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***** HELP EVER HURT NEVER *****



NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)

Best College (2016–17), University of Mumbai

JUNIOR COLLEGE

(Counter 9 & 10)

DUPLICATE MARK-SHEET- F.Y.J.C.

DOCUMENTS REQUIRED:

- Application form (available in college office on counter no. 9 & 10)
- Attach Xerox copy of mark-sheet (if available)
- Affidavit on Rs. 100/- Stamp Paper
- Fees - Rs. 500/- (payable at Mithibai College, counter no. 2)
- F.I. R. copy from Police Station

(The duplicate mark-sheet will be issued within fifteen days)

DUPLICATE MARK-SHEET / PASSING CERTIFICATE- S.Y.J.C.

(ISSUED FROM HSC BOARD OFFICE – VASHI)

DOCUMENTS REQUIRED:

- Written application from student to be submitted on Counter No.9 or 10
- Xerox copy of HSC mark-sheet (if available)
- College issues a letter for duplicate mark-sheet / passing certificate to the student which is to be submitted to the Maharashtra Board office, Vashi by the students

DUPLICATE LEAVING CERTIFICATE

DOCUMENTS REQUIRED:

- Application from Student
- F.I.R from Police Station
- Affidavit on Rs. 100/- Stamp Paper
- Fees - Rs. 500/- (payable at Mithibai College, counter no. 2)
- Xerox Copy of F.Y.J.C. & S.Y.J.C. Mark-Sheet
- Xerox Copy of Leaving Certificate If Available

LEAVING / DUPLICATE LEAVING CERTIFICATE FOR THE STUDENTS

PASSED BEFORE 2004

DOCUMENTS REQUIRED:

- Application Form (Available in College Office at Counter No. 9 or 10)
- Xerox Copy of F.Y.J.C. & S.Y.J.C. Mark-Sheets

STUDENTS WITH LEARNING DISABILITY

DOCUMENTS REQUIRED:

- Notice Will Be Displayed On College Website in The Month of June for ac. year
- Collect Form Duly Signed by Vice-Principal (Available in College Office Counter No. 9 & 10)
- Obtain Learning Disability Certificate from Government Hospital
- Get It Stamped from Hospital
- Last Date of Submission of Stamped Form to College – 31st August



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**ELIGIBILITY OF STUDENTS THOSE WHO HAVE PASSED SSC
EXAMINATION FORM OTHER THAN MAHARASHTRA BOARD**

DOCUMENTS REQUIRED:

- Application Form to be filled Online: (www.mahahsboard.in)
- Original & Attested Copy of Migration Certificate
- Attested Copy of Leaving Certificate
- Attested Copy of SSC Mark-Sheet & Passing Certificate
- Fees Up to 15th September Rs. 1,000/-, Up to 15th November Rs. 1,100/-
After 15th November Rs. 110/- & Rs.50/- Additional Fee on Daily Basis. (Payable at Counter No.2)

VERIFICATION OF MARKS (F.Y.J.C.) (UNIT TEST/TERM /FINAL EXAM)

DOCUMENTS REQUIRED:

- Application Form (Available in College website)
- Xerox Copy of F.Y.J.C. Mark-Sheet
- Fees – Per Subject Rs.50/-

VERIFICATION OF MARKS (S.Y.J.C.)

- Application Form to be filled Online: (www.mahahsboard.in)

PRIVATE STUDENTS (FORM NO. 17)

DOCUMENTS REQUIRED:

- Form No. 17 Application Form to be filled Online: (www.mahahsboard.in)
- Original & Attested Copy of S.S.C. Mark-Sheet & Passing Certificate
- Original & Attested Copy of F.Y.J.C. Mark-Sheet
- Original & Attested Copy of Leaving Certificate

ISSUE OF BONAFIDE CERTIFICATE – JUNIOR COLLEGE

- Written application from the student
- Verification by the clerk
- Obtain signature from the Vice-principal
- Pay Fee of Rs. 20/- (for the prescribe format) and on Letterhead of Rs. 100/- at Mithibai college, counter no. 2

