



Shri Vile Parle Kelvani Mandal's
MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE
& AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS
(EMPOWERED AUTONOMOUS- AFFILIATED TO UNIVERSITY OF MUMBAI)



NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)
Best College (2016-17), University of Mumbai

C O M P E N D I U M O F

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Policy No: 1/34

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Policy Name: POLICY FOR ADMISSION

I. INSTITUTIONAL CONTEXT

- This policy relates to admissions to all undergraduate and postgraduate programs of SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce And Economics (Autonomous).
- This policy is aligned with all State and Central Government regulations, including policies and regulatory mandates of the UGC and MHRD, Government of India and Minority Institutions.

II. PURPOSE

- This policy is in place to provide information to all stakeholders, prospective applicants, and the general public about application procedures, selection processes and admission to the various programs of the Colleges. It provides the framework for short listing and ranking applicants for final section by the Head of the Institution.
- A well-articulated and precise policy and procedure for admission to the college's diverse range of courses are essential for ensuring fair, seamless, and error-free administration. Additionally, they are pivotal in upholding the quality assurance standards of the institution. This policy delineates the eligibility criteria, addresses academic discrepancies, facilitates the admission process for learners across various courses, and outlines pertinent reservation protocols. Moreover, it establishes Standard Operating Procedures (SOPs) for the admission process, extending from initial application to enrollment completion at the affiliated University, as well as addressing procedures for admission cancellation.

III. SCOPE OF THE POLICY

- This policy applies to all prospective applicants to all U.G. and P.G. & Ph.D programs at SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce And Economics (Autonomous).
- The policy and procedures provide equal opportunities to the learners who are securing the admission.
- The College has the right to discontinue any program.

IV. POLICY STATEMENTS

- The College is committed to providing applicants with timely and relevant information which is updated annually on the Institutional website www.mithibai.ac.in





- b) Applicants to all programs should check eligibility criteria given in the Online Admissions Brochure for the relevant year. (See online prospectus for eligibility).
- c) Undergraduate applicants from Boards other than those listed in the prospectus are required to check their eligibility/equivalence with the concerned office of the University of Mumbai.
- d) Successful applicants for postgraduate programs who have undergraduate degrees from Universities other than University of Mumbai are required to obtain an eligibility certificate from the University of Mumbai before confirmation of admission.
- e) Any application found with incomplete/inaccurate/misleading information shall not be considered.
- f) All admissions shall be processed through the online portal on the institution's website.
- g) The admission process will be considered final solely upon the full payment of fees for the current academic year, accompanied by the issuance of an official receipt verifying the transaction. Subsequently, the learner's name will be officially enrolled in the college's records, and they will be acknowledged as a student of the institution.
- h) All admissions are provisional.
- i) Final eligibility is subject to confirmation by University of Mumbai

V. ADMISSION GUIDELINES /PROCEDURE

- a) The College is Gujarati Linguistic Minority institution, administered under the provision of the Indian Constitution. All admission are as per Government Resolution No. Ashaush -2008/Pra.Kra.133/ 2008/ Kra.1, dated 4th July 2008.
- b) The Principal shall constitute a central Admission Core Committee whose constitution shall be as per autonomy guidelines. This committee shall be headed by the Principal.
- c) Admission of the learners into the undergraduate and postgraduate programs of the Institute will be based on merit, the marks secured in the preceding examination or its equivalent, being the parameter unless otherwise prescribed.
- d) All admissions are through online process.
- e) College will accept form only after submission of pre-admission form of University of Mumbai (<https://mumoa.digitaluniversity.ac/>)

VI. HELP DESK

The complaints/issues/clarifications with regards to admission would be addressed by a dedicated helpdesk.





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VII. RESPONSIBILITIES OF THE ADMISSION COMMITTEE

- Clearly identifying and communicating entry requirements for all programs to all stakeholders involved in the admission.
- Ensuring that the procedures and processes are reviewed and communicated to all those involved in the admissions.
- Selecting applicants for entry on the basis of criteria decided upon.
- Verifying Documents.
- Continuous review and improvement of admissions processes.
- Annual review and feedback to be given to the Head of the Institution.

The rules, regulations, ordinances, etc., may be subject to periodic modifications as determined by the competent authorities overseeing the college, including the SVKM management, University of Mumbai, and the Government of Maharashtra.

The sanctioned student strength for various programs will be as per the resolution of Governing Body.

VIII. CANCELLATION OF ADMISSION

Cancellation of admission shall be as per cancellation policy of SVKM's Mithibai College (Autonomous) which is inline with UGC & University of Mumbai.

KDesai

Prof. Krutika B Desai
Principal



KDesai

Principal
SVKM's MITHIBAI COLLEGE OF ARTS
CHAUHAN INSTITUTE OF SCIENCE
A.J. COLLEGE OF COM. & ECONC
(AUTONOMOUS)
VILE-PARLE (WEST), MUMBAI - 400 056
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Policy No: 2/ 34

Date of issue: 6/2018

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Policy Name: POLICY FOR CODE OF CONDUCT

(ADMINISTRATORS/ FACULTY/NON TEACHING STAFF)

POLICY:

The College has adopted

- 1) University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) (3rdAmendment) Regulations, 2023, Dated 31 July 2023
- 2) Government Of Maharashtra Higher & Technical Education Department Government Resolution No. Misc-2018/C.R.56/18/UNI-1 , Dated- 08 March, 2019
- 3) Governing Terms and Conditions of service of teachers working in University Colleges, University Departments, Conducted Colleges and University Institutions [Framed under Section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016]
- 4) Maharashtra Civil Services (General Conditions of Services) Rules, 1981 Financial Publication of The Government Of Maharashtra No. III (Updated up to 30th December 2021)

Kdesai

Prof. Krutika B Desai

Principal

Principal
SVKM s MITHIBAI COLLEGE OF ARTS,
CHAUHAN INSTITUTE OF SCIENCE &
A.J. COLLEGE OF COM. & ECONOMICS
(AUTONOMOUS)
VILE-PARLE (WEST), MUMBAI - 400 056.
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Policy No: 3/ 34

Date of issue: 6/2019

Document Owner: Principal

Policy Name: POLICY FOR CODE OF CONDUCT (STUDENTS)

Revised on:12/2022

1 General Guidelines:

Code of Conduct:

- 1.1 Cleanliness of the premises must be maintained by everyone in the Mithibai College at all points of time.
- 1.2 Use of cell phones on campus is **not** permitted. Any student found using the cell phone in campus would be penalized as per the regulations in force from time to time.
- 1.3 There is an acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 1.4 Any problem with regard to administrative facilities, faculty, classrooms etc., must be addressed through the class representative who will take it up with the course coordinator/HOD. In the absence of a satisfactory response, the student may approach the Vice Principal of the Mithibai college. Grievance box or on mail ID at Mithibai.ac.in.
- 1.5 Mode of Communication to students is via Student Portal / email /Notice Board/Website. Students are advised to check the Student Portal / email /Notice Board/Website at least once a day, and not rely on rumour or hearsay in any matter.
- 1.6 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the Mithibai College authorities. Penalty will be levied / action will be taken for non- compliance. If the student misplaces the original ID-Card, duplicate ID-card be issued from the college paying the prescribed fee. ID card is used for access control to Mithibai College campus.
- 1.7 Student should make use of flap barriers (wherever deployed and operational) to enter/exit college premises. Biometric Print plus ID cards is mandatory requirement at Mithibai College.
- 1.8 Student must not use ID card of any other student.
- 1.9 In case student forgets to carry ID card, She/he should approach security and complete the process to get the requested access. Any grievances related to ID Card should be raised to the register of the college.
- 1.10 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed at strategic areas in order to ensure the safety and welfare of everyone at Mithibai College. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 1.11 Any person resorting to physical fights will amount to ragging and appropriate action will be viewed accordingly.
- 1.12 If any student during the tenure of studentship has police case on his/ her name, he/she is liable for appropriate action.



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- 1.13 Any comments posted in social media, print attempting to bring disrepute to the college will be viewed very seriously and will attract severe disciplinary action.
- 1.14 Mithibai College has zero tolerance policy towards misbehaviour, discrimination of gender sensitivity, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non- obedience, non-compliance and any action that will bring disrepute to the college etc. by any student.
- 1.15 College will reserve the rights to take action appropriately.
- 1.16 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Student Portal /email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty on their own.
- 1.17 Any damage to the college & property will invite serious action against students/students/or entire class whichever is appropriate.

CODE OF CONDUCT	LINE OF ACTION
<p><u>Alcohol and Other Drugs</u> The unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using in a different manner from the prescribed use or by someone other than the person for whom it was prescribed.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the college</p>
<p><u>Assault, Endangerment or Infliction of Physical Harm</u> Physical restraint, assault or any other act of violence or use of physical force against any member of the campus or any act that threatens the use of physical force.</p>	<p>Suspension from attending college pending enquiry.</p> <p>. Rustication from the college</p>
<p><u>Banners, Chalking and Posters</u> Defacing of Campus property by means of Banners, Chalking and Posters.</p>	<p>Severe disciplinary action will be taken.</p>
<p><u>Bullying, Intimidation, and Stalking or any type of conduct which amount to ragging</u> Bullying. Bullying includes any electronic, written, verbal or physical act or a series of acts of physical, social or emotional</p>	



K. S. K.
Principal

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<p>domination that is intended to cause physical or substantial emotional harm to another person or group.</p> <p>Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed towards another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.</p> <p>Stalking. Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Any person resorting to such act will amount to ragging and appropriate action will be taken.</p>
<p><u>Discrimination, Including Harassment, Based On a Protected Class</u></p> <p>Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from college</p>
<p><u>Disorderly Conduct</u></p> <p>Excessive noise, which interferes with classes, college offices or other activities; Unauthorized entry into an area or a closed meeting.</p> <ol style="list-style-type: none"> 1 Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events; 2 Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others. 	<p>Abstain from attendance for the affective lecture / event.</p> <p>Will invite enquiry against student/students involved such activities and will lead to the disciplinary action.</p>
<p><u>False Representation</u></p> <p>Provide false information or make misrepresentation to any college office, forgery, alteration, or unauthorized possession or use of college documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the college</p>



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Principal

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<p><u>Fire Safety</u> Tampering, interference, misuse, causing damage and/or destruction of fire safety and fire prevention equipment</p>	<p>Severe disciplinary action will be taken. Rustication from the college</p>
<p><u>Theft, Vandalism, or Property Damage</u> Theft, negligent, intentional, or accidental damage to personal or college property</p>	<p>a. Suspension from attending college pending enquiry. b. Rustication from the college</p>
<p><u>Unauthorized Entry or Access / Unauthorized Use of college Facilities or Services</u> Unauthorized entry into or presence within enclosed college buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.</p>	<p>a. Suspension from attending college pending enquiry. b. Rustication from college</p>
<p><u>Weapons and Fireworks</u> Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc. Possession or use of fireworks, dangerous devices, chemicals, or explosives</p>	<p>a. Suspension from attending college pending enquiry. b. Rustication from the college</p>

1.1 Discipline Norms and Penalty:

- 1.1.1 A disciplinary committee constituted in college, will look into all cases of indiscipline related to students. The committee comprises Chairperson / Head of the Department, one faculty member and one staff member. The committee will hear each case and recommend action to the Dean and then to the University. On approval by the Vice Chancellor appropriate action will be initiated by the college.
- 1.1.2 Woman Sexual Grievance Redressal committee in constituted as per the UGC gazette as the Internal Complaint Committee (ICC). ICC is constituted for prevention, prohibition and redressal of sexual harassment complains from women employees, and student in college as per UGC regulation 2015.
- 1.1.3 Mithibai College campus is earmarked as non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on



K. Desai
 Principal



the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the college. Further after enquiry confirmation, the student's name will be struck off from the roll of the College.

- 1.1.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the College after enquiry.
- 1.1.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per College norms as per UGC guidelines
- 1.1.6 In all matters of indiscipline and indecent behaviour, Principal will be the appellate authority. Ombudsman is appointed by the college who would look into such cases referred by their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the college. MITHIBAI COLLEGE will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

1.2 Dress Code:

Mithibai College's visitors include, corporate leaders and international visitors. For this purpose, it becomes essential to adhere to broad guidelines for dress and appearance.

Students are required to be dressed decently (Half pants, shorts, short skirts, bathroom slippers are not allowed).

For all functions of the College, including Guest Lecture, seminars and conferences students are required to dress in appropriate dress code.

1.18 Punctuality

- 1.18.1 Classes will begin on time. Late coming is not permitted. Faculty have the authority to restrict late comers to enter in the classroom.
- 1.18.2 Students are required to be in city on all days of the semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD/Vice Principal. This applies even to those students who are representing the College for social, cultural and co-curricular events.
- 1.18.3 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the college or the faculty concerned. Students cannot approach faculty members and others to change or extend deadlines.

11. Library Rules and Regulations:

11.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate College disciplinary procedures.





- 11.2 Access to the College Library is restricted to staff and students of the Mithibai College who have a currently valid identification card issued by College, and to such other persons as may be authorized by the Librarian.
- 11.3 Students are required to carry their College student ID-card, and staff to carry their College staff identity card to get entry and to use the Library and must produce this when required by an authorized person. This card must be used only by the member to whom it is issued.
- 11.4 Bags, etc., are not allowed in the Library. Bags and other personal possessions should not be left unattended for security reasons. The Library will not take responsibility in case of damage to or theft of private property.
- 11.5 Silence is to be maintained in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to a student's penalty and /or suspension for three weeks.
- 11.6 The consumption of food and beverages (except for bottled water) and use of personal audio equipment are not permitted in the Library.
- 11.7 Photography, filming, videotaping and audio-taping in the Library is not allowed.
- 11.8 Personal equipment should not be used without the prior permission of the Librarian.
- 11.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 11.10 Data retrieved from the Library's electronic resources may not be used for purposes other than teaching, research, personal educational development, administration and management of Mithibai College and development work associated with any of those mentioned above. Use of the data is not permitted for consultancy / services leading to commercial exploitation of the information for work of significant benefit to the employer of students on an industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 11.11 Removing any material from the Library must be appropriately authorized and recorded. Damage to or unauthorized material removal of material, constitutes a severe offence and may lead to a fine or to disciplinary action.
- 11.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As Library is RFID enabled, the issue of the books will be done at self-check in kiosk only.
- 11.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and be notified of due by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 11.14 Users are responsible for material borrowed on their cards. They will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.





- 11.15 Students must wear smart casuals (Bermuda, half pants, Short skirts, Bathroom slippers are not allowed).
- 11.16 Access to library and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the College are outstanding.
- 11.17 The award of a College qualification will be deferred until all books, and other library materials have been returned and outstanding fines/charges paid.
- 11.18 For list of electronic resources / Databases refer annexure.

Guidelines for the Use of Computing Facilities:

- 4.1 College management invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. All inappropriate websites are blocked for student access. The list of blocked websites dynamically updated based on their defined global category.
- 4.2 Students are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of this document will be available with the Computer laboratory or website.
- 4.3 The internet access to students will be as per the College policy. Any change request has to be routed through the Registrar in writing.
- 4.4 Food and/or beverages are allowed only in cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Laboratory.
- 4.5 It is important to note that all the College premises are deployed with CCTV surveillance equipment and all the areas of the premises recorded 24x7.
- 4.6 It is important to note that all College is monitoring network 24x7. All actions and logs are stored and recorded. College has all the rights to record all actions by student on the network and use appropriately.
- 4.7 The students of Mithibai College are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the College is prohibited. In the event of non-approved usage of the computing facilities, College reserves the right to withdraw access to computing facilities at any time.
- 4.8 Use of College computing facilities for students' commercial gain is prohibited.
- 4.9 Student should not use/install third party software to bypass campus Network security policies. It is prohibited and may lead to further disciplinary action.
- 4.10 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
- 4.11 Students are not allowed to connect personal pen drives/ Laptops to the systems/smartboard installed in the classrooms.





- 4.12 All students will be given Mithibai College email id on Microsoft office 365 and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. Action will be taken against if any misuse of internet and email Id is seen.
- 4.13 Student should not show sensitive personal information over email.
- 4.14 Improper behaviour towards staff will result in disciplinary action.
- 4.15 College endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.
- 4.1 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 4.2 If any student comes across any security incidents, please contact reportsecurityincidents@svkm.ac.in. Any observation regarding security concern should be brought to the notice of the register of the college.
- 4.3 Use of any faculty member's user name and password to access IT infrastructure including smartboards is prohibited and may lead to disciplinary action.
- 4.4 Student should not copy or share other's data resulting in data theft of any kind under IT Act.
- 4.5 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The College accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 4.6 Removal, borrowing, connecting or disconnecting of any IT equipment is not permitted. Neither deliberately introduces any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network/ campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 4.7 Student should not damage IT facilities.
- 4.8 Without permission of the account owner or system administrator, do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user
- 4.9 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
- 4.10 Student should not click on links or attachments from senders that you do not recognize or asking something which is not regular in nature.
- 4.11 Student should not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
- 4.12 Transmission of unsolicited commercial or advertising material on Mithibai College network / Campus is prohibited.
- 4.13 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 4.14 Never monitor, read and disrupt network traffic inside the campus.



Principal

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- 4.15 Do not make deliberate unauthorised access to facilities or services accessible via the Mithibai College Local Area Network (LAN).
- 4.16 Appreciate staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 4.17 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 4.18 Students must adhere to the terms and conditions of all licence agreements relating to IT facilities, which you use including software, equipment, services, documentation and other goods.
- 4.19 Students must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
- 4.20 Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside Mithibai College campus or store child pornography, Playing Games, hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure. If found so, appropriate disciplinary action will be taken.
- 4.21 Students must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
- 4.22 Students request related to additional Internet Bandwidth requirement for special access on events, request should reach IT helpdesk minimum 72 hours in advance.
- 4.23 Do not interfere with or change any hardware or software; if you do, appropriate action will be taken to make it right.
- 4.24 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 4.25 Game software loading onto, or play games software on, the IT facilities unless required for academic purposes.
- 4.26 Neither admit any other person to computer facilities or other Mithibai College premises when those facilities or premises are locked nor enter unless authorised to do so.
- 4.27 Students must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 4.28 **Important:** In the event, the guidelines are not followed and there is a consequent damage to any computing facility, Mithibai College reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.
- 4.29 Student request related to additional internet Bandwidth requirement & any IT related for special access on any events, request should reach IT helpdesk minimum 72 hours in advance with approval of HOD OR Registrar inform of Email and IT request form.
- 4.30 Student are not allowed to change default settings of Desktops/smartboard installed in the classrooms, Conference Rooms & Board rooms (except prior approval intimation).





