system. Each class is assigned teachers as mentors/ class in-charge teachers.

They take care of students' personality development and guide/ counsel them in case of routine difficulties.

#### **8.13 G.M.Momin Scholars Programme**

The student toppers and achiever are groomed and trained to excel in all round activities and participate and win laurels for the college and their families through this programme or at University Level.

#### **8.14 Students Research Group**

Students are encouraged to take up small research projects of their choice under the guidance of their respective teachers. The students can present their findings at Avishkar- University research Convention or at various conferences and seminars in the college.

#### **8.15 College Magazine**

The College publishes its annual magazine 'The Golden Harvest', giving students a platform to enhance their creative writing skills.

#### **8.16 Campus Bulletin**

'The Campus' is a fortnightly bulletin published and circulated by our management. The bulletin covers activities and events of all the institutions run by our parent body, The Konkani Muslim Education Society. Students can contribute articles and reports of activities to the bulletin through the Principal.

#### **8.17 Canteen**

The Management has provided two canteens, one each in the main and extension building.

#### **8.18 Health Care Centre**

This is located near the Cyber Centre. A team of efficient doctors has been

appointed by the management to take care of the facilities at the centre. Lady doctors are available to take care of students. General Health Checkup is carried out every year for all the F.Y. students.

#### **8.19 Cyber Centre**

The Aqueel Mushtaque Fakihi Computer Centre, situated in the campus, conducts Certificate and Diploma courses recognized by the Govt. of Maharashtra. The centre is an authorized training centre for MS-CIT. It runs the following courses:

- i. Maharashtra State Certificate Course in Information Technology (Duration- 6 Months)
- ii. Diploma Course in Computer Application and Multilingual (Duration- 1 Year).
- iii. DTP (Desk Top Publishing).
- iv. BCA Course affiliated to YCMOU.
- v. Web Designing, Adobe Photoshop, Page Maker, Coral Draw, Dream Weaver, Flash, Gif Animator.

#### **8.20 Alumni Association**

Students after completion of graduation/ post-graduation are encouraged to join our Alumni Association (AURA : Association of Unified Resourceful Alumnus) to maintain a strong and intimate bonding with the alma mater.

#### **8.21 Anti Ragging Cell**

This cell is constituted as per UGC and Government norms to prevent incidences of ragging.

#### **8.22 Women Development Cell**

This cell is a statutory body working for gender sensitization and for redressal of gender related complaints of harassment.

#### **8.23 Grievances Redressal Cell**

The Committee is institutionalized to hear complaints & grievances in relation to incidents of harassment.

#### **8.24 Group Insurance Scheme**

The 'Yuva Raksha' Group Insurance Scheme has been introduced by the University of Mumbai for its students as well as students in its affiliated colleges. The scheme is valid for 12 months after implementation and is to be renewed each year. An amount of Rs. 40/- is collected as premium from each student at the time of admission, on directives from the University, and deposited with the Insurance company. The policy covers the following contingencies in case of accident:

- i) 100% cover in case of sad demise of student.
- ii) Cover for permanent disability.
- iii) Cover for hospitalization expenses arising out of accidents.

Claims received (if any) will be forwarded to the insurance company by the college as per University directives.

### **8.25 Skill Development Cell**

Skill Development Cell organizes various skill based training programmes like Karate, Two wheeler driving course, Electrician course etc. to empower women's students.

### **8.26 Extra Curricular Activities**

Students are motivated to take part in co-curricular as well as extra-curricular activities and participate in various intercollegiate events through different committees and associations of our college. Various extra-curricular activities give the students opportunities to groom their talents. Our committees and associations organize a wide range of activities and competitions throughout the year. Certificates and Prizes are awarded to the winners of competitions.

The committees and associations for governing various aspects of progression and welfare of learners are as follows:

- 01 Alumni Association (AURA)
- 02 Aspire Club (BMS Club)
- 03 Avishkar Committee
- 04 Bazm-e-Adab
- 05 Career Guidance and Placement Cell
- 06 Chem Club
- 07 Commerce Association
- 08 Convocation Committee
- 09 Cultural Activities and Annual Prize Distribution Committee
- 10 Dot Com Group (IT Club)
- 11 Drama and Art Committee
- 12 English Literary Association & Lang. Lab
- 13 Extension Education (DLLE) Committee
- 14 Gender Champion Committee
- 15 Genome Group (Biotechnology Club)
- 16 Health Care Committee
- 17 History Club.
- 19 Incubation Centre
- 20 Islamic Studies Centre
- 21 Library Committee
- 22 Magazine Committee
- 23 Maths Club
- 24 NSS Committee
- 25 Orchid Club (Botany Club)

- 26 Philo Club
- 27 Physics Club
- 28 Research and Development Cell
- 29 Scholarships Committee
- 30 Sociology Club
- 31 Sports and Gymkhana Committee
- 32 Student Council
- 33 UGC Induction Committee
- 34 Zoo Fun Club

The Principal is the Ex-officio Chairperson of all the committees/ associations. No offline / online activity shall be arranged without prior permission and no person shall be invited to address meetings/gatherings in the college without the prior permission of the Principal/ Management.