ISSUE OF H.S.C. MARK SHEET & PASSING CERTIFICATE

- Required Documents: - H. S. C. (Original) Hall Ticket or Government Photo ID (Original) Proof at Mithibai College, counter no. 9 and 10



SCHOLARSHIP & FREESHIPS

Eligible students can apply for Scholarship / Freeships through proper channel and they are required to avail the facility of Scholarship / Freeships by applying within the time schedule. **Student can avail only ONE scholarship / Freeship in a year.**

Students can avail following Scholarship/Freeship:

Freeship / Scholarship for SC, ST, VJNT, OBC and SBC category students are required to apply through online.

Following documents are required to apply for Scholarship / Freeship:

For E.g. SC / ST / VJNT / OBC / SBC

1. Online application form
2. Domicile Certificate
3. Caste Certificate
4. All Previous year mark sheets
5. Income certificate from Tahsildar
6. College Fee Receipt
7. Ration Card
8. Non Creamy layer certificate (OBC / VJNT)
9. Aadhar Card
10. Caste Validity Certificate
11. Students Nationalized Bank Account details
12. Current year bonafide Certificate

All the above attested photocopies of documents along with application to be submitted in the college office.

A) Following scholarships can be availed by students, Application should be sent ONLINE:

1. J & k Scholarship (PMSSS)
2. Scholarship to the Scheduled Caste / Scheduled Tribes/ Person with Disability / V.J.N.T./ Special Backward Class (SBC) / (OBC) Other Backward Class Students.
3. Award of Freeship / Examination Fees to Scheduled Caste / Scheduled Tribes / VJNT / Special Backward Class (SBC) / Other Backward Class Students.
4. Government Scholarship to Pupils of Central Sector Scheme for Undergraduate Course.
5. Post Matric Scholarship to students of Minority Community (Viz. Muslim, Buddhist, Christian, Parsi, Sikh, Jain etc.)
6. Government Free Studentship to pupils of Economically Backward Classes for Junior College.
7. State Government Open Merit Scholarship.
8. Education Concession to the Children of Ex-Servicemen.
9. Rajarship Chhatrapati Shahu Maharaj Shikshan Shulka Shishyavrutti Scheme.
10. Eklavya Scholarship for Post Graduate Students.
11. Pandit Dindayal Upadhyay Swayam Yojana (ST Category Student Only)

Online websites for applying Scholarship & Freeship:

<https://www.aicte-jk-scholarship-gov.in>

<https://Mahadbtmahait.gov.in>

<https://Scholarships.gov.in>

<https://swayam.mahaonline.gov.in>



Shri Vile Parle Kelavani Mandal's
**MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE &
AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS**
(EMPOWERED AUTONOMOUS – Affiliated to University of Mumbai)



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B) Following Scholarships are also being availed by students, Application can be sent OFFLINE:

(Prescribed forms for below schemes are available in the college office)

1. Girls Freeship for Junior College girl's students.
2. Scheme for the education to the sons and daughters of primary school teaches / secondary school teachers / Higher Secondary School teachers
3. Kapole Bania Freeship
4. Students Aid Fund
5. Staff ward

NOTE:

The terms & conditions for the Scholarship & Freeships vary from Scholarship to Scholarship and the students are required to refer to the notices for the same on college website as well as on the notice bard. They may also approach **Mr. Prasad Deshmukh** in the college office for further information.

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Prof. Krutika Bharat Desai
Principal

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RAILWAY CONCESSION

COUNTER NO. 5 & 6

Counter Timings: - Degree College: - 09.30 a.m. to 12.45 p.m. & 1.45 p.m. to 04.30 p.m.
Junior College: - 09.30 a.m. to 12.45 p.m. & 4.00 p.m. to 4.30 p.m.

Who can apply for Railway Concession?

- Students travelling by Train can avail this facility.
- The concession will be provided only from Residence to College.
- The age limit is upto 25 years of age.
- Class available – First and Second. Period – Monthly and Quarterly

All Girls are permitted to travel with free pass on monthly basis and for second class only.