5. Students Portal (Learning Management System):

- 5.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 5.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 5.3 Login Policy: Default User ID is Student's SAP number and Password will be mailed by the Admin / Course Coordinator
- 5.4 Change Password: Students are recommended to change password after first login for safe surfing.
- 5.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
- 5.6 Course links: Your login will contain only current trimester/semester course list.
- 5.7 Announcements: Announcements related to course and other activities are published in Announcements section.
- 5.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 5.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by Mithibai College and NMIMS Libraries globally.
- 5.10 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online score will be stored. All type of assessments can be conducted online.
- 5.11 Academic Content: Syllabus, Teaching plan, Class Time-table etc. can be uploaded.
- 5.12 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.
- 5.13 Examination related content: Results and exam time table can be made available. Online examination is conducted on the portal. SAP education exam conducted online.
- 5.14 Admission Related content: Admission Notices can be published.
- 5.15 Assessment (Internal/External): Tests can be conducted on the Portal. Internal/External marks for respective courses will be published on Students Portal.
- 5.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 5.17 Online Similarity index: Student / Faculty can check Similarity index through this feature.
- 5.18 Groups: Groups can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
- 5.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 5.20 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, notification can be viewed.
- 5.21 Student Service: Students are benefitted on students' portal for Name validations as required for mark sheet, photo upload, railway concession, bonafide certificate, Letter of recommendation (LOR), whenever required. Registration and allocation process for CBCS and Interdisciplinary courses.
- 5.22 Student are PROHIBITED from taking pictures and videos within college premises.



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6. Feedback Mechanism:

Mithibai College has a well-established online feedback mechanism through Student Portal for communication of perceptions. The components of this feedback mechanism are:

- 6.1 Feedback at the end of the third week of every Semester. Dean / Director /Programme Chairperson/HOD will meet students personally, if applicable.
- 6.2 Online Feedback through Students Portal is taken using a questionnaire preferably in the last session of every course in each Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the Semester.
 - 6.2.1 All students should get involved in this mechanism seriously as it truly helps the Mithibai College improve the quality of services and teaching provided.
 - 6.2.2 These are open ended questions in which student can reflect learning and teaching aspects of the course.
 - 6.2.3 Mithibai College uses feedback to improve the teaching learning process proactively.
 - 6.2.4 While sharing the feedback to the faculty members, student's identity is kept confidential.
 - 6.2.5 Feedback

7. Mentoring Programme / Counsellor:

7.1 Mentoring Programme:

Students have been assigned faculty mentors whose role is to help assimilate the Mithibai College culture, and help identify resources needed by all students, monitor and guide for attendance related issues and resolve queries / issues on academic, co-curricular and extra curricular activities. Do meet your faculty mentor regularly as per their convenience and availability.

7.2 Counsellor:

A counsellor is a non-judgmental friend who understands, ensures privacy and confidentiality and counsels you by giving choices so that you make the right decision. Counselling is a realistic, structured, and research-based therapy. Managing emotions is vital to ensure all-rounded progress in life. We need to break the old walls of myths and misconceptions to learn something new. Visiting a counsellor helps us to relearn more helpful, progressive, reality- based thinking.

7.3 Personal counselling is essential at every step in life, even at the corporate level. What we think about situations affects our subconscious mind and interferes with our present-day life.

As normal human beings at any given time in life, we could go through challenging times and have no one to share or guide us. We often do not share our issues with family or friends due to the fear of upsetting them. We worry that perhaps they may not understand or could become judgmental. At such times, we recommend Personal Counselling.





Mithibai College wants to ensure holistic development of the students. Therefore have appointed a counsellor.

World health organisation and the U.S. National Library of medicine articles: National library of
Medicine: Psychosomatic disorders in developing countries:

www.ncbi.nlm.nih.gov/pubmed/16612204

WHO | Prevention of bullying-related morbidity and mortality:

www.ncbi.nlm.nih.gov/pubmed/16612204

5. Rules for participating in National/International Level Contests: All contests have to be routed through Faculty in charge of Student Activity/HOD.

5.1 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.

5.2 Contest Winners:

Any student who has won any contest is required to provide full details of the contest and award won to the faculty (video clip / photographs/reports etc.) within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

6. Guidelines for Convocation

6.1 The Annual Convocation will be held for all passed out students of degree programs of Mithibai College.

6.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, library etc., and passing of all examinations and any other deliverables to the College.

6.3 In case any student is found in-eligible to receive degree on any account, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.

6.4 Students will be given a set of guidelines by college authorities and they are required to follow these guidelines for effective conduct of the event.

7. Roles and Responsibility of Class Representative and Student Council

7.1 Class Representative:

The Class Representative serves as an important link between his/her division, the faculty & administration. The CRs for each division are selected by class vote for students who wish to nominate

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themselves for the post.

The major roles & responsibilities include:

- Serving as sole point of contact between faculty & students
- Co-ordinating the scheduling of lectures, assignments & formation of groups
- Resolving student grievances
- Relationship building & co-ordinating with CRs from other divisions
- CR's cannot cancel / Reschedule lectures directly with Faculty
- Any additional responsibility assigned by college heads.

7.2 Student Council:

Mithibai College Student Council

The Student Council is the apex student body of the Mithibai College and has a representation from students across all programs. The primary objective of student council body is to assimilate and integrate students of Mithibai College and to provide the students with a platform to harness their creative activities. The Mithibai College Student Council promotes collective and constructive leadership within the student community.

The major roles and responsibilities of Students Council includes:

- Providing a holistic and integrative platform to encourage interaction between various streams and courses.
- Organizing a College Day, with the intent of executing and planning parallel activities and events across all colleges and campuses.
- Organizing a College level Cultural/ Sports festival, to encourage participation and assimilation for holistic development of all students.
- To organize activities which are in the larger interest of the student community.

From each program one student council representatives will constitute the College Student Council. The names of representatives are finalized by Principal of the college. The Council comprises of three core positions, i.e.: President, General Secretary and Joint-General Secretary, and Treasurer. The Core committee represents and coordinates with the council members for various activities and for every academic year are selected through a formal selection procedure (consisting of voting and personal interviews etc.) involving the Faculty Advisor/ faculty members & existing Council members.

8. Interface with Accounts:

- 8.1 All students who are working for contests, co-curricular, extra-curricular and any other activities for and on behalf of Mithibai College that need funding and accounting from Mithibai College, are required to prepare budgets for all their expenses well in advance and obtain approval from the





Management. Once the expenses are incurred, they must be settled within 72 hours along with the report of activities.

8.2 Re-examination Fees:

The students who have failed and wish to re-appear for an examination will be required to pay re-examination fees, which shall be determined from time to time and communicated through suitable mechanisms.

8.3 Re-Admission fees:

A person who is not allowed to progress to the next year due to rules regarding failures in multiple courses/subjects or is debarred in a semester, shall be required to take re-admission and attend all the classes of that academic year. He will be required to pay re-admission fees, which will include tuition fees and other fees as prescribed from time to time.

8.4 Library Deposit and Security Deposit Refund:

Procedure:

- 8.4.1 On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for refund of Library and Security Deposit
- 8.4.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

9. Anti- Ragging Committee / Women Grievance Redressal Cell / Internal Complaints Committee / University Student Grievance Redressal Cell / Ombudsman.

9.1 Ragging: Ragging of fellow students in any form is strictly prohibited inside and outside the campus. Any student/s found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished as per the rules. Ragging often ends up in sexual or physical harassment for the victim. The college maintains a zero tolerance policy towards ragging. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against those involved.

To help students, Committees have been formed at College level.

It is mandatory as per the Hon. Supreme Court & UGC/MHRD Regulations that all students fill in an Anti Raging Undertaking, each year.

To make the process easy MHRD has developed an ONLINE Facility. You are requested to fill the College name while filling the online form. Students can fill an Undertaking ONLINE at any of the link : www.amanmovement.org (OR) www.antiragging.in.



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4. Safety Guide for Students on Floods, Fire and Earthquakes

Mithibai College gives utmost importance to safety of its students. It prepares students for natural hazards. The safety measures for some natural disasters such as 1) Floods, 2) Earthquakes and 3) Fire are highlighted briefly.

4.1 Floods: Precautions to be taken in case of Floods are given in Table 1 below.

Before Floods	During Floods	After Floods
<ul style="list-style-type: none"> Identify and visit elevated areas in and around the Institute as places of refuge during a flood Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation Do not travel long distances on dates indicated as 'Monsoon Alerts'. Contact the Institute if there is any pre planned activity or examination or any other important work on that day and try to adjust it on some other day Keep locally available equipment such as ropes, battery, radio, plastic bottles and cans handy during rainy season. This can help you to plan your rescue 	<ul style="list-style-type: none"> Evacuate to previously identified elevated areas Your life is most precious Avoid to save valuables at that moment. Disconnect electrical appliances. Turn off utilities at the main switches of valves if instructed to do so Don't touch electrical equipment if you are wet or standing in water Do not walk through moving water. Six inches of moving water can make you fall If you have to walk in water, walk where the water is not moving Use a stick to check the firmness of the ground in front of you Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage Water may also be electrically charged from underground or downed power lines Listen to the radio for advance information and advice. Don't spread rumors Move vehicles to the highest ground nearby Do not enter floodwaters by foot if you can avoid it 	<ul style="list-style-type: none"> Stay away from downed power lines, and report them to Security Officer Leave the Institute / home only when authorities indicate it is safe Stay out of any building if it is surrounded by floodwaters Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor. Wear appropriate footwear. Do not use slippers during rainy season Watch out for loose flooring, holes and dislodged nails Clean and disinfect everything that got wet Discard any food items which may have got wet Inform about the damaged drainage and sewage systems in and around the building to the authorities as soon as



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<ul style="list-style-type: none"> • Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on 	<ul style="list-style-type: none"> • Never wander around a flooded area • Drink clean water 	<p>possible. These can be a major health hazard</p> <ul style="list-style-type: none"> • First protect yourself and then help others.
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4.2 Earthquake: Precautions to be taken in case of earthquakes are displayed in Table 2 below

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> • In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. • Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire. • Keep a torch and a mobile handy. • Keep the corridors in the hostel/house clear of furniture and other things, making movement easier. 	<p>If you are at home or inside a building</p> <ul style="list-style-type: none"> • Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. • Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed. <p>If you are in the street</p> <ul style="list-style-type: none"> • Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. • Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse. <p>If you are driving</p> <ul style="list-style-type: none"> • Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle. 	<p>If you are at home or inside a building</p> <ul style="list-style-type: none"> • Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. • Keep calm obey any instructions you hear after you come out • Turn off the water, gas and electricity • Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits. • If there is a fire, try to put it out. If you cannot, call the fire brigade. • Immediately clean up any inflammable products that may have spilled (alcohol, paint etc.). • Avoid places where there are loose electric wires and do not touch any metal object in contact with them. • Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth. • Eat something. You will feel better and more capable of helping others. <p>If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and special medicines (for persons with heart complaints, diabetes, etc.).</p> <ul style="list-style-type: none"> • Help people who are injured. Provide them first aid. Do not move seriously injured people



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		<p>unless they are in danger.</p> <p>If you are outside</p> <ul style="list-style-type: none"> • If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation. • Do not re-enter badly damaged buildings and do not go near damaged structures. • Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass. • Keep away from beaches and low banks of rivers. Huge waves may sweep in. • Keep updating yourself with latest information on earthquake through radio or T. V.
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4.3 Fire: Precautions to be taken in case of fire are given in the Table 3 below:

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> • Identify the fire hazards and where fires might start, e.g. laboratories, storeroom, kitchen and other such places. • Identify all the exit routes of the Institute. • Check the adequacy of firefighting apparatus and its maintenance. 	<ul style="list-style-type: none"> • Do not panic. Shout loudly for help. • Do not run. • Do not waste time in collecting valuables. • Inform the fire brigade about the fire and alert neighbors. • If possible, use fire extinguisher. • Do not take shelter in toilet. • Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. • Do not use the lift to escape. • Use nearest means of escape and the staircase available. • Make exit to ground level instead of the terrace. • Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. <p><i>If trapped or stranded:</i></p>	<ul style="list-style-type: none"> • Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.



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	<ul style="list-style-type: none"> • Stay close to the floor level. • Cover the gaps of the door by any piece of cloth available. • Do not jump out of the building. • Signal or shout for help. • Stop, drop and roll on the ground and cover with blanket; pour water on the body • Dial 101 or 22620 5301 for fire brigade • Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call. • Wait for the Fire Brigade to arrive and co-operate with the firefighters. 	
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The list of websites categories which are blocked for use at Mithibai College



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 NAAC REACCREDITED 'A' GRADE, CGPA : 3.57



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



NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)
 Best College (2016–17), University of Mumbai

Sr. No.	Category
1	Potentially Liable
2	Drug Abuse
3	Occult
4	Hacking
5	Illegal Unethical
6	Racism and Hate
7	Violence
8	Marijuana
9	Folklore
10	Proxy Avoidance
11	Web Translation
12	Phishing
13	Plagiarism
14	Child Abuse
15	Controversial
16	Abortion
17	Adult Materials
18	Advocacy Organizations
19	Gambling
20	Extremist Groups

Sr. No.	Category
21	Nudity And Risqué
22	Pornography
24	Tasteless
24	Weapons
25	Sex Education
26	Alcohol
27	Tobacco
28	Lingerie and Swimsuit
29	Sports Hunting and war Games
30	Games
31	Peer-to-peer File Sharing
32	Multimedia Download
33	Internet Radio and TV
34	Potential Security Violating
35	Malware
36	Spyware
37	Web Hosting
38	Multimedia Search
39	Audio Search
40	Video Search
41	Spam URL

Krutika

Prof. Krutika B Desai
Principal

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Policy No: 4/ 34

Date of issue: 6/2019

Revised on: 12/2022

Document Owner: Principal

Policy Name: POLICY FOR CODE OF ETHICS IN RESEARCH

OBJECTIVE:

To ensure maintenance of ethics during conduct of research in the institute

POLICY

The college maintains code of conduct in research through the below mentioned committees-

(i) Institutional Animal Ethics Committee (IAEC)

All experimental protocols involving use of animals are reviewed by the Institutional Animal Ethics Committee (IAEC) constituted as per the article number 13 of the CPCSEA (Committee for the Purpose of Control and Supervision of Experiments on Animals, <http://cpcsea.nic.in>) rules, laid down by Government of India.

Animal research is permitted on approval of IAEC. IAEC's is responsible for evaluating the project after considering the research applications on the basis of research questions, justification for research. IAEC reviews and approves all research proposals involving small laboratory animals such as rats, mice, hamsters, guinea pigs and rabbits with an objective to assure quality maintenance and welfare of animals used in pre- clinical research.

The Animal House is a shared facility under the parent trust Shri Vile Parle Kelavani Mandal (SVKM) bearing Registration Number 1830/PO/Re/S/15/CPCSEA.

(ii) Institutional Bio Safety Committee (IBSC)

Institutional Bio Safety Committee is responsible for handling hazardous microorganisms and other biomedical waste. The IBSC provides recommendations to the intramural community in matters pertaining to the control of biohazards associated with the use of microbiological agents, their vectors as well as disposal of biological waste as blood, and like. The committee reviews the interests of the surrounding community with respect to public health and protection of the environment.





The college has adopted the Government of India, Ministry of Science & Technology, Department of Biotechnology -Handbook of Institutional Biosafety Committee (IBSC) -2020, (BT/BS/17/635/2015-PID), dated 2nd September 2020.

The College disposes the biomedical waste disposal generated, with aid of our sister institute, Shobhanaben Pratapbhai Patel School of Pharmacy and Technology Management, SVKM's NMIMS Mumbai who are registered with M/S SMS Envoclean Pvt. Ltd., a waste management company appointed by Municipal Corporation of Greater Mumbai.

(iii) Chemical Waste Disposal Committee (CWDC)

Any hazardous waste generated on campus must be managed and disposed of under the criteria and procedure outlined in the Hazardous Wastes (Management and Handling) Rules, 1989, published under the notification of the Ministry of Environment and Forests, Government of India, under the provisions of the Environment (Protection) Act, 1986.

The college adheres to the principles of the 'best practicable environmental option' involving a two-tier approach to prevention and control of environmental pollution.

The Chemical Waste Disposal Committee is responsible to oversee/conduct inspections to determine adherence to this policy and other pertinent safety policies, procedures, and practices.

The college has adopted the UGC regulation ' UGC Guidelines for Universities, Research Institutes and Colleges for procurement, storage and usage and disposal of Radioactive and other Hazardous materials / chemicals' dated 11th June 2011.

Details of handling Hazardous Chemicals is herewith stated-

Handling of Hazardous Chemicals and do's and do not's during an emergency in a chemical lab-

Introduction: Chemical laboratories in universities, also handle many hazardous chemicals though in smaller quantities. From academic point of view, chemicals are broadly classified into organic chemicals and inorganic chemicals. As far as chemical safety is concerned





chemicals are classified based on their dominant hazardous properties. The widely accepted classification is given below:

- Flammable chemicals
- Explosive chemicals
- Gases under pressure
- Oxidizing agents
- Water-sensitive chemicals
- Health hazard causing chemicals (Toxic chemicals)

Many of these chemicals can be hazardous to health and can also cause fires and explosions. The ill effects on health and hazards of fire and explosion can be controlled by a careful study of the hazardous properties of the chemicals. Identifying chemical hazards is the first step towards chemical safety. The useful source that gives details on hazardous properties and safety measures to be adopted is the Material Safety Data Sheet (MSDS). By instituting proper control measures and explaining in detail to students the consequences of violating safety rules and procedures the occurrence of incidents in the chemical labs of the Universities can be avoided or minimized.

The following measures in storing, usage and disposal of chemicals and responding to emergency shall be implemented.