## 9.0 Library

Our library has a collection of over 23,036 books, 83 Research Journals and Magazines and 92 bound volumes of scientific and other journals, 15 theses, 75 maps. The library subscribes to 9 Newspapers. It also has around 352 educational CDs in its collection. The library follows open access system. There are separate sections for 'Reference and Research', 'Newspapers and Magazines', 'Reading Hall' and 'Home Lending'. The library is computerized. We have a very special collection of books in every subject with many rare and important titles. We provide references to the students, staff and eminent persons in the city. Many past students are still taking advantage of our rich collection of books and aesthetic reading environment.

### 9.1 Library Timings

The Library remains open on all working days from 7.30 am to 5.15 pm.

### 9.2 Rules and Regulations

- i. Every individual entering the library should be a Bonafide Student of the college and must be wearing a valid Identity Card.
- ii. Complete silence must be observed in and around the library. Disregard of this rule will invite punishment. Students are particularly instructed to observe utmost silence in the Reading Hall. They should not enter into communication of any kind with others in the Reading Hall or in the corridor.
- iii. For in-house reading, books from Reading hall as well as Home Lending section and Reference Section are provided during all working hours.
- iv. Reference books are not meant for home issue.
- v. Books, Periodicals, Sets of Question Papers, copy of Syllabus etc., are not to

- be taken out of Reading Hall without the permission of the authorities concerned.
- vi. Ex-Students of our College and students of other Colleges are not allowed to use the Reading Hall facility unless prior written permission is obtained from the Principal.
  - vii. Students are not allowed to complete Journals in the library.
  - viii. While using computers in the library, students are not allowed to use Pen Drive.

### **9.3 Home Issue**

- i. Library books are issued for a period of 7 days from the home lending section.
- ii. A book must be returned on or before the due date shown on the book.
- iii. In case of urgent need the book will have to be returned immediately.
- iv. In case, a student fails to return a book within the time limit, a fine of Rs. 2/- per day (including holidays) per book will be charged for late return (Rs 5/- per day after delay of 15 days).
- v. A student taking books outside the reading hall without the special permission of the librarian will have to pay a fine of Rs. 500/-per day per book.
- vi. Students must check the book issued to them before leaving the library and bring to the notice of the library staff any damage to the book they may come across such as missing pages, torn or damaged pages etc. No complaint will be entertained afterwards.
- vii. If a book or periodical is lost it should be replaced within 7 days from the date of its loss. In case replacement is not possible, the cost will be recovered from the concerned student.

### **9.4 Damage of Books**

Students must handle books with great care. Any attempt to damage books by defacing or tearing off the pages will be dealt with strict action. It is strictly forbidden to mark library books with pencil or ink or mutilate them in any way. The reader to whom the book was/ is issued last will be held responsible for loss of pages or any other damage unless she has brought it to the notice of the library staff before borrowing. Any student held responsible for damage of reading materials will be liable to fine equivalent to the damage caused.

The smooth working of the library is possible only if students adhere to the rules and regulations of the library. The Librarian reserves the right to refer cases of breach of discipline to the Principal.



### **9.5 Book bank facility**

This facility is offered by the college to

- i. Meritorious/ needy/ economically disadvantaged students.
- ii. Reserved category students (Through Grant from University of Mumbai)  
Interested students should contact the Librarian for this facility.  
Applications will be scrutinized by the Library Committee.

### **9.6 Scholar's Card**

In order to encourage self-learning, the library issues Scholar's cards to the first two top ranking students from each class. The Scholar's card entitles the students to an extra book for home issue. Class toppers are urged to avail benefits of this facility.

### **9.7 Reader of the Year Award**

The student who uses most of the library facilities is awarded the "Reader of the year Award".