PROCEDURE FOR GETTING RAILWAY CONCESSION

- New Railway Concession card Fee - Rs. 10/-.
- Documents Required: -
 - Address proof (Aadhar Card, Ration Card, Light Bill, Driving License, Rental or Property Agreement),
 - Date of Birth Proof (Leaving Certificate or birth Certificate) Or College ID Card.
- Long journey Concession: - Available for going to native place only either by Train or by Air during Vacation period (summer, Diwali and winter vacation).

The Railway form will be issued within half an hour after submission of application.

BONAFIDE CERTIFICATES

COUNTER NO. 5 & 6

ISSUE OF BONAFIDE CERTIFICATE

- Application in the prescribed format
- Attested Xerox copies of Mark-sheet/s (semester/class - which he/she studied in our College) or College ID
- Verification by the clerk
- Obtain signature from the Vice-principal
- Pay Fee of Rs. 100/- OR 200/- on counter no. 2 (Degree College Only)
- Junior College free of cost

LETTER OF RECOMMENDATION

- As required deliver to student, as per format send by respective teacher



TRANSCRIPT - DEGREE COLLEGE

- Application Form Duly filled should be submitted along with attested xerox copies of marksheets of each year of the course from Semester I to Semester VI for Degree College Course or Semester I to Semester IV for Post Graduate Course
 - Particulars like Class, Div. & Roll No. academic year and subjects of each year, address, phone / mobile numbers should be written without fail.
 - Fees to be paid on counter No. 2 for First 3 copies Rs.1000/- (Minimum Copies)
 - Additional copy Rs.300/- per copy
- The Transcript will be ready within 5 days from the receipt of application.

EDUCATION VERIFICATION

- Documents Required : Xerox copy of the mark-sheet of the student
- Fee Amount

Cash at Counter No. 2 according to course & year of passing charges per marksheet as mentioned below:-

Year of Passing	Amount in Rs. including GST 18%
2023 to 2019	590/-
2018 to 2014	826/-
2013 to 2007	1003/-
Prior to 2006	1180/-

The Verification will be done within 5 days after the receipt of the application and confirmation of payment from Accounts Department. Verification report will be sent on their respective email addresses/postal address if necessary after signature of the Principal.



TRANSFER CERTIFICATE

(Transfer from Our (Mithibai) College to another College)

- Duly filled up Transfer Certificate form from the new college where student secured admission.
- Duly self-attested Xerox copies of XIIth /FY/SY/TY Degree College / Post Graduate and
- Rs.100/- for Transfer Certificate Fee on Counter No.2 Between 10.00 am and 4.00 p.m. After completion of all these formalities Transfer Certificate will be sent directly to the new college within 10 days after signature of the Principal.

MIGRATION CERTIFICATE

- Duly attested Xerox copies of XIIth FY/SY/TY Degree/PG marksheets
- Duly filled up Migration Form of 4 pages (on Mumbai University website and also Available in Migration Section, University of Mumbai, Kalina, Mumbai – 400 098)
- Student should mention the Class last attended, Div. Roll No. and academic year as well as date of birth on last year's Xerox copy of mark sheet.
- Rs.100/- Migration Fees to be pay in Accounts Dept. Counter No.2 between 10.00 am and 4.00 pm
- Preparation : After submission of all above mentioned documents after 10 days students have to collect original Transfer Certificate and Permanent Registration Number (PRN) Report from Counter No.7 between 9.30 a.m. and 4.30 p.m. This original Transfer Certificate and PRN report students have to be uploaded on University of Mumbai website i.e. mu.migrationcertificate.in Then University of Mumbai will send Migration Certificate directly to them within 15 to 20 days.