1. Perform regular inventory inspections of chemicals
2. Make sure all chemicals and reagents are labelled
3. Know the storage, handling, and disposal requirements for each chemical used. Consult the Material Safety Data Sheet (MSDS) for disposal information and always follow appropriate chemical disposal regulations
4. Chemicals like picric acid and many peroxides are sensitive to shock or impact. These chemicals on exposure to shock, impact or heat may release sudden energy in the form of heat or an explosion. Spillage should not be allowed. Such chemicals should be guarded against rough handling
5. Make sure students are wearing the appropriate personal protective equipment (i.e., chemical splash goggles, laboratory aprons or coats, and gloves)
6. Enforce all safety rules and procedures at all times
7. Never leave students unsupervised in the laboratory. Never allow unauthorized visitors to, enter the laboratory
8. Never allow students to take chemicals out of the laboratory without authorization





9. Never permit smoking, food, beverages, or gum in the laboratory
10. Use a hot water bath to heat flammable liquids. Never heat directly with a flame
11. Add concentrated acid to water slowly. Never add water to a concentrated acid
12. Use the laboratory fume hood, when there is a possibility of release of toxic chemical vapours, dust, or gases. When using a fume hood, the sash opening should be kept at a minimum to protect the user and to ensure efficient operation of the hood. Keep your head and body outside of the fume hood face. Chemicals and equipment should be placed at least six inches within the hood to ensure proper air flow
13. When transporting chemicals (especially 250 mL or more), place the immediate container in a secondary container or bucket (rubber, metal or plastic) designed to be carried and large enough to hold the entire contents of the chemical.
14. General Guidelines for Storage of Chemicals
 - Store acids in a dedicated acid cabinet. Nitric acid should be stored alone unless the cabinet provides a separate compartment for nitric acid storage
 - Store highly toxic chemicals in a dedicated, lockable poison cabinet that has been labelled with a highly visible sign
 - Store volatile and odoriferous chemicals in a ventilated cabinet
 - Store flammables in an approved flammable liquid storage cabinet
 - Store water sensitive chemicals in a water-tight cabinet in a cool and dry location segregated from all other chemicals in the laboratory. Potassium and sodium metal and metal hydrides are examples; hydrogen is produced with sufficient heat to ignite with explosive violence
 - Do not place heavy materials, liquid chemicals, and large containers on high shelves
 - Do not store chemicals on tops of cabinets
 - Do not store chemicals on the floor, even temporarily
 - Do not store items on bench tops and in laboratory chemical hoods, except when in use
 - Do not store chemicals on shelves above eye level
 - Do not store chemicals with food and drink
 - Do not store chemicals in personal staff refrigerators, even temporarily
 - Do not expose stored chemicals to direct heat or sunlight, or highly variable temperatures

Compressed gases can be hazardous because each cylinder contains large amounts of energy and may also have high flammability and toxicity potential Gases such as acetylene, ammonia,





chlorine, hydrogen, nitrogen, oxygen, sulphur dioxide, etc. come under this category.
Recommendations for storage, maintenance, and handling of compressed gas cylinders:

- Make sure the contents of the compressed gas cylinder are clearly stenciled or stamped on the cylinder or on a durable label
- Never use cylinders with missing or unreadable labels
- Check all cylinders for damage before use
- Be familiar with the properties and hazards of the gas in the cylinder before using
- Wear appropriate protective eyewear when handling or using compressed gases
- Use the proper regulator for each gas cylinder
- Do not tamper with or attempt to repair a gas cylinder regulator
- Never lubricate, modify, or force cylinder valves
- Open valves slowly using only wrenches or tools provided by the cylinder supplier directing the cylinder opening away from people
- Checks for leaks around the valve using a soap solution
- Close valves and relieve pressure on cylinder regulators when cylinders are not in use
- Label empty cylinders “EMPTY” and date the tag; treat it in the same manner that you would if it were full
- Always attach valve safety caps when storing or moving cylinders
- Transport cylinders with an approved cart with a safety chain; never move or roll gas cylinders by hand
- Securely attach all gas cylinders (empty or full) to a wall or laboratory bench with a clamp or chain, or secure in a metal base in an upright position
- Store cylinders by gas type, separating oxidizing gases from flammable gases by either 20 feet or a 30-minute firewall that is 5 feet high
- Store gas cylinders in cool, dry, well-ventilated areas away from incompatible materials and ignition sources
- Store empty cylinders separately from full cylinders

Measures to respond to a chemical emergency:

- Educate students on the location and use of all safety and emergency equipment prior to laboratory activity
- Identify safety procedures to follow in the event of an emergency/accident
- Provide students with verbal and written safety procedures to follow in the event of an emergency/accident
- Know the location of and how to use the cut-off switches and valves for the water,





- gas, and electricity in the laboratory
- Know the location of and how to use all safety and emergency equipment (i.e., safety shower, eyewash, first-aid kit, fire blanket, fire extinguishers and mercury spill kits)
- Keep a list of emergency phone numbers near the phone
- Conduct appropriate safety and evacuation drills on a regular basis

Impact of exposure to chemicals on human beings:

The chemicals may be simple irritants, asphyxiants, poison or they may affect a particular organ in the body. They may affect body metabolism or the entire nervous system. These effects are summarized below:

Respiratory Irritants: Gases like ammonia, sulphur dioxide, formaldehyde, chlorine, bromine, etc. cause local irritation of the upper respiratory tract and, if inhaled more deeply, also of the lower respiratory tract and the lungs. They may also cause irritation of the mucous membranes of eye, nose and throat. Oxides of nitrogen and phosgene can cause serious effects in fairly high concentrations.

Chemical Asphyxiants: Gases like CO₂, N₂, H₂, are simple asphyxiants and cause dilution of oxygen concentration. Other asphyxiants deprive the body cells of oxygen. For example, Haemoglobin of the blood has a preferential affinity towards CO (about 300 times greater than for oxygen), hence, when carbon monoxide is inhaled in high amounts, the blood fails to carry enough oxygen to the tissues.

H₂S: Produces respiratory paralysis.

HCN: Protoplasmic poison; prevents oxygenation of the body cells.

Anaesthetics and Narcotics: The anaesthetic and narcotics act as simple anaesthesia without serious systemic effects, and has a depressant action on the central nervous system governed by their partial pressure in the blood supply to the brain.

Krcsae

Prof. Krutika B Desai
Principal

Principal
 SVKM's MITHIBAI COLLEGE OF ARTS,
 CHAUHAN INSTITUTE OF SCIENCE &
 A.J. COLLEGE OF COM. & ECONOMICS
 (AUTONOMOUS)
 VILE-PARLE (WEST), MUMBAI - 400 056.
 NAAC REACCREDITED 'A' GRADE, CGPA : 3.57





Policy No: 5/ 34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

Policy Name: POLICY ON COLLABORATION

Preamble

The primary objective of Collaboration/Memorandum of Understanding (MoU) between SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics, Autonomous (for the sake of brevity it is referred as “Mithibai College”) and Sponsors/Industry/Government/Non-Government Organization/other educational institutions/firms/other entities is to establish and promote the development of cultural activities, and other educational exchanges of mutual interest.

The MoU can be chosen to be legally binding which is agreement between the Sponsors/Industry/Government/Non-Government Organization/other educational institutions/firms/other entities that covers the broad understanding. The MoU can also be legally non-binding where Sponsors/Industry/Government/Non-Government Organisation/other educational institutions/firms/other entities may not be legally bound to comply with it but mere confirmation that Sponsors/Industry/Government/Non-Government Organisation/other educational institutions/firms/other entities will act on good faith.

Essentials for entering MoU

- MoU shall be on mutually acceptable terms to all the Sponsors/Industry/Government/Non-Government Organisation/other educational institutions/firms/other entities.
- In case of MoU with an individual, the participant must be competent to enter into a contract.
- MoU should clearly indicate the mutual benefits of the Sponsors/Industry/Government/Non-Government Organisation/other educational institutions/firms/other entities.
- In case of financial and/or legal binding clauses, MoU should be discussed between both the parties.

Contents of MoU Document

An MoU should clearly state the following aspects:

- Details of parties involved
- The contact details of all relevant parties
- The context of the agreement
- The duration of MoU





- The broad purpose of the agreement
- Expected mutual benefits
- Intellectual Property Rights involved, if any (As per Mithibai College IPR Policy No. 21/26 dated 6/2019)
- Arbitration clause/Jurisdiction clause
- Original signature with seals of both the parties

Format for MoU

- Article I - Introduction of Sponsors/Industry/Government/Non-Government Organisation/other educational institutions/firms/other entities should specify the parties of MoU and their details.
- Article II - Purpose of Agreement should clearly state the mutual benefits of MoU.
- Article III - Scope of Activities should be defined very clearly including the financial implications, if any.
- Article IV - Force Majeure terms and conditions should be stated clearly.
- Article V – Arbitration clause should be specified.
- Article VI –Signature of both the parties of MoU

Guidelines for MoU

For College Festival

Mithibai College organizes several Events. Festival organizers need funds, which are generated through sponsorships. There is a practice of signing MoU with the Sponsors/Industry/Government/Non-Government Organisation/other educational institutions/firms/other entities. Format and broad contents of MOUs have been decided and they are used by all the Festival organizers for signing MoU.

Since MoU are legally binding documents, following guidelines should be followed by Festival organizers:

1. It is mandatory to mention date, name and full address of the sponsor with PIN CODE, PAN, and GSTIN is mandatory.
2. MoU will not be signed in case of sponsorship from entities which are engaged in promotion of tobacco, liquor, betting, dating, private coaching classes, underwear selling companies, and any other such entity which might potentially damage the reputation of our College. In such matters, the decision of the Principal will be final.
3. All MoU must be signed by both the parties before the sponsorship money is credited to college bank account. No MOU should be signed after the money is received. Exception to this rule can be made only if the Principal allows to do so.





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Best College (2016–17), University of Mumbai

4. Marketing teams should not give oral promises to the sponsors, which do not reflect in the MoU. Proper record of oral communication between marketing team and sponsors should be kept.
5. The value of sponsorship money or goods should approximately match with the value of deliverables promised by the Festival organisers.
6. No personal information about our students should be shared with the sponsors by any means.
7. In case of any monetary transaction, it would be solely through bank transfer or any other kind.
8. Any use of the premise of the institution shall be the sole discretion of the Management.
9. Any display of banners/advertisement etc should be discussed with the College with respect to the content, place or size of the banner etc.
10. A shareable Excel sheet should be made, containing all details of the sponsors and the sponsorship money or goods.
11. The MoUs may be amended, renewed or terminated by mutual written agreement by both parties at any point of time with prior notice of one month.
12. The Organizers/Sponsors has to adhere to other such restrictions as mutually agreed by both parties.
13. In the event that either Party wishes to disclose any data and /or information supplied in or consulted from the implementation of MoU, the disclosing party shall have prior written consent from the other party
14. Any dispute concerning the interpretation and /or application of MoU shall be settled amicably through consultation and negotiation between the parties.
15. The organizers/sponsors agree to indemnify and keep indemnified the College from and against all actions, claims, costs(including legal costs and expenses), losses, proceedings, damages, liabilities, or demands suffered or incurred by the College arising out of or in connection with organizers/sponsors failure to comply with the MoU.
16. The MoU and all issues arising out of the same shall be construed in accordance with the laws of India.

For Collaborations with Educational/Research Institutes/Organizations/Individuals

Since MoU are legally binding documents, following guidelines should be followed by Educational/Research Institutes/Organizations/Individuals:

1. It is mandatory to mention date, name and full address of the sponsor with PIN CODE, PAN, and GSTIN is mandatory.





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2. MoU will not be signed in case of sponsorship from entities which are engaged in promotion of tobacco, liquor, betting, dating, private coaching classes, underwear selling companies, and any other such entity which might potentially damage the reputation of our College. In such matters, the decision of the Principal will be final.
3. The MoUs may be amended, renewed or terminated by mutual written agreement by both parties at any point of time with prior notice of one month.
4. In case of financial obligation, Revenue sharing between the two institutes/parties will be in accordance with the policy of Mithibai College.
5. The Educational/Research Institutes/Organizations/Individuals need to comply with all the rules and regulations set out by the College.
6. Any use of the premise of the institution shall be the sole discretion of the Management.
7. Any display of banners/advertisement etc should be discussed with the College with respect to the content, place or size of the banner etc.
8. The Educational/Research Institutes/Organizations/Individuals has to adhere to restrictions upon the use of Intellectual Property Rights of Mithibai College. (As per Mithibai College IPR Policy No. 21/26 dated 6/2019)
9. The Educational/Research Institutes/Organizations/Individuals has to adhere to other such restrictions as mutually agreed by both parties.
10. In the event that either Party wishes to disclose any data and /or information supplied in or consulted from the implementation of MOU, the disclosing party shall have prior written consent from the other party
11. Any dispute concerning the interpretation and /or application of MOU shall be settled amicably through consultation and negotiation between the parties.
12. The organizers/sponsors agree to indemnify and keep indemnified the College from and against all actions, claims, costs(including legal costs and expenses), losses, proceedings, damages, liabilities, or demands suffered or incurred by the College arising out of or in connection with organizers/sponsors failure to comply with the MOU.
13. The MOU and all issues arising out of the same shall be construed in accordance with the laws of India.

Krutika B Desai

Prof. Krutika B Desai

Principal
Principal

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CHAUHAN INSTITUTE OF SCIENCE &
A.J. COLLEGE OF COM. & ECONOMICS
(AUTONOMOUS)
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NAAC REACCREDITED 'A' GRADE, CGPA : 3.57





Policy No: 6/ 34

Date of issue: 6/2019

Revised on: 12/2022

Document Owner: Principal

Name of Policy: POLICY ON CONSULTANCY

OBJECTIVES:

Consultancy is defined as 'the provision of expert advice, analysis and interpretation, which draws upon and applies the expertise and knowledge of the college staff'. In contrast to research, it does not aim to provide new knowledge. However, consultancy agreements are usually for a shorter period of time and consist of extra work for existing staff as against employment of new staff. This flexibility may be used to provide professional advice on the resolution of active problems in industry and society, which is specifically based on their expertise. Mithibai College agrees that consultancy activities could be mutually beneficial to teachers and the college.

The advantages include improving the faculty's knowledge, expertise, and experience; raising awareness of actual working conditions; establishing and strengthening relationships and contacts with other institutions, organisations, businesses, governmental organisations, and other clients; and encouraging public service initiatives that might not otherwise be possible. This might lead to better research, teaching, and service. Therefore, it is encouraged to participate in consulting activities within reason. The focus is on creating a favourable environment for mutually advantageous partnership in research and consulting services leading to knowledge generation. This will be able to enhance the quality of life, with national, global, as well as regional and local perspectives. Therefore, suitable consulting activities improve faculty members' reputation and professional growth. This Policy shall apply to all the Faculty Members/Technical staff of the college.

POLICY:

- (1) Consultancy for the purpose of this Policy means a task or employment that mostly involves offering professional guidance, addressing problems, providing focused training, testing, laboratory-based experimentation, doing market research and surveys, etc. in exchange for payment.
- (2) Consultancy work may be undertaken in the area of expertise of the Faculty members/ technical staff or a group of experts.
- (3) The Academic/Technical Staff (hereafter referred to as staff) of the college may engage in consulting work or offer technical services to business and other organisations while using, if needed, the college's facilities.
- (4) The consultancy can be of the following types:

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- (a) Institutional- referring to services provided by a department, group, or individual on behalf of the college to an industry, an organisation, or both.
 - (b) Individual - referring to services provided by a department, group, or individual on behalf of the college to an industry, an organisation, or both.
 - (c) Technical Services- pertaining to normal technical data/information provision, analysis, etc., as well as equipment construction, etc., this does not call for the interpretation of results or guidance.
- (5) A request for consultancy service may be received either by the company/organisation to Vice Principal Research, Consultancy and Collaboration for its consideration, provided that the normal duty of the individual staff member and the interest of the Department do not suffer.
- (6) It should not interfere with the performance of primary duties by the individual as per contract of employment; a) Consultancy Services shall not engage in actions that are directly or indirectly in conflict to the interests of the college and are likely to be perceived internally or externally as unethical or inappropriate; c) Failure to disclose or obtain formal approval for consultancy as required by this policy shall be regarded as a disciplinary matter.

Cost of Consultancy Project:

While working out the cost of consultancy project the following be taken into consideration:

- (i) Intellectual fee
- (ii) Other fees/ charges to be borne by the client shall be as per the agreement.
- (iii) Sharing of Consultancy Fee - Out of the total fees, share of the college will be 20% and concerned teacher hired as consultant share would be 80%

Procedure for Approval

- (1) Consultancy proposal should be submitted giving the details in the form attached as annexure to this policy to the Vice Principal-Research, Consultancy and Collaboration. He/ She will examine the proposal and submit it along with his/her recommendations to the Principal. The following aspects need to be considered before recommending the proposal:
- a) Extent to which consultancy related work will be undertaken by the faculty in addition to the normal duties and workload.
 - b) No faculty member/ technical staff shall spend consultancy days whenever there is an Institutional commitment. They may do the consultancy work, preferably on Saturdays and Sundays. Alternatively, arrangement should be made for compensating nonavailability of the concerned faculty during the period of consultancy.
 - c) The amount of expenditure needs to be estimated on account of providing Consultancy.





- d) The assignment is in the interest of the college in the long run and would not adversely affect the faculties' work at the college.
- e) Contract for the consultancy work for any Indemnity Clause relating to delay in delivering the consultancy.
- (2) The Registrar will issue the approval letter and a copy of approval letter would be maintained by the Department of consultant teacher and Registrar office

RESTRICTIONS:

1. Conflict of Commitment - Every faculty member's dedication to the college is their top priority. The time and effort dedicated by a Faculty Member to outside activities should not conflict with his or her professional commitment to the College, even though this Policy authorises them to do outside activities for one day during the academic week. Therefore, before beginning any outside activity, all faculty members must have their HODs' approval in order to monitor any conflicts of commitment.
2. Involvement of Students - The educational experience of students who participate in faculty members' consultancy activities can be improved in some cases, but when a faculty member is involved in overseeing a student's research, classes, or graduate teaching work, there may be a conflict of interest. As a result, participation by a student in the consultancy activities of a faculty member who has any bearing on the student's academic progress is only permitted with the HOD's knowledge and consent. For all such approvals, the HOD shall notify the Vice Principal.
3. Use of College Resources - Faculty Members are not permitted to engage in "Outside consultancy Activities" that significantly utilise college resources unless they (i) have received prior written consent from the vice principal and (ii) give academic uses of these resources priority. Utilising library resources, public spaces, and occasionally using office supplies and personnel will not typically be regarded as being significantly connected to outside activities. It is not permitted for faculty members to use college funds or funds managed by the college. Departmental authorization for major usage of college resources may nevertheless be overruled by the Principal.
4. Activities Involving a Conflict of Interest - There should not be a real or perceived conflict of interest as a result of the consulting job. Real or apparent conflicts of interest must be reported to the College for resolution. When an employee takes on consulting work that is detrimental to the College's interests, the interests of other workers, or the interests of students, a conflict of interest may exist.

K Desai

Prof. Krutika B Desai

Principal

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 A.J. COLLEGE OF COM. & ECONOMICS
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Policy No: 7/24

Date of issue: 6/2019

Document Owner: Principal

Policy Name: CREDIT POLICY

Revised on:12/2022

MINIMUM COURSE CURRICULUM FOR UNDERGRADUATE AND POST-GRADUATE PROGRAMS/COURSES UNDER CHOICE BASED CREDIT SYSTEM

Background/Preamble:

Education plays an enormously significant role in building of a nation. There are quite a large number of educational institutions, engaged in imparting education in our country. Our present education system is churning out youth who have to compete locally, regionally, nationally as well as globally. This situation necessitates transformation and/or redesigning of higher education system, not only by introducing innovations but also by developing a “learner-centric” approach.

Key Terms (Terminology)

Programme:

A Programme is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. For example, Certificate in Office Computing, Diploma in Journalism, Bachelor of Arts, Master of Arts etc. would be called as ‘**Programmes**’ at the Certificate, Diploma, Degree and Post Graduate Degree level respectively.

Course:

A ‘course’ in simple terms corresponds to the word ‘subject’ used in many Universities/colleges. A course is essentially a constituent of a ‘programme’ and may be conceived as a composite of several learning topics taken from a certain knowledge domain, at a certain level. All the learning topics included in a course must necessarily have academic coherence, that is, there must be a common thread linking the various components of a course. For instance, **various subjects in humanities and social sciences as well as in languages offered under the B.A programme would be called ‘Courses’**. Thus, **Communication Skills, Marathi, Population Studies, Travel and Tourism etc included in B.A. Programme are called as Courses’**.