## **10.0 University Attendance Rules**

1. As per ordinance of University of Mumbai 0.119, students must attend at least 75% of all the lectures, 75% of all practicals and 75% of all tutorials in each term of the academic year, failing which they will not be eligible to appear for the Term End/ Semester Examinations.
2. Parents are advised to take special note of the above mandatory condition of minimum attendance requirement. Applications on account of illness or other reasons should be submitted to the college authorities in time. Such students should report to the class in-charge teacher or Principal before resuming attendance.

## **11.0 Discipline and Code of Conduct**

- 1) In the college premises every student must be in possession of her valid Identity Card & must wear it throughout till she is on the campus or representing the college at any other place. Whenever demanded by the authorities concerned, the Identity Card must be produced for inspection.
- 2) Students must maintain strict discipline and decorum in the college campus.
- 3) Students should be Punctual in attending their classes.
- 4) Students are not allowed to attend classes other than their own, without the prior permission of the authorities.
- 5) Students are not permitted to bring any outsiders to the College Campus without prior permission of the authorities.



- 6) A student must attend all the tests, tutorials and examinations conducted by the College.
- 7) Every student must complete, all the academic work assigned to her class by the respective teachers, such as the completion of Practical Journal, Home Assignments, Field Diary, Project etc., in time.
- 8) No student should loiter in the corridor or college campus during lecture hours. When they are free, they should go to the library / common room / canteen. No student is permitted to miss the lectures and sit in the canteen / common room/ library.
- 9) Students are not allowed to go out of the College premises, in between the lecture periods or practicals without the permission of the Class in-charge Teacher / Principal.
- 10) Every student must always be modestly dressed and observe decorum with regard to both clothing and behavior and should take utmost care not to disturb the working of her own class as well as that of others. For self financing courses students will have uniform approved by the management.
- 11) Students are not allowed to organize picnics/ activities without prior permission of the Principal.
- 12) No student shall collect any money as contribution towards picnics, trips, educational visits, get together, study-notes, charity or any other activity without the prior permission of the College Principal.
- 13) Every student should take utmost care of the college property to keep the College premises neat, tidy and clean for the common welfare of all. Any willful damage to the property of the College will be dealt with as breach of discipline and is liable for punishment. Such incidences should promptly be reported to the House Keeping Committee/ Principal.
- 14) No Student will involve the Press/ Media or communicate any information about matters relating to the College, without informing the Principal / College Management.
- 15) Students are requested to take care of their own property. The College Authorities are not responsible for the loss of any personal belongings of the students.
- 16) Students should deposit any lost property found by them in the College Office. Such incidences are displayed on the Notice Board. Owners of lost property should enquire and claim the same from the office.
- 17) Students are not allowed to use the mobile, phones within the College premises. Strict disciplinary action will be taken if a student is found to use

mobile (University/ Government No. UJ/ 552 dtd. 31/12/2004).

- 18) If a student remains absent without giving a leave application for sizable length of time, her name is liable to be removed from the College rolls.
- 19) Attendance of students is regulated by ordinance 0.119 which states – “For granting of terms, attendance of 75% of theory, practical and tutorials (wherever prescribed) separately will be required, out of the total number of lectures, practical and tutorials conducted in the term.”
- 20) Students who fail to maintain the condition of minimum attendance on account of bonafide illness, or any other reason which is deemed right by the Principal, should apply in writing to the Principal for leave of absence, prior or within 2 days from the date of commencement of such leave, failing which they will be treated as defaulters. Application forms are available within or 2 days after joining back (in case of illness) in our office.
- 21) Absence of the student on valid grounds at lectures/ practicals / tutorials / tests/ examinations must be communicated to the College Principal immediately in writing with the necessary supporting documents viz. Medical certificate etc. through the respective class teacher.
- 22) Students who request leave of absence from lectures/practical/tutorials for participation in sports, games, cultural or any other activities for and on behalf of the College/ Activity group, should submit the applications countersigned by the respective Teacher-in-charge before the commencement of such leave, failing which they will be treated as defaulters.
- 23) According to the circular N. Cert/ Conv./1058 of 2008, received from University of Mumbai Students who intend to apply for duplicate copies of their statement of marks, certificates of passing, degree certificates as well as Special certificates, to produce an affidavit on a non-judicial stamp paper of Rs. 50/- made on behalf before the Metropolitan Magistrate or Notary appointed by the government to that effect, the reason for issue of the duplicate copy of the aforesaid documents mentioning there in also, the First Information Report (F.I.R.) registered in the Police Station for the reasons what so ever, i.e. loss, damage of the same, etc. to check the misuse of the aforesaid documents. On completion of these formalities and payment of necessary fees, the required duplicate certificates will be issued to the concerned student accordingly.
- 24) Parents/ Guardians if accompanying students should sign the visitors register at the gate and maintain decorum in the college.
- 25) All other relatives are directed to obtain written permission from the

principal if they want to represent any student.