NO OBJECTION CERTIFICATE (NOC)

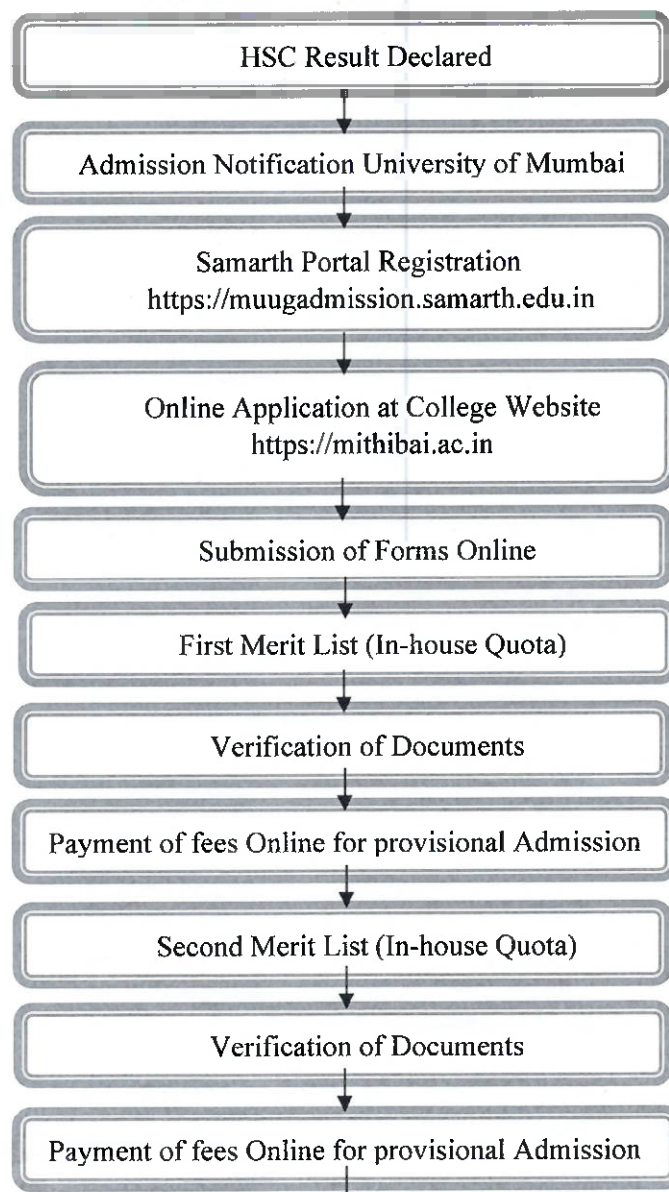
- Students have to cancel the admission of class. After the cancellation of admission he/she can apply for No Objection Certificate to be submitted in New College where he / she wants to secure admission.
- All self attested marksheets are required with NOC application form. After duly filled form, attach marksheets of previous class and get the Vice Principal's signature on it. After Vice Principal's signature students have to pay cash of Rs.100/- at counter No. 2. After payment he/she will get NOC immediately after signature of the concern Vice Principal.



UNDERGRADUATE ADMISSION

Sr. No.	Name of the Programs	Intake
1	First Year Bachelor of Arts	360
2	First Year Bachelor of Commerce	960
3	First Year Bachelor of Science	480
4	First Year Bachelor of Arts (Multimedia & Mass Communication)	60
5	First Year Bachelor of Commerce (Management & Finance)	120
6	First Year Bachelor of Management Studies	120
7	First Year Bachelor of Commerce (Accounting & Finance)	60
8	First Year Bachelor of Commerce (Financial Markets)	60
9	First Year Bachelor of Commerce (Banking & Insurance)	60
10	First Year Bachelor of Science (Psychology)	60
11	First Year Bachelor of Science (Applied Statistics and Data Analytics)	60
12	First Year Bachelor of Science (Biotechnology)	70
13	First Year Bachelor of Science (Computer Science)	120