Module and Unit:

A course which is generally an independent entity having its own separate identity, is also often referred to as a ‘Module’. While it is a common practice to treat a single course as an independent module, there are





instances where in a single 'Unit' or a Topic within a course is treated as a Module. For instance, one Topic in a course on 'Micro Economics' could be 'Market structure' which would be called as 'Unit'. If this Unit can operate as a single separate entity, it may be called a 'Module'.

Credit Point:

Credit point is an index of the number of learning hours deemed for a certain segment of learning. These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures / counseling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Credits assigned for a single course always pay attention to how many hours it would take for an average learner to complete a single course successfully.

Credit completion and Credit accumulation:

Each course offered for any academic program is assigned specific credit points. Every course post evaluation as per colleges' examination and evaluation pattern will lead to the learner acquiring the assigned credits, eg. a learner who successfully completes a 4 CP (Credit Point) course may be considered to have collected or acquired 4 credits. His/ her level of performance in terms of grades/marks, above the minimum prescribed level has no bearing on the number of credits collected or acquired. Thus, the learner can keep adding more and more credits as he/she successfully completes more courses and he 'accumulates' course wise credit points. minimum time duration to complete credit will be three years.

Course exemption:

In cases where academic programs offered by the same university or another university may have some common or equivalent course-content, course exemption can be provided to the learner. The learner who has already completed courses of these academic programs, can then be allowed to skip these 'equivalent' courses when registering for the new program. He is then 'exempted' from 're-learning' the common or equivalent content area and from re-appearing for the concerned examinations. It is thus taken for granted that the learner has already collected in the past the credits corresponding to the exempted courses.

Credit Structure:

The college has structured the entire curriculum of a programme in terms of independent courses to provide choice for the learner. The learner can then opt for his/her own combination of courses as per his/her own inclinations, in accordance to the course combinations offered by the college.

For the purpose of computation, the following mechanism is adopted for a semester having 15 weeks:

- i) 1 Credit = 1 Theory period of one-hour duration per week and 15 hours per semester
- ii) 1 Credit = 1 Tutorial period of one-hour duration per week and 15 hours per semester
- iii) 1 Credit = 1 Practical period of two-hour duration per week and 30 hours per semester





Faculty- Assistant professors will conduct 20 lectures of 48 minutes or 16 lectures of 60 minutes per week
Associate professors will conduct 18 lectures of 48 minutes or 14 hours of 60 minutes per week.

1. An Undergraduate degree in Arts, Sciences and Commerce may be awarded to a learner who completes a total of 120 credits for batches passing out in 2021-22 and 2022-23 (as the case may be). This is applicable to students who have sought admission in the academic year 2020-21 or prior to it after implementation of the credit system.
2. The learner will be required to acquire 120 credits (batch graduating in 2021-22 and 2022-23)
3. With effect from batch seeking admission from academic year 2021-22 onwards, the requirement will be 132-140 credits for Under Graduate programs and 148-160 credits for Under Graduate (Hons) programs (as the case may be). However, the cases of learners from the earlier batches (prior to 2021-22), who have been debarred due to non-compliance of attendance norms / non-fulfilment of passing criterion or any other reason and have taken admission with the batch/es of 2021-22 onwards, will be dealt with by the credit equivalence and transition committee, on case-to-case basis.
4. The learner will be required to acquire 68-74 credits in core courses, 36-50 credits in elective course and 12-28 credits in Ability Enhancement Compulsory courses (AECC) and Skill Enhancement Compulsory Courses (SEC), for acquiring, in total, 132-148 credits for the undergraduate degree programs (for batches graduating in academic year 2023-24 onwards).
5. The credit(s) for each theory paper/practical/tutorial/project/dissertation will be as per the details given in tables below.
6. Wherever it is required that an applicant for a particular M.A./M.Sc./M.Com./ Professional course should have studied a specific discipline at the undergraduate level from any university, it is suggested that obtaining 24 credits in the concerned discipline at the undergraduate level may be deemed sufficient to satisfy such a requirement for admission to the M.A./M.Sc./M.Com./Professional course.

Credit completion and Credit accumulation:

Each course of an academic programme that has been assigned specific credit points also has a certain scheme of learner evaluation as well as certain specific criteria defining successful completion. Credit completion or Credit acquisition may be considered after the learner has successfully cleared all the evaluation criteria with respect to a single course. Thus, a learner who successfully completes a course having 4 Credit Points may be considered to have collected or acquired 4 credits. His/her level of performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of credits collected or acquired.

Credit Transfer:

Credit Transfer means that credits earned at one institution for one or more courses under a given programme are accepted under another programme either by the same institution or by another institution. In practice this means that it is accepted that a certain portion of learning has already been





Types of Credit Transfer

The credit transfer may be intra-institutional or inter-institutional. When the process of credit transfer takes place within the institution, it may be called intra-institutional credit transfer; on the other hand, when the credit transfer process operates across two or more universities/institutions, this may be viewed as inter-institutional credit transfer. The Equivalence committee of the college shall enlist the rules for credits transfer.

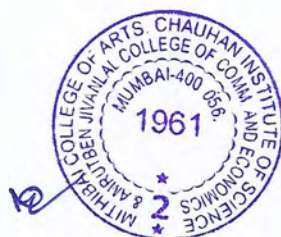
The Abbreviations used in the document are:

CC: Core course

AECC: Ability Enhancement Compulsory Course

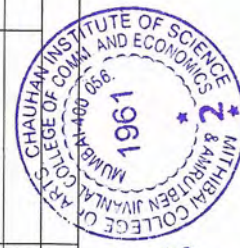
SEC: Skill Enhancement Course

EC: Elective course



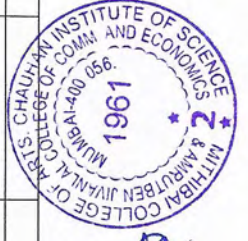
**Title of the Programme: - Bachelor of Arts (B.A.) Degree Programme
Structure of the Programme with Credit System**

Semester	S1		S2		S3		Ability Enhancement Compulsory Course (AECC)		Skill Enhancement Course (SEC)		Total
	Name	Credit	Name	Credit	Name	Credit	Name	Credit	Name	Credit	
	ELECTIVES										
Sem I	C1	4	E1.1	4	E2.1	4	AEC1	2	SEC-1	3	19
	C2	4	E1.2	4	E2.2	4	AEC2	2	SEC2	3	19
Sem III	C3	3	E1.3	3	E2.3	3	AEC3	2	SEC3	3	23
	C4	3	E1.4	3	E2.4	3	AEC4	2			
Sem IV	C5	3	E1.5	3	E2.5	3	AEC5	2			
	C6	3	E1.6	3	E2.6	3	AEC6	2	SEC4	3	23
Sem V	C7	4									
	C8	4									
	C9	4									
	C10	4									
	C11	4									
	C12	4									
Sem VI	C13	4									
	C14	4									
	C15	4									
	C16	4									
	C17	4									
	C18	4									
TOTAL		68		20		20		12		12	132
GRAND TOTAL		68		40		24		24		12	132



**Title of the Programme: Bachelor of Arts- MMC Degree
Programme Structure of the Programme with Credit System**

Semester	Core Course		Electives		Ability Enhancement Compulsory Course (AECC)		Skill Enhancement Course (SEC)		Total
	Course	Credit	Course	Credit	Course	Credit	Course	Credit	
Sem I	C1	4			AECC1	2	SEC1	4	22
	C2	4							
	C3	4							
	C4	4							
Sem II	C5	4			AECC2	2	SEC2	4	22
	C6	4							
	C7	4							
	C8	4							
Sem III	C9	4			AECC3	2	SEC3	4	22
	C10	4							
	C11	4							
	C12	4							
Sem IV	C13	4			AECC3	2	SEC4	4	22
	C14	4							
	C15	4							
	C16	4							
Sem V	C17	4	E1	2					22
			E2	4					
			E3	4					
			E4	4					
			E5	4					
				2					
Sem VI	C18	4	E6	4					22
			E7	4					
			E8	4					
			E9	4					
Total		72		36		08		16	132



**Title of the Programme: Master of Arts (M.A.) Degree Programme
Structure of the Programme with Credit System**

CREDIT STRUCTURE FOR M.A	
	Theory /Practicals/ Projects/ Internship
SEM I	24
SEM II	24
SEM III	24
SEM IV	28
Total	100

**Title of the Programme: Bachelor of Science (B.Sc.) Degree Programme
Structure of the Programme with Credit System**

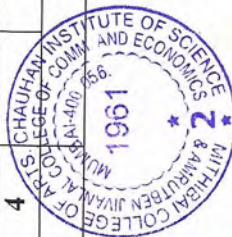
To obtain an under graduate degree in science, a learner will have to choose core / elective courses from physical science, biological science and ability and skill enhancement group. The physical science group includes Mathematics, Statistics, Computer science, Physics, Chemistry and Biological science group includes Botany, Zoology, Microbiology, Biochemistry, and Biotechnology.

The number of courses to be completed by a learner at the first year, second year and third year is given below. S1, S2, S3 are courses from physical or biological group as per the combination offered.

- In the first year of graduation, courses from three disciplines- S1, S2 & S3 are offered as per the combination offered by the college
- In the second year, the learner will select courses from two disciplines which he/she opted for in the first year. Assuming that the student has been offered courses in S1 and S2 disciplines.
- In the third year, the learner will select courses from one discipline which he/she opted for in the second year. Assuming that student has offered courses in S1 discipline.
- The credits earned by a learner in the duration of a three-year undergraduate programme in different disciplines is shown in the following table assuming that a student has opted 12 courses from 3 disciplines and 2 courses in Ability enhancement in the first year and offered 12 courses from 2 disciplines and 2 courses in Ability enhancement courses in the second year and 8 Core courses along with 2 courses in Skill enhancement in the third year.

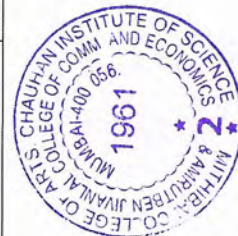


Semester	S1			S2			S3			Ability Enhancement Compulsory Course (AECC)			Skill Enhancement Course (SEC)			Total
	Name	credit (Th)	Credit (Pr)	Name	credit (Th)	Credit (Pr)	Name	credit (Th)	Credit (Pr)	Name	credit (Th)	Credit (Pr)	Name	credit (Th)	Credit (Pr)	
	CORE						ELECTIVES									
Sem I	C1	2	1	E1.1	2	1	E2.1	2	1	AEC1	2				20	
	C2	2	1	E1.2	2	1	E2.2	2	1							
Sem II	C3	2	1	E1.3	2	1	E2.3	2	1	AEC2	2				20	
	C4	2	1	E1.4	2	1	E2.4	2	1							
Sem III	C5	2	1	E1.5	2	1				AEC3	2				20	
	C6	2	1	E1.6	2	1										
	C7	2	1	E1.7	2	1										
Sem IV	C8	2	1	E1.8	2	1				AEC4	2				20	
	C9	2	1	E1.9	2	1										
	C10	2	1	E1.10	2	1										
Sem V	C11	4	1.5										SEC1	3	1	26
	C12	4	1.5													
	C13	4	1.5													
	C14	4	1.5													
Sem VI	C15	4	1.5										SEC2	3	1	26
	C16	4	1.5													
	C17	4	1.5													
	C18	4	1.5													
TOTAL		52	22		20	10		8	4		8			6	2	
GRAND TOTAL		74			42			16			132					



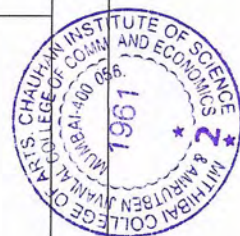
**Title of the Programme: Masters of Science (M.Sc.) Degree Programme
Structure of the Programme with Credit System**

CREDIT STRUCTURE FOR M.Sc. BIOCHEMISTRY/ BIOTECHNOLOGY / BOTANY/ CHEMISTRY/ COMPUTER SCIENCE / MATHEMATICS/MICROBIOLOGY/PHYSICS/STATISTICS/ZOOLOGY																					
	Botany		Biochemistry		Biotechnology		Chemistry		Computer science		Mathematics		Microbiology		Physics		Statistics		Zoology		
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
Sem I	16	8	16	8	16	8	16	8	16	8	24	8	16	8	16	8	20	4	16	8	
Sem II	16	8	16	8	16	8	16	8	16	8	24	8	16	8	16	8	20	4	16	8	
Sem III	16	8	16	8	16	8	16	8	16	8	24	8	16	8	16	8	20	4	16	8	
Sem IV	16	8	16	8	16	8	16	8	4+ Internship +6 Project 6	20	4	16	8	16	8	20	2+2 Project	16	8		
Total	64	32	64	32	64	32	64	32	56	40	96	32	64	32	64	32	64	32	64	32	96
	96		96		96		96		96		96		96		96		96		96		



**Title of the Programme: Bachelor of Commerce (B.Com.) Degree Programme
Structure of the Programme with Credit System**

Semester	Core Course	Credit	Electives	Credit	Ability Enhancement Compulsory course (AECC)	Credit	Skill Enhancement course (SEC)	Credit	Total
Sem I	C1	4 (Acc)	E1(Eco)	3	AECC1(EVS)	3	SEC1 (BC)	4	24
	C2	3(Com)			AECC2(FC)	2			
	C3(Maths)	5							
Sem II	C4	4(Acc)	E2(Eco)	3	AECC3(EVS)	3	SEC2 (BC)	4	24
	C5	3(Com)			AECC4(FC)	2			
	C6	5							
Sem III	C7	4(Acc)	E34 (Adv)	3	AECC5 (FC)	2	SEC3(B Law)	3	22
	C8	4(Acc)	E4(Eco)	3					
	C9	3(Com)							
Sem IV	C10	4(Acc)	E5 (Adv)	3	AECC6(FC)	2	SEC3 (B Law)	3	22
	C11	4(Acc)	E6(Eco)	3					
	C12	3(Com)							
Sem V	C13	4(Acc)	E7 (AC)	3					20
	C14	4(Acc)	E8 (AC)	3					
	C13	3(Com)	E9(Eco)	3					
Sem VI	C15	4(Acc)	E10 (AC)	3					20
	C16	4(Acc)	E11 (AC)	3					
	C17	3(Com)	E12(Eco)	3					
Total		68		36		14		14	132
Grand Total		68							132



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Title of the Programme: Bachelor of Commerce- Hons (B.Com. Hons) Degree Programme

Structure of the Programme with Credit System

Semester	Core Course	Credit	Electives	Credit	Ability Enhancement Compulsory course (AECC)	Credit	Skill Enhancement course (SEC)	Credit	Total
Sem I	Course	Credit	Course	Credit	Course	Credit	Course	Credit	
	C1	6	E1	3	AECC1	3			27
	C2	4	E2	3					
	C3	4							
Sem II	C4	4							
	C5	6	E3	3	AECC2	3			27
	C6	4	E4	3					
	C7	4							
Sem III	C8	4							
	C9	6	E5	3			SEC1	4	26
	C10	3	E6	3					
	C11	3							
Sem IV	C12	4							
	C13	6	E7	3			SEC2	4	26
	C14	3	E8	3					
	C15	4	E9	3					
Sem V	C16	5	E10	3					
	C17	4	E11	3					21
			E12	3					
			E13	3					
Sem VI	C18	5	E14	3					
	C19	4	E15	3					21
			E16	3					
			E17	3					
Total		83		51		6		8	148
Grand Total	83		51			14		8	148



R

**Title of the Programme: Bachelor of Management Studies (B.M.S.) Degree Programme
Structure of the Programme with Credit System**

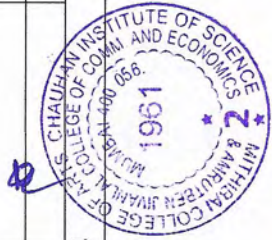
	CORE COURSE		Electives		Ability Enhancement Compulsory Course (AECC)		Skill Enhancement Course (SEC)		Total
	Course	Credit	Course	Credit	Course	Credit	Course	Credit	
Sem I	C1	3			AECC1	3			20
	C2	3			AECC2	2			
	C3	3							
	C4	3							
	C5	3							
Sem II	C6	3			AECC3	3	SEC 1	2	20
	C7	3							
	C8	3							
	C9	3							
	C10	3							
Sem III	C11	3	E1	3			SEC2	4	20
	C12	4							
	C13	3							
	C14	3							
	C15	4	E2	3					
Sem IV	C16	3					SEC3	4	20
	C17	3							
	C18	3							
	C19	4	E3	4					
	C20	4	E4	3			SEC4	3	
Sem V			E5	4					26
			E6	4					
			E7	4					
	C21	4	E8	3			SEC5	3	
	C22	4	E9	4					
Sem VI			E10	4					26
Total		72		36		8		16	132
Grand Total		72		36		24			



**Title of the Programme: Bachelor of Commerce- Accounting and Finance
(B.Com-BAF) Degree Programme**

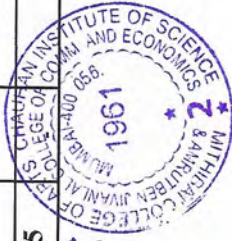
Structure of the Programme with Credit System

Semester	Core Course		Electives		Ability Enhancement Compulsory Course (AECC)		Skill Enhancement Course (SEC)		Total
	Course	Credit	Course	Credit	Course	Credit	Course	Credit	
Sem I	C1	4	E1	4	AECC1	3			20
	-	-	E2	3	AECC2	3			
			E3	3					
Sem II	C2	4	E4	3	AECC3	2	SEC1	3	20
	C3	4							
	C4	4							
Sem III	C5	4	E5	4					23
	C6	4	E6	3					
	-	-	E7	2					
			E9	3					
			E10	3					
			E11	4					
Sem IV	C7	4					SEC2	2	23
	C8	4					SEC3	3	
	C9	3							
Sem V	C10	3							23
	C11	4					SEC4	4	
	C12	4							
	C13	4							
	C14	3							
	C15	4							
Sem VI	C16	4	E12	4			SEC5	4	23
	C17	4		-					
	C18	3							
	C19	4							
Total		72		36		08		16	132
Grand Total		72		36		24		16	132



**Title of the Programme: Bachelor of Commerce- Accounting and Finance
(B.Com-BAF) Degree Programme
Structure of the Programme with Credit System**

Credit structure of BBI												
Semester	Core Course (14)		Ability Enhancement Compulsory Course (AECC) (2)		Skill Enhancement Course (SEC) (2)		Elective: Discipline Specific DSE (4)		Elective: Generic (GE) (4)		Total	
		Credit		Credit		Credit		Credit		Credit		
Sem I	C1	4	AECC1	3	SEC 1	2			GE1	3	22	
	C2	4							GE2	3		
	C3	3										
Sem II	C4	4	AECC2	3	SEC2	2	DSE1	3	GE3	3	22	
	C5	4							GE4	3		
	-	-							-	-		
Sem III	C6	3			SEC3	3	-	-	GE5	3	23	
	C7	4							GE6	3		
	C8	4							GE7	3		
Sem IV	C9	4	AECC3	2	SEC4	3	DSE2	3			23	
	C10	4					DSE3	3				
	C11	4										
Sem V	C12	4			SEC5	3	DSE4	3			21	
	C13	4										
	C14	3										
Sem VI	C15	4									21	
	C16	4			SEC6	3	DSE5	3				
	C17	4										
Sem VI	C18	3									21	
	C19	4										
Total		<u>72</u>		8		<u>16</u>		15		21	132	



Title of the Programme: Bachelor of Commerce- Financial Markets - (B.Com-BFM) Degree Programme
Structure of the Programme with Credit System

Credit structure of BFM												
Semester	Core Course (14)		Ability Enhancement Compulsory Course (AECC) (2)		Skill Enhancement Course (SEC) (2)		Elective: Discipline Specific DSE (4)		Elective: Generic (GE) (4)		Total	
		Credit		Credit		Credit		Credit		Credit		
Sem I	C1	4	AECC1	3	SEC 1	2	DSE1	3	GE1	3	21	
	C2	4	AECC2	2								
Sem II	C3	4	AECC3	2	SEC 2	3			GE2	3	21	
	C4	4			SEC 3	2			GE3	3		
Sem III	C5	4			SEC 4	3	DSE2	3	GE4	3	21	
	C6	4										
Sem IV	C7	4									21	
	C8	4					DSE3	3	GE5	2		
Sem V	C9	4									24	
	C10	4										
Sem VI	C11	4									24	
	C12	4	AECC4	3	SEC 5	2			GE6	3		
Total	C13	4									132	
	C14	4										
Total	C15	4									132	
	C16	4			SEC 6	2	DSE4	4	GE7	3		
Total	C17	4					DSE5	3			132	
	C18	4										
Total		72		10		14		16		20	132	





Title of the Programme: Masters of Commerce- (M.Com.) Degree Programme
Structure of the Programme with Credit System

SEMESTER	THEORY	PRACTICAL	CREDIT
1	20	4	24
2	20	4	24
3	20	4	24
4	20	4	24
/TOTAL	80	16	96

K Desai
Prof. Krutika B Desai

Principal

K
Principal
SVKM's MITHIBAI COLLEGE OF ARTS,
CHAUHAN INSTITUTE OF SCIENCE &
A.J. COLLEGE OF COM. & ECONOMICS
(AUTONOMOUS)
VILE-PARLE (WEST), MUMBAI - 400 056.
NAAC REACCREDITED 'A' GRADE, CGPA : 3.57





Policy No: 8/ 34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

Policy Name: POLICY ON E-GOVERNANCE

Preamble

The College adopts a comprehensive approach to e-Governance, efficiently integrating it into the diverse activities of the institution. The college has implemented e-Governance in various functioning to bring – efficiency, transparency, accountability, sustainable paperless communication, quick and secure transmission of information and global access and visibility. In line with Government of India policy for Digital India, the college advocates the use of transformative power of technology in enhancing the quality of governance as well as develop a Digital Campus.