- 26) Parents of students are requested to kindly contact the Teacher-in-charge of class, Head of Department, Principal, at least once in a term, to keep themselves in touch with their ward's attendance and progress.
- 27) Counseling center and Mentor System: It has been observed that some of the students have personal problems, causing stress and strain. The college has appointed a councilor to help such students to cope with these problems. The students/ parents are requested to make use of this facility. All matters will be kept confidential. The college has also set up a Monitor System having teacher mentor to guide the students in their difficulties. In case of any problem, personal or academic, students should report to the teacher-in-charge of their respective classes, Mentor teacher who will help them solve their problems.
- 28) Ragging: The Government of Maharashtra has notified Ragging as a cognizable offence. Anyone reported to be involved in any form of ragging, will be severely dealt with. Therefore, students are required to restrain from indulging in any form of ragging. Anyone reported to be involved in any form of ragging will be liable for penalty of ragging will be as per the Maharashtra Prohibition of Ragging Act 1999 (Act No. XXXVIII of 1999). In accordance with the ordinance 2005(238/09), admission will be denied to a student who is involved in ragging or if it is noticed that after getting admission the student has been involved in ragging she shall be suspended from the college.

ANTI-RAGGING DECLARATION is compulsory for all the students in view of the orders of the Government and Hon'ble Supreme Court on the anti-ragging measures. Anti-ragging affidavit has to be signed by each student (and their parent) of the Institute. Kindly note that there are two Affidavits as Annexure-I & II. Annexure-I is to be signed by the student & II by the parent/ guardian. The students are advised to obtain separate Non-judicial stamp paper of Rs. 20/-, duly signed by the parent as well as himself in front of the notary (acting as OATH COMMISSIONER) from their own home town. The affidavit in original is necessary to be brought by each student when they report for registration. Those who fail to do so will not be allowed for registration in the University.

The college strictly follows a 'NO RAGGING' policy.

- 29) No society, association, committee, organization of students should be formed in the College without the sanction of the Principal.

- 30) Outsider should not be invited to address any meeting or to participate in any college activity without the prior permission of the Principal.
- 31) A teacher conducting a class at a given time shall be in absolute control of the class, and may take appropriate action in order to maintain discipline in the class.
- 32) Any member of the teaching or non-teaching staff may intervene on the spot to deal with disorderly/ destructive activities on the part of the students either in the class room or outside the class room in the College premises.
- 33) Any matter not covered by the rules and regulation in vogue and/or notified through notices, circular, prospectus etc., will rest at the absolute discretion of the Principal. The right of interpretation of any rule is reserved by the Principal.
- 34) All rules and regulations enforced and implemented by the college / Management / U.G.C / University / Government from time to time will remain binding on students.
- 35) Any cost incurred by the college on account of communication owing to indiscipline / default of attendance / not appearing for mandatory internal examinations / viva / not submitting projects by students / any other matters pertaining to college administration related to students will be recovered from the concerned student.
- 36) It is presumed that the student and parents / guardians has / have acquainted herself / themselves of all the rules, regulations, etc. as stated in the Prospectus and accepts the same as binding on her / them before seeking admission to this college.

## 12.0 Request to Parents and Students of the College

Parents/ Guardians are advised to take interest in the academic progress and the conduct of their ward in the college. They should be vigilant and be meticulous in keeping the record of the attendance of their ward for lectures, practicals, tutorials, tests and home assignments. Performance of the student during every test must be the prime concern of Parents / Guardians. They are particularly requested to take seriously all communications received from the college and make it convenient to meet the Principal, and to attend every meeting arranged by the college.

In case of need, parents can meet the principal between 11 am -12 noon (Monday & Wednesday)

**Parents / Guardians must keep in touch with college authorities.**

Disciplinary action will be taken by college authorities against students on account of her lapses in attendance, conduct and performance in examinations.

G. M. Momin Women's College is a premier Institution that believes in all round development of its students. Discipline and Punctuality is essential for the personality development of the students. Parents/ Guardians should help the college authorities by actively participating in the all round development of their wards.

Students/Parents/Guadians are informed that the college follows rules and regulations enforced by the Government, UGC, University of Mumbai and law enforcing agencies and are sincerely requested not to approach the college authorities directly or indirectly with request to flout rules.