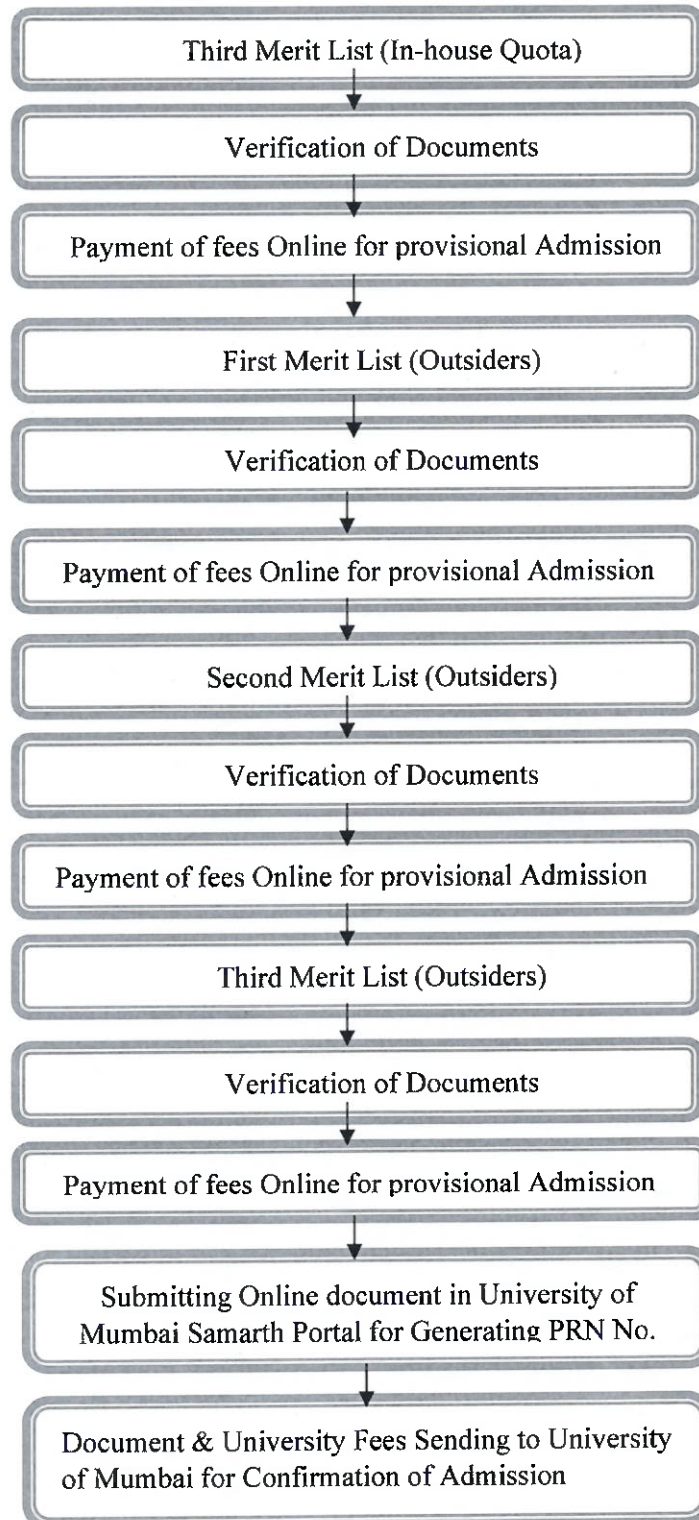
ADMISSION PROCESS OF UG PROGRAMS





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ADMISSION CANCELLATION PROCESS

- Fill the cancellation form available in the office or on the college website
- Attach original fee receipt and identity card.
- Cancelled Cheque (Personal Saving Account)
- Student should obtain signature of Vice-principal & Librarian on the form.
- Submit the form in office & fees refunded through respective bank account with in 45 days.



ISSUE OF GRADE CARDS

- Students are asked to show original Identity Card & Soft Copy of Grade Card which they received on their Email.
- Signature of Student is obtained on the list and Grade Card is issued to the Student.

ISSUE OF SPECIAL CERTIFICATE

DOCUMENTS REQUIRED :

- Application form (available in college office on Counter No. 11 & 12.
- Attached Xerox copy of grade cards.
- Attached Written application for Gazette Copy.
- Fees – Rs. 200/- (Payable at Mithibai College, Counter No. 2.
(The Special Certificate will be issued within 4 days.)