Objectives:

This policy encompasses the daily activities and procedures of the college's numerous branches, including General Administration, Accounts and Finance, procurement, ICT Infrastructure setup, e-Waste management, Library services, Student Administration, Admissions, Conduct of classes, and Examinations. It aims to support all college stakeholders, such as administrative personnel, educators, support staff, and students.

Areas of Implementation:

1. Website:

The website should reflect the colleges activities, ensuring that details about various events and all announcements are readily accessible. The site is securely hosted and deployed by an external service provider. A website committee is constituted and the a few members have been trained to consistently update information on the web site.

2. ERP- SAP-HANA

The System provides integrated solutions and supports not only for academic services but also for student life-cycle management, financials, operations, human capital management, procurement, and asset management.

- a) The **Admission Management system** of SAP streamlines and automates the admissions procedure for the college, which is error-free.
- b) The **Fees Management system** obtains information, such as fees to be paid, dues receipts and fee waivers. All financial transactions of student are captured in SAP in FICA (Student Accounting Module).
- c) **Academic module:** The academic module updates the academic structure, create timetables, assign faculties and students to courses, and record attendance for each class.





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Best College (2016–17), University of Mumbai

This comprehensive system streamlines administrative tasks and facilitates efficient management of academic operations

- d) **Learning Management System (LMS)** portal is seamlessly integrated with SAP through API, ensuring that real-time data updates are reflected in the LMS platform. This integration enhances accessibility and accuracy of information for both students and faculty members.
- e) **Online Feedback:** The college has a digital feedback mechanism, enabling students to evaluate courses, instructors, and administrative operations through the LMS – Students Portal. Such a system assists the college in enhancing its offerings and resolving any challenges encountered by the students.
- f) **Onscreen marking software** is used for online evaluation of semester end exam answer book by faculty and semester end exam marks are received in SAP via API.
- g) **Question bank Management** system, receives all master data from SAP via API for the purpose of Question paper generation.
- h) **Result processing and declaration** is also automated. Online SAP student portal is used for the purpose of display of results. Students apply online for reexam for failed module with payment gateway integration.
- i) The college manages **HR function** using **Oracle Human Resources Management System (HRMS)**. Oracle HRMS is an integrated suite of applications that supports all aspects of the HR function. Oracle Human Resources (HR) enables the efficient management of workforce data and supports all standard HR activities, including workforce organization, development, and measurement.
- j) **Finance and Controlling Module:** It caters to (i) Cash Accounting (ii) Bank Receipts and Payments (iii) Invoice Booking (iv) Asset Accounting (v) GST (vi) TDS
- k) The **Materials Management module** in SAP consists of several components and sub-components including Master Data, Purchasing, and Inventory.
- l) **SAP Human Capital Management (HCM)** consists of sub-modules like Personnel Administration (PA), Organizational Management (OM), Time, and Payroll that help in employee management.
- m) **Human Resource Module in Oracle:** The college manages HR function using Oracle Human Resources Management System (HRMS). Oracle HRMS is an integrated suite of applications that supports all aspects of the HR function. Oracle Human Resources (HR) enables the efficient management of workforce data and supports all standard HR activities, including workforce organization, development, and measurement. The faculty annual performance and their academic achievement can be tracked using Oracle.

The SVKM management has procured -

S/4 Enterprise Management Professional use – 250 nos.

Page 2 of 3





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S/4 Enterprise Management Functional use – 115 nos

SAP Payroll Processing - 10 nos

SAP Student Lifecycle Management for SAP S/4 HANA – 100000 nos

3. Online Library Services:

The college has **open access library with** book kiosks for issue as well as return. Access to libraries of all sister institutes promotes mobilization of resources.

4. Online Student Services:

The College is poised to offer virtual student services, including applying for travel concession, transcript, _____ ensuring students have the flexibility to utilize these resources from any location and at their convenience

5. Digitization of documents: All college documents will be digitized regularly. The hard copies will be sent to the SVKM repository at Shirpur, Maharashtra.

6. Online Grievance Redressal: Any grievances can be recorded on the form available on the website and timely resolution will be taken by the Student Grievance Redressal Committee.

7. Social media engagement : The college will use its official handles on social media platforms to engage with students, alumni, and the wider community, sharing information and updates about college activities and event

8. E-waste management: The e-waste disposal will be as per Green Campus policy.

9. Alumni Connect:

The college to enhance its connections with its alumni, has hosted on the website a dedicated alumni section offering services such as sign-up, showcasing distinguished alumni, gathering feedback, and more. Mithibai Alumni Association is a registered body and the College Alumni Committee will be responsible for frequent updates and to manage the database effectively.

Expected Outcomes:

- A significant enhancement in productivity by streamlining and digitizing processes across different departments
- Maintaining transparent and responsible operations by all the college's functioning entities
- Offering quick and efficient solutions to inquiries or issues that are focused on student needs.

K Desai

Prof. Krutika B Desai

Principal

Principal

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Policy No: 9/34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

Policy Name: POLICY FOR EXAMINATIONS

PART A
EXAMINATION GUIDELINES

I) ATTENDANCE RULES FOR LEARNERS

The Attendance Committee:

There shall be an Attendance Committee comprising a convenor, 04 co-convenors and at least 10 faculty members representing the Arts, Science, Commerce and Unaided courses for maintaining records and implementing the rules of attendance.

The Attendance committee shall display the attendance for the previous month on the college notice boards as well as on the learner portal, in the first week of every month. If the learner has any issue or finds any discrepancy in his/her attendance, s/he should immediately inform the concerned faculty by submitting a written application within 03 days of the display of the attendance record of the preceding month.

For any leave of absence, prior intimation through an application, in the prescribed format, should be inwards at college office and forwarded to the respective Vice Principal. In situations of emergency, intimation must be given on phone / email within 06 days from the commencement date of the leave of absence. Any absence without written intimation will be treated as unauthorised and will be reflected thus in the records.

Warning letters shall be issued to the defaulting learners at least twice every semester. The defaulting learners are expected to meet the class mentor along with their parent/guardian mid-semester, with the purpose of understanding the difficulty of the learner and to make both the parent/guardian and the learner aware of the requirement of mandatory attendance. An undertaking shall be signed by the parent/guardian, that his/her ward will attend lectures/practicals/tutorials etc. regularly, failing which, the learner will not be eligible to appear at the respective semester end examination as per the rules mentioned herein below.

Attendance requirement in every semester for UG & PG program to make learners eligible for appearing at the semester end examination:

- 1) Every learner is expected to attend 100% lectures, practicals and tutorials conducted for every course in each semester.





- 2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, **only if s/he fulfills the criteria of at least seventy-five (75%) attendance as an average of total number of lectures, practicals & tutorials conducted for all the courses taken together in every semester.** Attendance for learners for the short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers, as envisaged in the syllabus and attended by the learners shall be credited to his/her attendance for the total number of lectures/ practical/ tutorials which are delivered on the concerned day/s. **Further it is mandatory for every learner to have minimum 70% attendance for each course & average attendance in all the courses taken together has to be minimum 75% in the program.**
- 3) a. Attendance of the learners who have officially represented the college in extra-curricular/co-curricular activity/ competition /camp / workshop/ convention/ symposium/ seminar or any such activity, with prior permission of the Principal, will be credited to his/her attendance for the missed number of lectures/ practicals/tutorials, which are otherwise conducted on the respective day/s, up to a maximum of 5% in every semester in the respective courses in which s/he has missed the lectures / practicals/ tutorials. **(Learners participating in sports, cultural and extra-curricular activities etc. representing the college, should submit the participation certificate / relevant document within six working days of the completion of the event, authenticated by the competent authority).**
- b. The Principal shall be the competent authority to condone the deficiency of attendance of any learner further up to an additional 5% per program, if deemed fit and on recommendation of the attendance committee of the college. It is mandatory for the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending on a case by case basis to the competent authority after having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid documents. **No condonation, whatsoever, is possible if the attendance of the learner is below 70% per course. (learners should submit the medical certificate within six working days of resuming college)**
- 4) Before the semester end examination, the list of learners whose term is not granted and who are debarred from appearing in the semester end examination will be displayed on the





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college notice board as well as on the Learner Portal. The college will also communicate, through post / e- mail, to the learners whose term is not granted.

- 5) Such learners may appeal to the Principal within three days from the date of display of the notice. After disposing the appeals, the Principal shall intimate the same to the Controller of Examinations of the college ensuring that this communication reaches the learner concerned at least three working days before the commencement of the respective examinations.
- 6) The requirement of 75% attendance as a requisite for appearing in Term end examination with a provision of condonation upto 5% by the Principal on the grounds specified in the rules, may be relaxed on a case by case basis in respect of students having attendance below 70% on the grounds of genuine medical emergencies and any other extreme exigencies. Such cases will be referred by the Principal with his recommendations to a Committee (Appellate Authority) at the SVKM management level, constituted/authorized by the President-SVKM & Chairman-Governing Body.

The Committee (Appellate Authority) will comprise the following-
President-SVKM & Chairman-Governing body or his nominee
Chief Executive Officer-SVKM
Advisor to the President-SVKM

The Committee will consider and take appropriate decision on such cases.

- 7) All learners fulfilling the prescribed attendance norms will be allowed to keep the term and will be eligible to appear at the semester end examination. Learners who have less than 75% attendance per **program** in a semester and/or the learners who have less than 70% attendance per **program** even after the exemption of 5 % as approved by the Principal on grounds as mentioned in point 3 above, will be required to take re-admission in the respective semester and program of study, in the subsequent academic year by paying the requisite fees on pro rata basis as per the prevailing rules of Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics (Autonomous), (hereinafter referred to as Mithibai College (Autonomous) or the College and complete all the requirements of the respective program subject to the validity of the program.





8) 100 % attendance in each course is desirable

Attendance requirement is briefly summarized hereunder:

Average % of Attendance in lectures, practicals and tutorials	Remarks
*75% and above	Eligible to appear for Semester end Examinations
*Between 75% and 70%	Eligible to appear for the Semester end Examinations, subject to Principal's approval (i.e. for condonation in attendance upto 5 % on grounds as mentioned above)
Any other situation arising apart from the above two situations	The learner concerned has to take re-admission in the respective Semester of the program of study in the subsequent academic year subject to validity of the Program.

***Minimum 70% Attendance in every course for each of the lectures, practicals and tutorials, separately is essential.**

II) APPOINTMENT OF THE EXAMINATION AND EVALUATION COMMITTEE (EEC) FOR THE CONDUCT OF THE EXAMINATION

The Principal of the college who is the Chief Controller of Examination will appoint the EEC for all Under Graduate and Post Graduate programs of the college. This committee will comprise a minimum of three senior teachers from each faculty i.e. Arts, Science and Commerce and four other teachers representing UG and PG programs. The tenure of this committee will be three years. The principal will appoint the Convenor along with one & one Co Convenor each, for Examination & Evaluation Committee respectively. This Committee will be responsible for the smooth and fair conduct of examinations and evaluation in the college. The Committee will work in close coordination with the Controller of Examinations.

Duties and Responsibilities of Examination and Evaluation Committee (EEC)

- The EEC shall be responsible for the smooth and fair conduct of all semester end examinations / re-examinations conducted by the College.
- The committee should be well versed with the rules and procedures followed in the conduct of the examinations.
- The committee should conduct orientation sessions for all the examination invigilators before commencement of examination and ensure that the invigilators are aware of their roles and responsibilities.





- c) The committee should conduct orientation sessions for all the examination invigilators before commencement of examination and ensure that the invigilators are aware of their roles and responsibilities.
- d) If a relative of any EEC member is appearing at any examination, such a member will refrain from the examination duties in that respective examination, in which his/her relative is appearing and will inform the same to the Convenor/Co-convenor of EEC. The EEC Convenor/Co-convenor shall ensure that no direct relative of any committee member is appearing in the examinations. S/he shall inform the Principal in writing, in case a relative of any member of the Examination Committee is appearing in the respective examination.
- e) In case of any emergency and unavoidable circumstances, if the EEC Convenor would like to avail leave during the period of conduct of examination, s/he will approach the Principal well in advance and the Co-convenor will officiate as the EEC Convenor for that period, provided the leave applied for by the EEC Convenor is sanctioned by the Principal.
- f) The EEC Convenor/Co-convenor and at least 50 % members shall remain present at the examination venue during the conduct of the examination to ensure smooth conduct of examinations.
- g) As regards issues faced by learners with respect to queries about questions in the question paper during the examination (incorrect questions, missing data, data/ tables not provided etc.), the following process will be followed:
 - i. Internal question paper setter / the faculty deputed by the HOD concerned has to remain present in the examination control room of the college at the beginning of the scheduled examination at least 10 minutes before the commencement of the examination.
 - ii. The Convenor/Co-convenor of the Examination Committee will show the question paper to the respective question paper setter / the faculty deputed by the HOD, on the day of the examination within 15 minutes of the commencement of the said examinations to confirm that the contents of the question paper are in order and error free in all respects. The said question paper setter will rectify the printing error, if any, in the question paper immediately.
- h) The examination committee convenor/co-convenor should ensure that correction is announced in all the respective examination rooms within first half an hour of the commencement of the examination.
- i) The EEC is expected to maintain the record of such corrections in the question paper and announcement thereat, including the date and time of the announcements made and





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should obtain signature of the invigilators (with block numbers, date and time of the announcements) and the internal question paper setter / the faculty deputed by the HOD, present, on the question paper with corrections made. This corrected question paper along with the records should be given to the Controller of Examinations at the end of the examination on the same day. A photocopy of the same be given to the Evaluation In-charge at the end of the examination on the same day.

- j) If a query / error is raised in the question paper post examination, the said change / error shall be referred to a committee comprising the HOD concerned, question paper setter and one external subject expert to be nominated by the Principal to consider the appropriateness of the query / error and if the error exists, benefit needs to be granted to the learner accordingly.
- k) In case of non-availability of the question paper setter, the Exam Convenor will approach the HOD to resolve the same. Whenever announcements are made in the examination room as regards any corrections in the question paper, a report to that effect should be sent to the Controller of Examination / Chief Controller of Examination, mentioning the time at which the correction was announced. A copy of the correction announced should also be sent to the Evaluation Co-convenor, who will in turn inform the examiner/s who will evaluate the answer books.
- l) Whenever candidates require statistical tables, log tables, graph papers, maps etc. for attempting the questions, the EEC should make necessary arrangements for the same in advance.
- m) The EEC should make arrangements as regards the stationery items required for the conduct of the examination in consultation with the Examination Cell.

III) GUIDELINES FOR QUESTION PAPER/S SETTING:

Appointment of Panel of Examiners / Paper Setters / Moderators:

Board of Studies (BOS) of the respective departments will recommend the panel of external examiners/paper setters & moderators for approval by the Academic Council. The said approved panel will be valid for a period of three years.

Continuous Assessment:

- 1) The Head of the Department in consultation with departmental colleagues should decide the mode of continuous assessment (i.e. class-test/project/assignment / presentation) (one class test will be mandatory) and the same should be communicated in writing to the Examination & Evaluation Committee before the commencement of the semester along with the course structure. There should be at least two components to the Continuous





- 2) The departments opting for project /assignment/ presentations, have to give the topics to the learners at least fifteen days prior to the viva/presentation.
- 3) The departments opting for tests, should give the syllabus and paper pattern to the learner at least fifteen days prior to the test. The paper pattern and the syllabus have to be decided by the Head of the Department, in consultation with faculty members of respective department.
- 4) To be eligible for the additional test, the learner concerned should make an application to the HOD concerned with the relevant continuous assessment documents justifying the absence at the first instant.
- 5) The Continuous Assessment marks should be shared with the learners well before the conduct of the Semester end Examinations.
- 6) The Continuous Assessment mark lists duly signed by the respective faculty and HOD should be submitted to the EEC before the commencement of the final Semester end examinations.

Semester End Examination:

- (i) The list of the Internal Question Paper Setters for the Semester end Examination will be provided by the Principal at the beginning of the Semester and forwarded to the Controller of Examinations for the setting of question papers. The Controller of Examinations shall invite at least three sets of question papers for the Semester end Examination from the respective paper setters for the respective courses, at least thirty days prior to the commencement of the examination through the EEC Convenor. The paper setters are required to submit the specified number of typed Question Paper/s as per the schedule provided by Examination Cell, in sealed envelopes, duly signed by the paper setter/s.
- (ii) The Question Paper/s pattern should be as prescribed for the different faculties, in the Scheme of Examinations.
- (iii) Question Paper/s should be set taking into consideration the appropriate weightage of the topics and cover the entire curriculum.
- (iv) In case of Question Bank external reviewer will be appointed by Chief Controller of Examinations.