Parents and students should note that attendance of students as specified by University of Mumbai is mandatory and requests to condone attendance will not be entertained. Decision by the college and management in this respect will be final. Other than parents, no other person will be allowed to represent the student with written consent of the students and parents. Documents will be handed over only to the students or in genuine case to her parent bearing letter of authority.

Fees and Application for Documents etc will be accepted only from bonafide students and the relevant document / receipts will be handed over only to the respective student. Parents are requested not to come to the college, office with such request and not to send brothers or other relatives of students for such documents / routine work which should be handled by students themselves.

Parents / Students are informed that they have selected this college for admission out of free will without any pressure and so should follow rules and regulations enforced by the college.

**Principal**

# CALENDAR OF ACTIVITIES 2023-2024

13th June 2023 to 1st May 2024  
25th Dec 2023 to 1st Jan 2024 (Winter Break)

June 2023	
1 <sup>st</sup> & 2 <sup>nd</sup> Week of June	Admission to Second Year & Third Year for 2023 -2024
3 <sup>rd</sup> June	Governing Council Meeting
12th June	Display of Time Table
3 <sup>rd</sup> Week of June	Bridge Course & Regular Lectures for all S.Y. & T.Y Class
21 <sup>st</sup> June	Yoga Day Celebration
July 2023	
1st Week of July	Commencement of Regular Practical Second & Third Year Classes ( Science )  Collection of Form 16 ( 12B) by Staff Members
2 <sup>nd</sup> Week of July	Commencement of Regular First Year Classes ( Theory)  Orientation Programme for First Year Students
3 <sup>rd</sup> Week of July	Library Orientation Programme
3rd Week of July	Commencement of Post Graduate Classes
Last Week of July	Registration of Students for NSS & DLLE
August 2023	
1 <sup>st</sup> Week of August	Staff Picnic
15 <sup>th</sup> August	Independence Day Celebration
18 <sup>th</sup> August	College Development Committee Meeting
September 2023	
2 <sup>nd</sup> September to 9 <sup>th</sup> September	Internal Examination
4 <sup>th</sup> September	Principal Madam Meeting with Students( Cultural CR)
12 <sup>th</sup> September to 14 <sup>th</sup> September	Remedial Lectures for all Programmes
15 <sup>th</sup> Sept. 30 <sup>th</sup> Sept	Practical Examination & Internal Evaluation
October 2023	
Regular Odd Semester Examination & A.T.K.T examination of Semester I,II,III & IV	



November 2023	
	Diwali Vacation
2 <sup>nd</sup> Week	Declaration of Odd Semester & A.T.K.T Result
15 <sup>th</sup> November 2023	College Development Committee Meeting
Last week of November	Departmental Level Activities
December 2023	
1 <sup>st</sup> Week of December	Intercollegiate Singing Competition
15 <sup>th</sup> December	Cultural Programme( solo singing Intra College)
16 <sup>th</sup> December 2023	Submission of Investment Detail
16 <sup>th</sup> Dec to 22 <sup>nd</sup> December	NSS Residential Camp
24 <sup>th</sup> December 31 <sup>st</sup> December	Winter Break
January 2024	
6 <sup>th</sup> January	National Conference By Dept.of Commerce & B.M.S
15 <sup>th</sup> January	Intercollegiate Singing Competition
19 <sup>th</sup> January	Governing Council Meeting
18 <sup>th</sup> to 20 <sup>th</sup> January	Annual Sports Meet
2 <sup>nd</sup> Week of January	Industrial Visit
26 <sup>th</sup> January	Republic Day Celebration
February 2024	
1 <sup>st</sup> Week	Student Picnic
5 <sup>th</sup> Feb to 10 <sup>th</sup> Feb.	Internal Examination
11 <sup>th</sup> Feb.to 14 <sup>th</sup> Feb.	Remedial Lectures for all Programmes
15 <sup>th</sup> Feb to 28 <sup>th</sup> Feb	Practical Examination & Internal Evaluation
Last Week of February	Annual Prize Distribution
Last Week of February	Third Year Student Farewell
March 2024	
	Regular Even Semester Examination & A.T.K.T examination of Semester I,II,III & IV
18 <sup>th</sup> March	College Development Committee Meeting
April 2024	
1 <sup>st</sup> week	Internal & External Audit
2 <sup>nd</sup> week	Degree Distribution
May 2024	
1 <sup>st</sup> May	Maharashtra Day Celebration & Staff Meeting
1 <sup>st</sup> Week of May	Declaration of Even Semester & A.T.K.T Result



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