ISSUE OF NO BACKLOG CERTIFICATE

DOCUMENTS REQUIRED :

- Application form (available in college office on Counter No. 11 & 12.
- Attached Xerox copy of all attempt semester grade cards.
- Fees – Rs. 200/- (Payable at Mithibai College, Counter No. 2.
(The No Backlog Certificate will be issued within 4 days.)

ISSUE OF CONVERSION CERTIFICATE

DOCUMENTS REQUIRED :

- Application form (available in college office on Counter No. 11 & 12.
- Attached Xerox copy of all attempt semester grade cards.
- Fees – Rs. 200/- (Payable at Mithibai College, Counter No. 2.
(The Conversion Certificate will be issued within 4 days.)

ISSUE OF PROVISIONAL LETTER

DOCUMENTS REQUIRED :

- Application form (available in college office on Counter No. 11 & 12.
- Attached Xerox copy of UG Semester - VI and PG Semester – IV grade card.
- Fees – Rs. 200/- (Payable at Mithibai College, Counter No. 2.
(The Provisional Letter will be issued within 4 days.)

ISSUE OF GAZETTE COPY OF RESULT

DOCUMENTS REQUIRED :

- Students submit hand written application along with xerox copy of grade cards.
(The Gazette Copy will be issued within 1 days.)



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ISSUE OF DUPLICATE MARKSHEETS & PASSING CERTIFICATE

DOCUMENTS REQUIRED :

- Application form (available in college office on Counter No. 11 & 12.
- Attached Xerox copy of grade cards (If available).
- Affidavit on Rs. 100/- Stamp Paper.
- FIR copy from Police Station.
- Fees – Rs. 500/- per copy (Payable at Mithibai College, Counter No. 2.
(The Duplicate Marksheets & Passing Certificate will be issued within 15 days.).

ISSUE OF CONVOCATION CERTIFICATE

DOCUMENTS REQUIRED :

- Students are asked to show original Identity Card & Soft Copy of Grade Card Semester - VI which they received from Counter No. 11 & 12.
- Signature of Student is obtained on the list and Convocation Certificate is issued to the Student.

CORRECTION IN NAME IN CONVOCATION CERTIFICATE

DOCUMENTS REQUIRED :

- Student submit hand written application along with xerox copy of Semester -VI Grade Card, Original and Xerox Copies of Convocation Certificate.
- Fees – Rs. 100/- per copy (Payable at Mithibai College, Counter No. 2.
- Application along with all documents sent to the University of Mumbai for issue new Convocation Certificate.

STUDENTS WITH LEARNING DISABILITY

DOCUMENTS REQUIRED :