IV (a) Finalization of a panel of examination supervisors

- (i) Principal of the college shall be the Chief Conductor of Examinations.
- (ii) EEC Convenor should finalize the list of examination supervisors - junior and senior supervisors. The said panel should be drawn only from the teaching faculty members. In case of any shortfall, administrative staff of the College can be assigned supervision duty.





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In case of any shortfall, administrative staff of the College can be assigned supervision duty.

- (iii) An additional 10% of junior supervisors should be available on the campus at the examination venue, in the examination control room.

IV (b) Receipt and storage of examination material (question papers, answer books and other material)

- (i) The Controller of Examinations will send the packets of question papers and other examination related material such as attendance sheets, bar code labels and other stationery, along with a covering letter mentioning the names of courses and the quantity of question papers, to the EEC, at least three working days prior to the commencement of the respective examination.
- (ii) As soon as the packets of question papers are received from the Controller of Examinations, the EEC Convenor should verify the question paper packets with the details in the covering letter and the time table and also ensure that the question paper packets are in sealed condition at the time of receiving them from the Controller of Examinations. The receipt of question papers packets must be acknowledged and sent to the Controller of Examinations. The EEC Convenor should arrange to keep the same in safe custody. The question paper packets should always be kept in joint custody of Convenor and Chief Conductor of Examinations. The cupboard should be immediately locked and the countersigned slip must be affixed on the cupboard lock.
- (iii) Before the commencement of the examination, the EEC Convenor will confirm the course code and details written on the cover of the question paper packet with the course name, as per the time-table. Any discrepancy should be brought to the notice of the Controller of Examinations.
- (iv) The answer-books/ supplementary sheets/ bar code labels/ attendance sheets meant for the examination for a day, should be kept in bundles meant for room-wise distribution, well in advance.
- (v) On the day of the examination, the EEC Convenor will hand over the packets of question papers to the Chief Conductor of Examinations, who should ensure that the question papers pertain to the examination of the day/ session. The Chief Conductor will then handover the packets to the senior supervisor (s). Senior supervisor(s) also should ensure that the question papers pertain to the examination of the day / session. This should necessarily be done before the question paper packets are taken to the examination hall for distribution to the candidates. If it is found that the packets of question papers pertain to some other course, the matter should be immediately





brought to the notice of the EEC Convenor and Controller of Examination, for doing the needful.

- (vi) On the day of the examination, the packets of answer-books, supplementary sheets, attendance sheets and bar code labels shall be handed over to the senior supervisors 20 minutes before the commencement of the examination of that course, for further distribution to the junior supervisors.
- (vii) Thereafter, the senior supervisors shall go to the examination rooms with question paper packets. The said packet will be handed over to the examination room supervisor/s concerned, inside the examination room. S/he should instruct the junior supervisor to check whether the question paper packets are in sealed condition when they receive them.

IV (c) Preparation before Examination:

- (i) The EEC Convenor / in coordination with the Controller of Examinations shall make all pre-examination arrangements for the smooth conduct of the examinations.
- (ii) All examination room walls/ blackboard/ desks/ chairs should be thoroughly checked to wipe out any writing on the same. The EEC Convenor / will ensure that on all examination days, all desks/ chairs are clean and the arrangement of desks is as per seating plans. All other display material should be removed.
- (iii) The EEC should display day and date-wise examination schedule and the seating plan prominently at all the entrances of the examination venue, course along with programme details, roll number details, day and date of the examination.
- (iv) The EEC should ensure that all the required number of examination rooms and seating plans in accordance with the number of learners appearing at the said examination have been made available to the Controller of Examination at least 20 days before the commencement of the respective examination. It should complete the room allocation to the room supervisors and display the supervision duty allocation, at least three days, before the start of the examination.
- (v) On the day of the Examination, the EEC Convenor/ will ensure that no person other than the Examination supervisor/ candidates and authorized persons are present at the place of the Examination. S/he should ensure a quiet and peaceful environment for the smooth conduct of the examination.
- (vi) The EEC Convenor should check that all examination material is kept ready and proper sets have been prepared for the same such as:
 - answer books and supplementary sheets
 - sealed packets of question papers
 - seating plan, attendance sheets





- bar code labels
- examination supervisor's report
- envelopes for packing the written answer books
- various forms relating to examination like 'adoption of unfair means by candidates' etc.
- undertaking forms to be filled in by the candidates who do not carry the hall tickets / Id cards
- other stationery like threads, graph papers, log/ statistical tables etc.

IV (d) Instructions to examination senior / junior supervisors

- (i) The senior supervisors should be present in the college campus and report to the Chief Conductor of examination at least one hour before the commencement of the examination.
- (ii) The junior supervisors should report to the senior supervisors at least 30 minutes before the commencement of the examination and understand the details of programme, course, time and the classroom where the examination will be conducted. S/he should make himself/ herself familiar with the bar code process to be followed in the examination hall.
- (iii) The junior supervisors should be present in the examination room at least twenty minutes before the commencement of the examination, with all the examination related material.
- (iv) The junior supervisors should collect the following material from the senior supervisor which is to be taken to the examination hall for conducting the examination:
 - answer books and supplementary sheets
 - seating plan and attendance sheets
 - bar code labels
 - examination supervisor's report
 - envelope for packing the written answer books
 - various forms relating to examination like 'adoption of unfair means by candidates' etc.
 - undertaking forms to be filled by candidates, if any, who do not carry the hall tickets /Id cards
 - other stationery like threads, graph papers, log/ statistical tables etc.
- (v) The junior supervisors should ensure that the seating plan with programme details, course details, roll number of candidates, day, date and time of examination are displayed in the classroom.





- (vi) The junior supervisors should obtain the names and signatures of two candidates, on the sealed packet containing question papers, before opening the question paper packet in the Examination Hall in confirmation of the fact that the question paper packets are in sealed condition.
- (vii) The junior supervisor should ensure that the candidates are seated at their assigned places in the Examination Hall, as per the seating plan. In any case, no change should be made in the seating arrangement by the examination room junior supervisors.
- (viii) The junior supervisors should ensure that candidates are not carrying any notes/ books/ journals/ electronics gadgets, mobile phones etc. during the entire time period of the examination. They should instruct the candidates to keep the same aside, at a designated place (usually near the junior supervisors' table). An announcement to that effect should be made before the distribution of question papers/ answer books.
- (ix) The junior supervisors should distribute blank answer books before the distribution of question papers. The junior supervisors should sign the answer books only after verifying the details filled by the learners and after affixing the barcode stickers on them. No answer book signed or unsigned should be left in the examination hall after the conclusion of the examination.
- (x) The junior supervisors should make an announcement in the class-room that each answer book will be bar coded and candidates should not write their name/ roll number/ SAP number or disclose their identity in any form anywhere on or inside the answer book. They should ensure that the candidates fill all the relevant particulars in the answer books distributed to them.
- (xi) Junior supervisors should ensure that no name, SAP number or roll number is written on the first page of the answer book by the candidate when they sign on the answer book.
- (xii) It is the responsibility of the junior supervisors to ensure that all scheduled examinations commence, continue and conclude in a smooth, orderly and timely manner, and that the candidates are kept under constant and effective supervision throughout the examination, to prevent any adoption of unfair means by the candidates.
- (xiii) Junior supervisors must be alert and observe the candidates at all times during the examination. They must not be engaged in any activity other than examination supervision. At no time should the candidates be left unattended in the examination hall.
- (xiv) Every effort should be made to start the examination at the specified time.





- (xv) Junior supervisors should not use any electronic gadget like mobile phone/smart watches/ lap-top etc. or any reading material in the examination room during the supervision duty and must ensure that their own mobile phone is switched off.
- (xvi) The junior supervisors should not disclose the contents of the question papers to anybody in the course of the conduct of the examination; neither should they give, even for reading, the question papers to any person other than the eligible candidates.
- (xvii) **Not allowing candidates to leave examination hall during the examination:**
- The senior and the junior supervisors shall ensure that no candidate leaves the examination hall after the commencement of the examination till the closure of the examination. However, the candidate may be allowed to leave the examination hall to visit wash-room, only after first one and a half hours from the commencement of the examination, when the duration is of more than two hours, but not in the final 15 minutes leading to the end of the examination.
 - A candidate may be allowed to leave the examination room after one hour of the commencement of the examination, only if s/he completes the examination and submits his/her answer book to the room supervisor.

IV (e) Announcements prior to the start of the examination:

Before candidates start writing the examination, the junior supervisor should make the following announcements in the examination hall:

- (i) Each answer book will be bar coded and the learners should not disclose their identity (name/ SAP number, roll number etc.) anywhere on the first page or on any page of the answer book. If any such disclosure is detected at any stage, action will be initiated against such candidates as per rules.
- (ii) The name of the program and course for which the examination is being held should only be mentioned in the place meant for the same on the answer book provided during the examination.
- (iii) Candidates should not possess mobile phone/smart watch/ books/ journals/ periodicals/ notes/ electronic gadgets or any such devices with them and they should switch off their mobile phones and keep them inside their bags.
- (iv) Candidates should keep their College identity card / Hall tickets ready for verification.
- (v) Candidates are not allowed to communicate with each other during the examination. If any candidate wishes to communicate with the supervisor as regards a query in the question paper or any other problem, he/she should raise his/her hand.
- (vi) Strict disciplinary action will be taken against the learners who violate the rules.
- (vii) Candidates should go through the question paper carefully and confirm that the question paper relates to the course in which they are appearing, and in case of any





discrepancy, they should bring it to the notice of the junior supervisor, in the examination room.

- (viii) Candidates should specifically go through the instructions given on the top of the question paper and on the first page of the answer books provided to them.
- (ix) A candidate may be allowed to leave the examination room after one hour of the commencement of examination, only if s/he and submits his/her answer book to the examination room junior supervisor. Candidates are not allowed to leave the examination hall in the last ten minutes towards the end of the examination.
- (x) Leaving the examination hall to visit the wash room is not allowed in the first one and a half hour of the examination and in the last 15 minutes towards the end of examination.

IV (f) Process to be followed during the examination:

The role of the examination room junior supervisor is of utmost importance for the successful conduct of the examination. The junior supervisor should follow the undermentioned instructions/ procedures meticulously during the conduct of the examinations:

- (i) They should ensure that bags and other personal belongings of the candidates are deposited in the designated area, usually near the examination room junior supervisor's table.
- (ii) Before the start of the examination, the junior supervisor should ensure that all the **candidates are seated as per the seating plan**. S/he should make an announcement to that effect.
- (iii) The junior supervisor should **distribute the answer-books** first and then the question papers in the examination room.
- (iv) The junior supervisor **should not sign the answer books beforehand**. S/he should sign the answer book only after affixing bar-code label on the answer book and confirming that the candidate has not written name/ roll number / SAP number on the first page of the answer book
- (v) After fifteen minutes from the commencement of the examination, the **junior supervisor will go to the desk** of each candidate for signing his/her answer-book and for verifying the identity of the candidate.
- (vi) **The supervisors should note that the SAP Number of the candidate has been printed on the identity card, with which s/he should verify the candidate's eligibility.**
- (vii) The junior supervisor will carry the 'Attendance Sheet' and 'Bar Code Labels Sheet' with him/ her when s/he is undertaking the task of signing the answer books. The Bar Code stickers are divided into two parts – Upper Part and Lower Part. The





upper part will have 'Bar Code lines' printed on it. The lower part will have the learner number and the roll number of the candidate.

- (viii) The junior supervisor should verify the identity card /hall ticket of the candidate for photograph and details such as program / roll number / SAP number etc.
- (ix) After satisfying himself/ herself about the identity of the candidate and carefully verifying the SAP number, **the junior supervisor should peel off the upper part of the bar code sticker and affix the same on the top right-hand side of the answer book of the candidate on the space meant for the same.** S/he should properly affix the label. While doing so, care should be taken that the bar code label does not get mutilated, torn or twisted. This will render the bar code label unreadable later on.
- (x) S/he should then **peel off the lower part of the same sticker label and affix it on the right-hand side of the attendance sheet on the space meant for that against the SAP number printed thereupon.** This part will bear the SAP number and roll number of the candidate. S/he should obtain the signature of the candidate on the attendance sheet against his / her name.
- (xi) In case of absent candidates, the supervisor should specifically write the word 'Absent' against the respective candidate's name in the 'Attendance Sheet'.
- (xii) After affixing the bar code sticker on the answer book and the lower part of the barcode on the attendance sheet of the respective candidates present, the junior supervisor should sign on the front page of the answer book in the space meant for the same.
- (xiii) While following the above process, the junior supervisor:
- should doubly ensure himself/ herself of the SAP number of the candidate. Under no circumstances, should a wrong bar code sticker having a different SAP number be affixed to the candidate's answer book.
 - should very carefully handle the bar code label sheet. The layout of a bar code sticker is given below. Before pasting the bar code label, the junior supervisor should verify and match the SAP number of the candidate printed on the identity card/ hall ticket and that printed on the bar code label.
 - should also verify and match the SAP number printed on the 'Attendance Sheet' with that printed on the bar code label and the candidate's Identity card/ hall ticket. The upper part of the bar code sticker should be pasted only after re-verifying the SAP number. In case of any mistake in affixing the bar code sticker, it may result in the marks of one candidate being awarded to the other candidate.





General Guidelines to be followed during the Examination

- The junior supervisor should be vigilant and take rounds in the class room. They should not read newspapers/ other material/ use mobile phone/smart watch/ lap-top etc. during the examination so as to prevent the candidates from resorting to any unfair means.
- The junior supervisor should ensure that during the examination no candidate copies/ communicates with others/ helps others/ gets outside help. Such candidates should immediately be warned / action of usage of suspected unfair means in the examinations should be initiated.
- College Identity Cards of all candidates should compulsorily be checked without any exception to verify the identity of the candidate. In the absence of an Identity card, an undertaking (**Appendix 1**) should be taken from the candidate.
- If any candidate is away from the examination room for too long, there may be a possible leakage of answers and the junior supervisor should immediately report the matter to the senior supervisor. **Only one candidate should be allowed to go out of examination room to the wash room at a time and that candidate should be escorted by examination staff/peon/security personnel.**
- A candidate can provisionally be allowed to write the examination even if his name does not appear in the Attendance Sheet (i.e. list of candidates who are eligible to appear at the examination). The junior supervisor should allow such candidates to appear for the examination, in consultation with the senior supervisor. A written application requesting the candidate allowing him/her to appear for the examination must be obtained from such candidate. S/he should also be informed that his/her result is liable to be withheld/ nullified till the time the College is satisfied about the genuineness of his/her candidature. The EEC Convenor / should report the names of such candidates to the Controller of Examination, for further action.
- The senior supervisor should arrange for the search of wash-rooms/ toilets and ensure that no reading material/ books/ notes etc. are kept there. S/he should remove any such material found thereof.
- The junior supervisors should allow all the candidates into the Examination Hall not more than twenty minutes before the actual time of the commencement of the examination or half an hour only after submitting the answer book.
- The junior supervisor will not allow a candidate who arrives late by 30 minutes or more, inside the Examination Hall, after the commencement of the examination. In exceptional case, which is beyond the control of the candidate in question, the Chief





- has to ensure that the barcode sticker does not get mutilated/ folded/ spoiled at the time of pasting it on the answer book. If it is folded/mutilated/ spoiled, it becomes unreadable at a later stage, by the bar code scanner.
- In case, the barcode sticker gets folded/mutilated/ spoiled, the junior supervisor should immediately report this to the senior supervisor for doing the needful.

(xiv) **A typical Bar Code Label will look like this:**

Bar code strips
SAP Number (Roll Number)

- (xv) The examination junior supervisor should sign underneath the said 'Attendance Sheet' only after all the candidates present have signed. The details required such as the number of candidates present, absent, etc. should be properly filled in, page-wise and the aggregate at the end. The junior supervisor should also fill the required details in the junior supervisor's report provided to him/ her.
- (xvi) The junior supervisor should hand over the used blank barcode sheets and unused (of absent candidates) barcode labels, attendance sheet and supervisor report to the senior supervisor for verification after one hour of commencement of the examination. The senior supervisor will verify these reports and fill the actual number of learners who appeared for the respective examination and those absent for the examination, in the compiled day-wise/ session-wise supervisor's report.
- (xvii) After the examination is over, the junior supervisor will collect all the answer-books, count them and match the count with the count as per the learner attendance data and hand over the same to the senior supervisor. Again, precaution should be taken so that the barcode label is not mutilated/ folded/ spoiled.
- (xviii) The senior supervisor with the help of the other examination staff must match the total number of answerbooks with the total numbers in the attendance sheet.
- (xix) **QUERY REGARDING EXAMINATION QUESTION PAPER:** If a candidate feels that there is an anomaly in the question paper, the EEC of the College should be informed of the same immediately via the senior supervisor, in order to attend to the query, as per process, and in case of any rectification, the EEC Convenor/ should ensure that the respective candidates sitting for the examination should be given the information at the same time. The corrections should be recorded in a register and the same should be forwarded to the Controller of Examination and Evaluation Joint Convener by way of a report.





Conductor of Examinations / Controller of Examinations, shall have the right to allow such a candidate after considering the facts of the case. These eventualities will be handled on a case-to-case basis.

- The junior supervisor should not allow candidates to leave the examination hall until an hour after the commencement of the examination or in the last 10 minutes of the examination.
- For candidates with physical disability/ learning disability etc. (as per Government Resolution), additional time will be allowed as per rules.
- In no other case will a candidate be given extra time for examination except where loss of time is caused to the candidate/s by an act of omission or commission on part of the examination supervisors/ officials of the College.
- The senior supervisor can exclude a candidate from the examination hall, on his/ her being satisfied that the candidate is suffering from any infection/ contagious disease. Alternative arrangement can be made to allow such candidates to sit in a separate class-room under supervision.

IV (g) Collection of answer books from candidates after examination

- (i) No candidate should be allowed to leave the examination hall unless s/he submits his/her answer book to the junior supervisor concerned.
- (ii) Once the examination gets over, the junior supervisor shall ask all the candidates to stop writing the examination.
- (iii) The junior supervisor shall go to the desk of each candidate and collect his/ her answer book.
- (iv) At the time of collecting the answer books, the junior supervisor should verify whether any candidate has disclosed his/ her identity on the first page of the answer book. S/he should also check that the details filled in as regards the total no. of supplementary sheets (in addition to the main answer book) by the respective candidate, are filled correctly.
- (v) The collected answer books should be counted and matched with the number of candidates taking the examination. (on the basis of the 'Attendance Sheet')
- (vi) The junior supervisor concerned should not leave the examination room unless s/he has collected answer books of all the learners present in the examination as per the attendance sheet.
- (vii) The answer books and supplementary sheets should be brought back to the Examination cell within ten minutes after the closure of the examination by inserting them in the envelope provided for the purpose. The same should be handed over to the senior supervisor concerned. Any delay in doing so should be explained to the





senior supervisor. The senior supervisor should make necessary inquiry with the junior supervisor asking him/ her the reasons for the delay in the submission of the answer books.

- (viii) The junior supervisor should ensure that no unused answer book or supplementary sheet is left behind in the examination hall.
- (ix) The answer books so received by the senior supervisor should once again be tallied with the count of answer books as per the attendance sheet. The said answer books should be re-packed for evaluation in the Central Assessment Programme (CAP).

IV (h) Process to be followed in case of loss of answer book/s

- (i) After the closure of the examination, the junior supervisor should immediately collect all the answer books and supplementary sheets, if any, from the candidates, as mentioned above. S/he should also check whether the bar code labels affixed on the answer books are intact.
- (ii) In case of any mismatch between the number of signatures in the 'Attendance Sheet' and the total number of answer books collected, the junior supervisor should call the senior supervisor to the examination room and check the missing answer book once again with each and every candidate present and also elsewhere. If the answer book is found, then it should be sent to the senior supervisor along with a report.
- (iii) If the answer book is not found even after thorough search, the matter should be reported by the junior supervisor in writing to the EEC Convenor through the senior supervisor.
- (iv) Further, the matter should be brought to the notice of the Controller of Examination and the Chief Conductor of Examinations by way of a written report detailing therein the exact sequence of events.
- (v) The loss of the answer book, should also be reported to Unfair Means Inquiry Committee.

IV(i) Dealing with the cases of suspected unfair means by candidates

- (i) The junior / senior supervisor should take all steps to prevent the cases of unfair means and impersonation by the candidates. For the said purpose, the senior supervisor should take rounds of the examination rooms and should be vigilant all the time during the examination.
- (ii) S/he should instruct the junior supervisors to check the Identity Cards issued by the College to all the candidates, which bear the photograph of the candidate.
- (iii) If any candidate does not have College Identity Card with him during the examination, then Library Card (which bears the photograph of the candidate) should be produced by the candidate.





- (iv) In case of a candidate not being able to produce any of these cards, then an undertaking from the candidate should be obtained that s/he will produce the “College Identity Card’ immediately after the closure of the examination or on the next examination day to the EEC Convenor/ and that failure on part of the candidate to produce the same will render his/her examination result to be withheld/ cancelled.
- (v) In case, impersonation is detected during the examination, and if the junior supervisor and senior supervisor are satisfied that there is a prima-facie case of impersonation, the senior supervisor will take further steps as per rules.
- (vi) **In case of suspected unfair means, the following procedure should be followed:**
- 1) In case the junior supervisor detects suspected unfair means by any candidate during the examination, then the candidate shall be called upon to surrender to the junior supervisor, the related material found in his or her possession, if any, and his/her answer-book originally issued to him/ her.
 - 2) Signature with date and time, of the concerned candidate shall be obtained on such confiscated material as well as on each written page of the answer book. The junior supervisor concerned and the **senior supervisor** shall also counter sign on all the relevant materials, documents and written pages of the answer book of the candidate. In case the candidate refuses to sign on the material so found on him/ her, a statement of the junior supervisor concerned along with that of the senior **supervisor** should be recorded.
 - 3) The junior supervisor should prepare a detailed report on the sequence of events mentioning therein the date, time when the incident took place in the prescribed forms.
 - 4) Such candidates should be issued a fresh answer book and be allowed to continue writing the examination. S/he should start attempting questions from where alleged case of suspected unfair means was detected. The candidate need not start writing answers afresh in the new answer book.
 - 5) An undertaking should be obtained from such a candidate that s/he was be allowed to continue writing the examination under the provisions and rules of examination, and that the final decision of the College in the case shall be binding on him / her, in case the charges are proven.
 - 6) Statement of the candidate, his/ her undertaking in the prescribed form and statement of the junior supervisor concerned shall be recorded in writing by the **senior supervisor** (Appendix- 2, 3, 4 & 5). If the candidate refuses to make his/her statement or to give an undertaking, the junior and senior supervisor concerned shall record the same accordingly, under their signatures. The aforesaid reports shall be sent to the





Controller of Examination after the **senior supervisor and the EEC Convenor**/, counter-signs the said reports.

- 7) All the materials and the list of materials mentioned in sub-clause (1) and the undertaking with the statement of the candidate and that of the junior supervisor as mentioned in clauses nos. 2, 3, 6 and the answer-book/s (old and new) shall be forwarded by the **EEC Convenor**/, along with his/her report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected Unfair Means Case".
- 8) In case of unfair means of oral type, the junior supervisor or authorized person concerned shall record the facts in writing and shall forward the same to the Controller of Examination.

IV (j) Guidelines for appointment and availing facility of scribe for persons with disability, temporary disability for learners during examinations.

A learner who may have a learning disability/ permanent or temporary physical disability, may apply to the College for appointment of a scribe for the examinations.

Such learners should submit an application for the purpose along-with 'medical certificate' from a 'Registered Medical Practitioner' to that effect with rubber stamp of the Registered Medical Practitioner on the certificate.

In the following cases of learners, the medical certificate of only Government Authorized Agencies shall be accepted, namely:

- a) Hearing Impaired Learners: Ali Yavar Jung National Institute for the Hearing Handicapped.
- b) Physically Challenged Learners: All India Institute of Rehabilitation of Physically Handicapped
- c) Learning Disability: For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted

The said medical certificate/s must be produced at the beginning of the academic year.

The scribe/ writer should be arranged by the learner himself/herself well in advance i.e. at least one week before the examination and s/he should apply for availing such facility in the prescribed format (**Appendix 6**) along with the necessary documents to the examination office of the College.

The scribe should be at least one grade junior in academic qualification than the learner, if from the same stream.

Since the learner will be helped by a scribe, extra time of 20 minutes per hour will be allowed to such learners. For example, for an examination of two hours, 40 minutes extra time will be allowed.





The EEC Convenor/, will resolve issues, if any, in this regard. S/he will be authorized to make/ accept any last minute changes of the scribe under exigencies.

The said learner will be seated in a separate room under supervision.

Facilities relating to Examinations for the Persons with Disability for the purpose of examinations:

The learners falling under the category of persons with disability in accordance with the Government notifications, issued from time to time, should submit the medical certificate of only Government Authorized Agencies at the time of admission to the respective programme, to avail the required facilities. Medical certificate from Sion Hospital / Nair Hospital with signature and stamp of the authorised person will only be accepted, for learners from Mumbai.

V) DISCIPLINE IN THE EXAMINATION HALL

- (i) Learners must know their Roll Number and SAP Number.
- (ii) Learners who are eligible to write the semester end examination/re-examination should be present in the examination hall at least 10 minutes before the scheduled time of the commencement of the examination. Learners, who arrive at the examination hall 30 minutes or more after the scheduled time of the commencement of the examination, will not be permitted to appear for that examination.
- (iii) Learners are not permitted to leave the examination hall until one hour after the start of the session or in the last ten minutes of the session.
- (iv) Learners, who are not in their seats at the time notified, will as a rule, not be permitted to appear for the examination.
- (v) Learners should ensure that all their bags and other personal belongings are deposited in the designated area usually near the junior supervisor's table, at their own risk. The College will not be responsible for the safety and security of the same.
- (vi) A learner who fails to attend an examination at the time and place notified in the timetable, will be deemed to have failed to pass in that course. Opportunity for re-examination, if any, in the respective course will be given according to the rules and regulations, of the college.
- (vii) Learners should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose, on the answer-book.
- (viii) Learners are required to have their valid Identity cards and Hall Tickets issued by the College and they must produce the same for verification to the junior supervisor/s during the examination. Learners not having the said identity card with them during the examination may be denied permission to appear for the examination.
- (ix) Every learner present must sign against his / her Learner number on the attendance sheet provided by the room supervisor.





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- (x) Learners should specifically go through the instructions given on the top of the question paper and on the first page of the answer book. They are of utmost importance.
- (xi) **On the first page of the answer book, the learners should write only the name of the program, semester details and course for which the examination is being held and number of supplementary sheets attached to the main answer book. Any extra writing on the first page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.**
- (xii) **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a learner has any query as regards contents of the question paper, s/he should bring the same to the notice of the junior supervisor without disturbing others in the examination hall.
- (xiii) Learners are forbidden to (i) bring any books, notes, scribbled papers, mobile phones, smart watch, any electronic gadgets, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the learner will be confiscated (ii) smoke in the examination hall, (iii) eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other learner, while the examination is in progress and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the learner/s concerned and strict action will be taken against them. **The junior supervisors/ authorized persons are authorized to frisk the learners.**
- (xiv) Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the College.
- (xv) **The answer books of the Semesterend Examinations are bar coded and, therefore, learners should not write his/her name, Roll Number, SAP Number etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**
- (xvi) While underlining of sections of answers for highlighting is permitted, use of varied inks, except for illustrations and figures must be avoided. Do not use any symbol like encircling the question or using coloured arrows for 'P.T.O'. All these will be considered as attempts to readily identify the specific answer-book.
- (xvii) Learners should neither tear any sheet/s from the answer-book provided nor attach





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unauthorized additional sheets to the same. All answer-books / supplementary sheets, whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer books out of the examination hall will be treated as against the rules and appropriate action will be taken against such candidate/s.

- (xviii) Learners should not write anything on the question-paper.
- (xix) Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited. If learners want anything, they should approach the junior supervisor without disturbing the other learners. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- (xx) Learners will not be allowed to leave the examination hall during the examination and particularly so in the last ten minutes. At the end of the session, they should not leave their seats until answer-books are collected by the junior supervisor from all the learners.
- (xxi) A learner who disobeys any instructions issued by the senior / junior supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the College.
- (xxii) **Learners suspected to be guilty of any of the aforesaid acts will be allowed to write their examination on a new answer sheet, only after giving an undertaking in writing that the decision of the College in respect of the reported act of unfair means will be binding on them.**

**VI. SCHEME OF EXAMINATIONS, PASSING STANDARDS & PROGRESSION
 RULES (CREDIT BASED EVALUATION NORMS)**

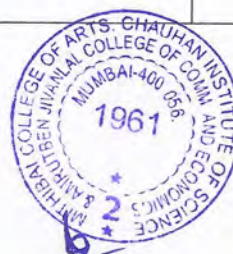
VI (a) Undergraduate Programmes

FACULTY OF ARTS

The performance of the learner will be evaluated in two components. The first component will be a Continuous Assessment with a weightage of 25% of total marks per course. The second component will be a Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Continuous Assessment and Semester end Examination is as shown below:

a) Continuous Assessment – 25% of the total marks per course

Particulars	%
Class test / Assignment / Project / Quiz etc. (any two components- to be conducted at different instants of time) out of which one should be class test.	25





b) Semester End Examinations – 75% of the total marks per course

- i) Duration – These examinations shall be of a duration of two and a half hours.
- ii) Theory question paper pattern to be decided by the respective Board of Studies.

To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of Continuous Assessment and Semester end Examination. The learner should also obtain a minimum of 40% marks (i.e. 10 out of 25, if the maximum marks allocated to Continuous Assessment is 25) out of the total marks allotted to the Continuous Assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75 if the maximum marks allocated to the Semester end examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course, in case that course consists of only Continuous Assessment Component or only Semester end Exam component.

Courses with a Practical Component

Particulars	Percentage
Semester End Practical Examinations	75
Internal Practical Test	25

Courses evaluated as Practical only:

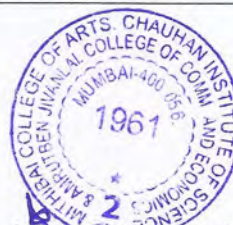
There will be semester end evaluation of 100%, as a presentation along with a dissertation, followed by a viva-voce, examined by a panel of examiners (There should be one Internal and one External Examiner for each practical examination. The average marks awarded by both the examiners will be considered as the final marks).

FACULTY OF COMMERCE

The performance of the learner will be evaluated in two components. The first component will be a Continuous Assessment with a weightage of 25% of total marks per course. The second component will be a Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Continuous Assessment and Semester end Examinations is as shown below:

a) Continuous Assessment – 25% of the total marks per course

Particulars	Percentage
Class test / Assignment / Project / Practical (Computer System & Application, etc.) / Quiz etc. (any two components - to be conducted at different instants of time) out of which one should be class test.	25





b) Semester End Examinations – 75% of the total marks per course

- i) Duration – These examinations shall be of a duration of two and a half hours.
- ii) Theory question paper pattern shall be decided by the respective Board of Studies.

Passing Standards

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of Continuous Assessment and Semester end Examination. The learner should also obtain minimum of 40% marks (i.e. 10 out of 25, if the maximum marks allocated to Continuous Assessment is 25) out of the total marks allotted to the Continuous Assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75, if the maximum marks allocated to the Semester end Examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course, in case that course consists of only Continuous Assessment Component or Semester end Exam component.

Courses with a Practical Component

Sr. No.	Particulars	Percentage
1	Semester End Practical Examinations	20
2	Journal / Viva	05

Courses with Projects:

A semester end evaluation of 100%, as a presentation along with a dissertation, followed by viva-voce examined by a panel of examiners. (There should be one Internal and one External Examiner for each practical examination. The average marks awarded by both the examiners will be considered as the final marks).

FACULTY OF SCIENCE

The performance of the learner will be evaluated in two components. The first component will be a Continuous Assessment with a weightage of 25% of total marks per course. The second component will be a Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Continuous Assessment and Semester end Examinations is as shown below:

a) Continuous Evaluation – 25% of the total marks per course

Particulars	Percentage
Class test / Assignment / Project (any two components to be conducted at different instants of time) out of which one should be class test.	25





Semester end Examination-75% of the total marks per course

- i) Duration – These examinations shall be of a duration of two and a half hours.
- ii) Theory question paper pattern shall be decided by the respective Board of Studies.

EVALUATION SCHEME FOR PRACTICAL EXAMINATION

1. In the Practical Exams, there will be 20% as continuous assessment and 80% as term end component to be conducted as a semester end exam per course. The constitution of the continuous assessment shall be decided by the individual departments and is to be communicated to the learners at the beginning of the semester. (The mark sheets of the practical examinations should be submitted to the Examination department. The marks allotted will be out of the total marks allocated for the practical course)

(Two Examiners should conduct the practical examination in each course. **For T.Y.B. Sc. One of the examiners will be external and other examiner can be an internal faculty who has the requisite number of years of teaching experience. At any given point of time no examination should be conducted by only single external or only internal examiner**) The average of marks awarded by both the examiners should be considered as final marks).

Passing Standards

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of continuous assessment and Semester end Examinations. The learner should also obtain a minimum of 40% marks (i.e. 10 out of 25 if the maximum marks allocated to continuous assessment is 25) out of the total marks allotted to the continuous assessment and a minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75 if the maximum marks allocated to the Semester end examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course in case that course consists of only continuous assessment component or only Semester end Exam component.

Remedy for non-fulfilment of Passing Criteria

1. A learner who obtains less than 40% marks in the continuous assessment or less than 40% marks in the Semester-End examination or less than 40% marks 'in aggregate' (i.e. a learner who fails to fulfill the passing criteria mentioned in the Passing Standards above) will be required to appear for continuous assessment / Semester end re-examination (as the case may be) which will be conducted after the result declaration of each semester. In such a case the continuous assessment / Semester end examination marks (as the case may be) in which the learner had already passed will be carried forward in the respective course for which the





candidate has appeared for re-examination. In case the learner fails even in the re-examination which is held after the result declaration of each semester, s/he will be allowed to appear along with the re-examination of the regular learners of the subsequent academic year.

2. Submission of re-examination form along with prescribed fee before the designated date is a pre-condition to appear for the re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online, within the time frame stipulated by the college, through the Student Portal.
3. In order to receive the degree/diploma certificate, the learner will have to pass in all the examinations of all the years of the program within the validity period, as per rules.

PROGRESSION RULES

1. A learner who has passed in all the courses (as per the rules of the Passing Standards) of Semester I and Semester II examinations of the first year of the program will be promoted to the second year of the program concerned. A learner who has passed in all the courses of Semester III and Semester IV examinations of the second year of the program will be promoted to the program concerned, of the third academic year. The result of Semester VI shall be kept in abeyance until the learner passes each of the previous five semesters.
2. A learner who fails to pass in one or more courses in Semester I examination will be “allowed to keep terms” (ATKT) and will be permitted to attend lectures and appear for the Semester end examination of Semester II. This means that the learners will be allowed to keep terms for both the semesters during the first year of the programme, irrespective of the number of failures in any number of courses of the first and second semesters of that respective year of the programme. This criterion will apply to the subsequent years also.
3. Such failed learners will be allowed to appear at Semester end re-examination in all the ‘failed courses’ which will be conducted after declaration of the results of each semester end examination of that academic year. This re-examination will be held only once in an academic year and will be held immediately after declaration of the results of the semester concerned.
4. The learner is required to pay the prescribed fees for re-examinations before the commencement of the respective examination. Online applications for re-examinations (ATKT) along with the payment of prescribed fee before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online within the time frame stipulated by the college, through the learner portal.
5. A learner who has failed to pass in not more than three courses in the respective year of the program i.e. two semesters taken together, after the said re-examination (as mentioned





in point no. 3 above) will also be permitted to apply for admission to the next year of the program. Such learners will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination to be conducted for the regular learners of the subsequent batch. A learner, who has failed to pass in more than 03 courses in the respective year of the programme i.e. both the semesters taken together, after the said re-examination (as mentioned in point no. 3 above), will not be allowed to continue to the next year of the programme. Such learners will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination conducted for the regular learners of the subsequent batch. Such a learner will also have an option to take re-admission in the same year of the program, which he/she failed to pass.

6. The same criteria regarding re-examination as mentioned above shall be applied to Semester III and Semester IV of the second year of the program and for Semester V and Semester VI of the third year of the program.
7. With regard to promotion to the third year of the program, a learner must have passed in all the courses of the first year of the program.

VI (b) POSTGRADUATE PROGRAMS

FACULTY OF ARTS

The performance of the learner will be evaluated in two components. The first component will be a continuous assessment with a weightage of **25%** of total marks per course. The second component will be the Semester end Examination with a weightage of **75%** of the total marks per course. The allocation of marks for the **continuous assessment** and Semester end examination is as shown below:

a) Continuous Assessment (theory course)

Particulars	%
Class test/Essay/Presentation	25

b) Semester end Examination -75% of the total marks per course

- i) Duration – These examinations shall be of a duration of two and a half hours.
- ii) Theory question paper pattern shall be decided by the respective Board of Studies.

Project

Every learner shall choose one project-based course. The project-based course will be in the form of a dissertation based on a live project or a research assignment related to the specific discipline of the parent department. To pass in the project, the learner should obtain a minimum of 40% marks out of the total marks allocated to the project. A Semester end evaluation of 100%, as a presentation along with a dissertation, followed by viva-voce examination by a panel of examiners should be





conducted. (There should be one Internal and one External Examiner. The average of marks awarded by both the examiners will be considered as the final marks).