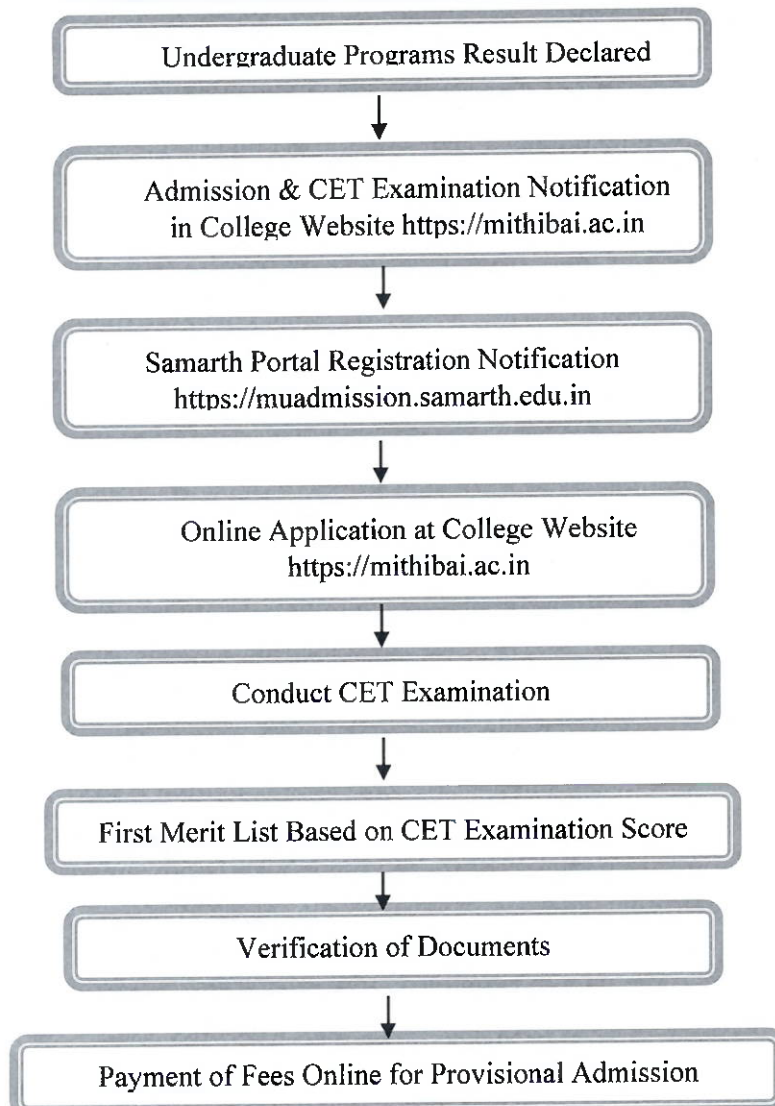
- Notice will be display on College Website in the month of June for academic year.
- Obtain Learning Disability Certificate from Government Hospital and submit to office

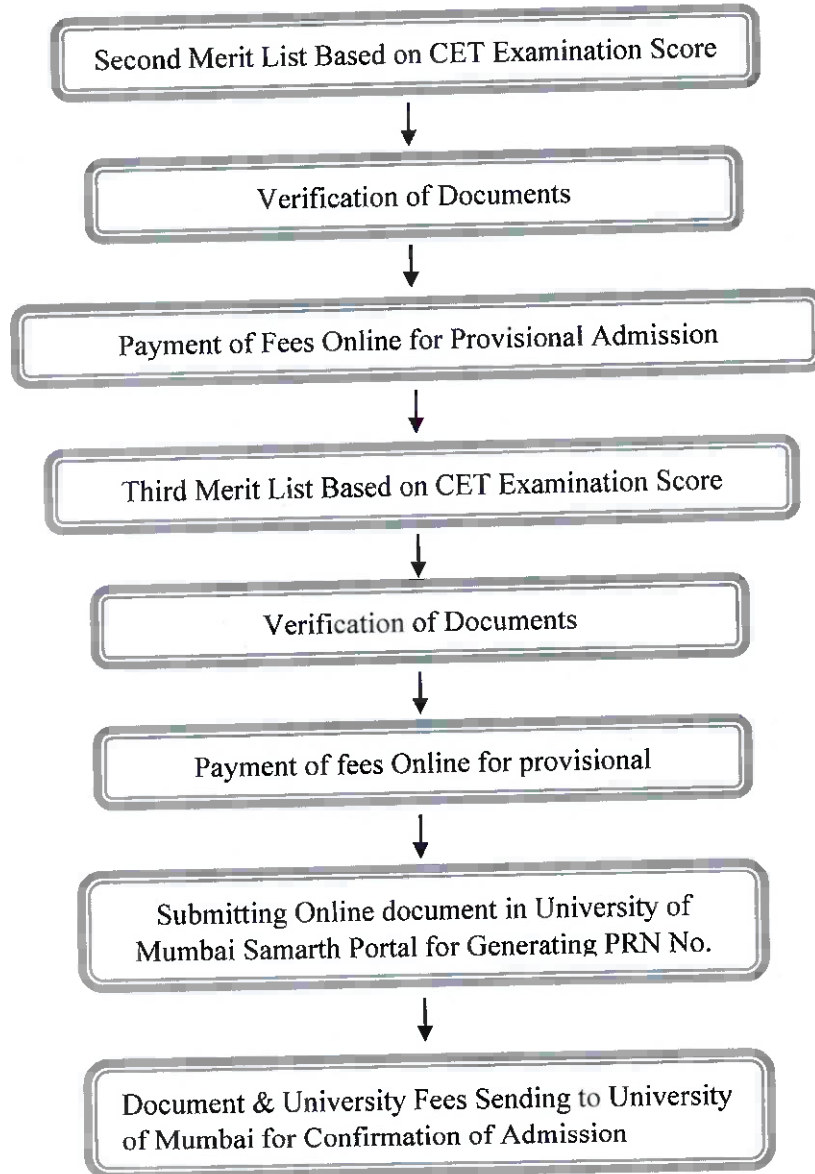


POST GRADUATE ADMISSION

Sr. No.	Name of the Course	Intake Capacity	Sr. No.	Name of the Course	Intake Capacity
01	M.A. (English)	60	10	M.Sc. (Zoology)	10
02	M.A. (Economics)	60	11	M.Sc. (Analytical Chemistry)	20
03	M.A. (Psychology)	60	12	M.Sc. (Biochemistry)	15
04	M.Com. (Advanced Accountancy)	60	13	M.Sc. (Biotechnology)	10
05	M.Com. (Business Management)	60	14	M.Sc. (Computer Science)	20
06	M.Sc. (Physics)	10	15	M.Sc. (Mathematics)	20
07	M.Sc. (Organic Chemistry)	04	16	M.Sc. (Applied Statistics and Data Analytics)	20
08	M.Sc. (Botany)	10	17	M.Sc. (Data Science and Artificial Intelligence)	40
09	M.Sc. (Microbiology)	10			

ADMISSION PROCESS OF PG PROGRAMS





ADMISSION CANCELLATION PROCESS

- Fill the cancellation form available in the office or on the college website
- Attach original fee receipt and identity card.
- Cancelled Cheque (Personal Saving Account)
- Student should obtain signature of Vice-principal & Librarian on the form.
- Submit the form in office & fees refunded through respective bank account within 45 days.



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CASTE VERIFICATION/VALIDITY

Caste Verification/Validity of Students (Science): The students who have secured admission in Medical College and Engineering College/Architecture College / Pharmacy College and need caste verification /validation certificate will be required to fill the form online on **barti.maharashtra.gov.in**. Website and submit the print out of the application form along with the following documents to the college office counter no. 3 by first week of September.

- Student Caste Certificate (Attested Xerox copy)
- Students Father Caste Certificate/School Leaving Certificate Xerox Copies or Uncle and Aunt's Documents.
- Students Grand-Father Caste Certificate or School Leaving Certificate.
- Native Place proof 7/12 Utara.

The college then verifies all the above documents and forwards to the concerned office for verification/validation.

GROUP INSURANCE

All the students of Degree College are covered under Group Insurance Policy on annual basis. A student who meets with an accident and is hospitalized he/or his family member needs to inform the college office - Accounts section/Registrar/Principal about the same within three days of hospitalization. After getting the discharge from the hospital, the student/family is required to submit the discharge certificate and original bills, reports etc. for getting the claim amount from the Insurance Company.

The students are expected to inform their family members about this facility.

ATTESTATION OF DOCUMENTS: (Counter no. 4)

Sr. No.	Particulars	Charges per Copy (Rs.)	Preparation Time
1.	Transcript Attestation	5/-	Within 1 or 2 Day/s
2.	Principal's original Signature on Mark-sheet Attestation	5/-	Within 1 or 2 Day/s
3.	Syllabus Attestation	10/-	Within 1 or 2 Day/s
4	Charges for Attestation Sealed Envelopes	5/-	Within 1 or 2 Day/s

Attestation of College documents (Only from Original documents)

- Mark -sheet, Leaving Certificate, Passing Certificate