Course with a Practical component

a) Continuous Assessment (Practical Course)

Particulars	%
Self-designed experiment & journal	25

b) Semester end Examination (Practical course)

Particulars	%
Instruction and administration of the tools developed and the report	35
Viva voce examination	40

There should be one Internal and one External Examiner. The average marks awarded by both the examiners will be considered as the final marks.

Passing Standards for the theory course

To pass a course, the learner should obtain a minimum of 40% marks in aggregate, out of the maximum marks allotted for each course, where the course consists of both continuous assessment and Semester end Examinations. The learner shall also obtain a minimum of 40% marks (i.e.10 out of 25), if the maximum marks allocated to continuous assessment is 25) out of the total marks allotted to the Continuous Assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75 if the maximum marks allocated to Semester end Examination is 60) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

Where the course consists of only Semester end Examination, the learner shall obtain a minimum of 40% marks out of the total marks allotted to the said course.

Passing Standards for Practical course

To pass a practical course/s the learner shall obtain a minimum of 40% marks out of the total marks allotted to the practical component of the respective course

FACULTY OF COMMERCE

The performance of the learner will be evaluated in two components. The first component will be continuous assessment with a weightage of 25% of total marks per course. The second component will be the Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Continuous assessment and Semester end examination is as shown below:





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a) Internal Assessment (theory course)

Particulars	%
Class test/assignment/presentation/Project	25

b) Semester end Examination -75% of the total marks per course

- i) These examinations shall be of a duration of two and a half hours.
- ii) Theory question paper pattern shall be decided by the respective Board of Studies.

Project:

Every learner shall choose one project-based course. The project-based course will be in the form of a dissertation based on a live project or a research assignment related to the specific discipline of the parent department. To pass in the project, the learner should obtain a minimum of 40% marks out of the maximum total marks allocated to the project. There should be one Internal and one External Examiner. The average of marks awarded by both the examiners will be considered as the final marks).

Passing Standards

To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of both continuous assessment and Semester end Examination. The learner shall also obtain a minimum of 40% marks (i.e. 16 out of 40 if the maximum marks allocated for continuous assessment is 40) out of the total marks allotted to the Internal assessment, and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75 if the maximum marks allocated to Semester end Examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

FACULTY OF SCIENCE

The performance of the learner will be evaluated in two components. The first component will be a continuous assessment with a weightage of 25% of total marks per course. The second component will be the Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the continuous assessment and Semester end examination is as shown below:

a) Continuous Assessment (theory course)

Particulars	%
One seminar presentation based on curriculum assessed by teacher and a write up on the same.	25

b) Semester end Examination -75% of the total marks per course

- i) These examinations shall be of a duration of two and a half hours. The duration of courses without the practical component shall be three hours.





ii) Theory question paper pattern shall be decided by the respective Board of Studies.

There will be no continuous assessment for the practical courses (two examiners should conduct the practical examination in each course. One of the examiners will be external and other examiner can be internal faculty who has the requisite number of teaching experience. At any given point of time no examination should be conducted by only single external or only internal examiner) The average of marks awarded by both the examiners should be considered as final marks).

Passing Standard for theory course

To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course, where the course consists of both continuous assessment and Semester end Examination. The learner should obtain a minimum of 40% marks (i.e.10 out of 25 if the maximum marks allocated to continuous assessment is 25) out of the total marks allotted for continuous assessment and minimum of 40% marks out of the total marks allotted to the Semester end Examination (i.e. 30 out of 75 if the maximum marks allocated to Semester end Examination is 25) separately, to pass the course, and a minimum of Grade D, wherever applicable, to pass a particular semester.

Passing Standard for Practical course

To pass a practical course/s the learner shall obtain minimum 40% marks out of the total marks allotted to the practical component of the respective course.

ATKT RULES FOR POST-GRADUATE PROGRAMMES OF ARTS, SCIENCE & COMMERCE FACULTIES

A learner shall be allowed to keep term for Semester II irrespective of the number of failures in Semester I.

A learner shall be allowed to take admission and to keep terms and appear for Semester III examination, irrespective of number of heads of failure in the Semesters I and II.

A learner after attending Semester III is allowed to continue to Semester IV.

A learner shall be allowed to keep terms and also allowed to appear for the examinations of Semester IV, irrespective of the number of heads of failure in semester I, II and III. However, the result of the Semester IV shall be kept in abeyance until the learner passes Semester I, Semester II, and Semester III.

A learner will have to earn a minimum of 96 credits to pass the M.Sc./M.Com. Degree, and 100 credits to pass the M.A. degree.





Remedy for non-fulfilment of Passing Criteria

- (i) A learner who obtains less than 40% marks in the continuous assessment or less than 40% marks in the semester-end examination or less than 40% marks 'in aggregate' (i.e. a learner who fails to fulfill the passing criteria mentioned in the Passing Standards above) will be required to appear for continuous assessment / Semester end re-examination (as the case may be), which will be conducted after the declaration of results of each semester. In such a case, the continuous assessment / Semester end examination marks (as the case may be) in which the learner had already passed will be carried forward in the respective course for which the candidate has appeared for re-examination. In case the learner fails even in the re-examination which is held after the result declaration of each semester, s/he will be allowed to appear along with the re-examination of the regular learners of the subsequent academic year.
- (ii) Submission of re-examination form along with prescribed fees before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online, within the time frame stipulated by the college, through the Learner Portal.
- (iii) In order to receive the degree, the learner will have to pass in all the examinations of all the years of the program, within the validity period as per rules.

General rules for both Under Graduate and Post Graduate Programs

1. A learner who remains absent for the Semester end examination/s due to any reason, in any subject, shall be awarded 'AB' grade in the subject/s in which he/ she has remained absent. All such learners will be allowed to appear for re-examination in the said subject to be conducted.
2. In order to receive the degree, diploma, certificate, the learner will have to pass in all the examinations of all the years.
3. **Revaluation / Photocopy of the answer book:** In case a learner is not satisfied with the result/ grade received by him in a particular subject, he/ she may follow the 'Revaluation Procedure' in case s/he desires.
4. The fees for re-examination and re-admission will be decided by the College from time to time.
5. In case of any disputes/differences, the decision of the College shall be final and binding on the learners. If a learner desires to institute any legal proceedings against the College, such legal proceedings shall be instituted only in courts at Mumbai in whose jurisdiction, the application is submitted by the learner, and not in any other court.





Mithibai College authorities reserve the right to make modifications in the said rules from time to time.

These rules will come into effect for the learners who will keep their terms for the Academic year 2019-2020 and onwards for all batches, irrespective of the year of admission.

VII) SCHEME FOR GRACING

1. Candidates appearing for any of the College examinations, will be eligible for the award of maximum 10 grace marks at their option, wherever necessary in addition to the marks secured in each course for participation in any one of the activities mentioned below: -

a) Learners who have enrolled as members of the N.C.C. and have satisfactorily completed the N.C.C. training programme during the academic year, as certified by the Principal, and the Associate N.C.C. Officer of the College.

OR

b) Learners who have enrolled as members of the Home Guards and have satisfactorily completed the Home Guard training programme during the academic year as certified by the Principal of the College.

OR

c) Learners who have participated in the N.S.S. programme and have satisfactorily completed at least one hundred and twenty (120) hours of Social Service comprising the time spent in at least 02 years of projects which is forwarded by the N.S.S. Programme Co-ordinator and certified by the Principal of the college.

OR

d) Learners who have participated in any programme of the Department of Lifelong Learning and Extension (DLLE) such as those pertaining to the programmes of the National Literacy Mission, Population Education, Continuing Education Extension Work, Continuing Education Centre and have satisfactorily completed at least one hundred and twenty hours (120) of work in the programme recommended by the Programme Co-ordinator and certified by the Principal of the college.

OR

e) Learners who are members of team/s reaching the Quarter final stage at inter-collegiate sports competitions or have represented the University in sport events either at the Inter-State or Zonal or National or International levels, and have produced the necessary certificates and forwarded by the Chairperson of the Gymkhana committee to the Principal.

OR





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- f) Learners who are one of the members of the team/s securing first three positions in cultural group events or have secured one of the first three places in individual cultural events or whose performance has been adjudged best as an Actor /Actress, Music Director, Lighting / Sound Effect Operator, Author, Choreographer, or as Director in Group events conducted at the Inter-collegiate cultural competition organized by the University or have represented the University in any of the cultural events either at the State level or at the Zonal level or at the National level or at the International level in the same academic year, as certified by the Principal of the college and forwarded by the Head of the Section concerned.

OR

- g) Learners who are members of the Learners Council constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 2017, and have actively participated in various schemes, programmes and attended functions of the College/ University during the academic year, as recommended by the Chairperson of the Learners' Council and certified by the Principal of the college.

The benefit of 10 grace marks to learners will be available only in any one of the activities mentioned above, at their option, subject to their fulfilling the following conditions: -

- They are appearing for any college examination for the first time during the same academic year of their participation.
- In case of failure, the benefit of the grace marks shall be granted to the extent of 5% of the maximum marks allotted to a course.
- The grace marks will be granted for the purpose of claiming exemptions in a course/s, provided it does not exceed 5% of the maximum marks allotted to a course.
- A maximum of 10 grace marks shall be added to the grand total. However, in the case of Credit Based Grading System (CBGS), (0.1) will be added to the final GPA. However, if the benefit is given to the learner for passing the courses, the same may be proportionately deducted from the grade point which has been added to the final GPA. For example, 0.01 shall be deducted from the final grade, for every one mark granted for passing the courses.
- The grace marks under these rules will not be counted for the award of scholarships, prizes and medals or any other awards.
- The rules relating to gracing under these rules will be applied first and the same will separately be shown in the grade card of the candidates.
- The College authorities may consider withholding any of the aforesaid benefits or consider any of the merit /work of the learner null and void if, in the opinion of a duly





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constituted Disciplinary Committee, such an action is felt necessary, and communicated to the Principal.

- Grace Marks will be applicable only to the Semester end Examination and/ or on the aggregate marks of the course and not on the continuous assessment marks component, provided further that the benefit of such grace marks under this clause shall be applicable only if the candidate passes the entire examination of semester after giving benefit of grace marks.

2. The following scheme of grace marks will be applicable:

- a) Grace Marks will be applicable only to the Semester end Examination and/ or on the aggregate marks of the course and not on the continuous assessment marks component, provided further that the benefit of such grace marks under this clause shall be applicable only if the candidate passes the entire examination of semester after giving benefit of grace marks.
- b) A candidate failing in one or more subjects be given grace marks up to 2 percent of the marks on the aggregate marks of the courses in which s/he has appeared in the said examination to enable him/ her to pass the examination, subject to a maximum of 10 marks and in any subject not more than 2 percent marks of the maximum marks of the subject. Exception may be made to the above and not more than 10 marks per subject be awarded to pass the examination, if the following conditions are fulfilled:
 - i. Learner should have appeared in all the subjects taken together for the courses for the respective semester.
 - ii. Learner should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing, by at least 10 percent marks.
 - iii. Learner should not have failed in more than one head/ subject of passing by not more than 10 marks.

The above rules may also be made applicable to re-examinations.

**VIII) GRADING SCHEME, GRADE POINT AVERAGE AND CUMULATIVE
GRADE POINT AVERAGE**

A 10-point grading system will be followed for declaration of results for both Under Graduate and Post Graduate programmes. It involves calculations for a Grade Point Average (GPA) and the final Cumulative Grade Point Average (CGPA).





Grade Points and Letter Grades			
Percentage of Marks Obtained in a subject/ course	Grade Point	Letter Grade	Performance
90.00 and above	10	O	Outstanding
80-89.99	9	A+	Excellent
70-79.99	8	A	Very Good
60-69.99	7	B+	Good
55- 59.99	6	B	Above Average
50-54.99	5	C+	Average
45-49.99	4	C	Satisfactory
40-44.99	3	D	Pass
Less than 40	0	F	Fail
Absent	--	F	Fail

Calculation of GPA (Grade Point Average):

Grade Point Average for each semester shall be computed, by dividing, the total of product of grade point and the credit value assigned to the respective course, by the sum of credits assigned to all the courses in the semester.

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

Calculation of CGPA (Cumulative Grade Point Average):

Cumulative Grade Point Average shall be computed, by dividing the sum of the product of the grade point of each course and the credit value assigned to each respective course by the sum of the credits assigned to all the courses of all the semesters of the programme together.

Here:

C = Credit value assigned to a course

G = Grade point value assigned to a learner for course corresponding to the letter grade
 (refer table given above)

GPA = Grade Point Average shall be calculated for individual term.

CGPA = Cumulative Grade Point Average shall be calculated at the end of the Program, for all the semesters taken together.

Conversion formula from Grade to Marks will not be applicable as absolute marks are given to the students.





For assigning letter grade for the GPA / CGPA (Grade Point Average / Cumulative Grade Point Average) obtained by the learner, below mentioned matrix is followed:

(Cumulative) Grade Point Average	Letter Grade
10	O
9 to 9.99	A+
8 to 8.99	A
7 to 7.99	B+
6 to 6.99	B
5 to 5.99	C+
4 to 4.99	C
3 to 3.99	D
Less than 3	F

IX) CENTRAL ASSESSMENT PROGRAM

IX. a) Evaluation

- (i) As a general rule, evaluation will be done by the faculty teaching the course and if desired, by the external subject experts.
- (ii) It is the duty of the faculty member to evaluate the answer-books given to him/her, within the stipulated period.
- (iii) The College will hold the Central Assessment Programme (CAP) for evaluation of the answer books of the Semester end Examinations and re-examinations and the examiners will have to be present for CAP and complete the evaluation within the time frame and at the place which will be decided by the College.
- (iv) The synoptic answers along with the marking scheme prepared by the question paper setter should be submitted to the CAP in-charge before the commencement of CAP. The Examiners shall closely follow the scheme of marking as per the synoptic answers and other instructions that may be issued by the authorities from time to time, while evaluating the answer books.
- (v) The answer books which are given to the examiners for evaluation will not bear the name and roll number of the candidate who has written the paper. The answer book will instead have a barcode sticker pasted at the top right-hand side of the answer book.
- (vi) While evaluating the answer books, due care may be taken to protect the bar code sticker, since the said barcode sticker will be scanned for entering the marks of the candidates in the system. If the bar code sticker is mutilated or spoilt for any reason,





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the bar code scanner will not be able to read the details of the candidates which may create problems in the data entry of marks.

- (vii) On receipt of the answer books, question paper, synoptic answers and the scheme of marking from the CAP in-charge, and confirming the total number of answer books received, the examiner should commence the evaluation.
- (viii) After the evaluation is completed for the day, the examiner should return the evaluated and unevaluated answer books to the CAP in-charge.
- (ix) It is the responsibility of the faculty concerned and the respective Head of Department to ensure that the 'continuous assessment Sheet' is complete in all respects, duly signed and sent to the Controller of Examination, through the EEC Convenor/Jt.- convenor, well before the commencement of the semester end examinations.
- (x) Before sending the continuous assessment marks to the Controller of Examinations, the respective faculty should share these marks with the learners concerned.
- (xi) The examiners are expected to adhere strictly to the time schedule of evaluation, since results are to be declared within a period of maximum 30 days from the last date of the respective examination, as per norms.

Specific instructions to the examiners while entering marks:

- (i) The examiner shall **enter the marks** legibly on the answer – books in **red ink only** and make all such entries at the end of each answer **in the left hand side margin**.
- (ii) If any entry is revised, the revised figures should be clearly written near the old entry, which shall be cancelled only by a line being drawn across it. Each such correction so made shall be initialed by the examiner. In case of a correction in the total, the examiner shall put his full signature.
- (iii) While assessing every sub-question in the answer book of a candidate, the **examiner is required to put tick mark or cross mark in the margin provided indicating either the correctness of the answer or otherwise**. The marks for each sub question should be given in the margin at the end of each sub-question.
- (iv) In case a question is divided into sub-questions, and when marks are assigned to each such sub-question together, **the examiner should see to it that the total of the marks assigned to all the sub-questions together is indicated by a circle being drawn around the figure written at the end of the answer**.
- (v) **Fractional marks assigned by the examiner/s should be rounded off for individual questions**.
- (vi) **Question wise total marks entered inside the answer book should also be entered on the first page of the answer book, in the appropriate column**.





- (vii) When a question is attempted but does not deserve any marks, the entry should be 'zero' (in words).
- (viii) Examiners **should sign each and every answer book** in the place provided for signature on the first page of the answer book.
- (ix) In case a candidate attempts an extra question, i.e. more than the required number of questions, the examiner should consider the maximum marks obtained by the candidate for the answers to the questions, ignoring the least marks obtained for the answers to the questions. On the first page of the answer book, the examiner should circle the marks of the answer to the question which was ignored for the purpose of taking total marks obtained by the candidate.

IX. b) Appointment of Moderators and Moderation

Appointment of Moderators:

The list of eligible moderators will be approved by the Board of Studies and ratified by the Academic Council. The appointment of moderators from the approved list shall be done by the Controller of Examinations and approved by the Chief Controller of Examinations.

Eligibility for appointment as moderator:

- (i) The person should have a teaching / industry experience of preferably minimum **10 years** in the relevant course, except in specialized courses where a moderator having less than 10 years' experience may be appointed by the Chief Controller of Examinations, due to non- availability of persons having more than 10 years of experience.
- (ii) The moderator shall be a person who is not a faculty member (permanent/ visiting) of the College.

Duties and Responsibilities of Moderators

The duties and responsibilities of a Moderator shall be as under:

- (i) To undertake the work of moderation of the answer books diligently.
- (ii) To report major discrepancy, if any, in the evaluation of answer books to the CAP in-charge
- (iii) To submit a report with respect to (a) question paper as regards the contents in view of the syllabus coverage and the weightage given to the topics in the question paper (b) the quality of evaluation by the examiner (c) the performance of the learners in general.
- (iv) To evaluate any answer/s which is/are not evaluated by the examiner.
- (v) To correct any totalling mistakes observed by him/her with respect to evaluation during the moderation.





Process to be followed for Moderation of Answer- books:

After the evaluation of answer books is completed and answer books are received from the examiner concerned, the CAP in-charge / Controller of Examination shall get the answer books moderated before the declaration of the result as per the following criteria:

- (i) 100% moderation of the answer books shall be carried out in the case of candidates failing by 10% or less marks of the aggregate marks of that paper.
- (ii) 100 % moderation shall be carried out in case of candidates obtaining 70% marks and above for that paper.
- (iii) The moderation of the answer books of at least 5% of the total number of candidates obtaining marks between minimum passing marks and 70% shall be carried out on random selection basis.
- (iv) Moderation work shall be carried out simultaneously with the central assessment of answer books at CAP.
- (v) Where marks awarded by the moderator vary from those awarded by the original examiner, the marks awarded by the moderator shall be taken as final.
- (vi) If variation in the marks given by the examiner and the moderator is more than 10% in more than 50% of the papers moderated, 100% moderation is to be carried out in that course.
- (vii) All the moderators should necessarily use green ink pen for the purpose of moderation of answer books provided by CAP.
- (viii) The moderator shall check the marks of answer books moderated by him/her, enter the marks in the prescribed column answer wise, and also on the first page of the answer book in the space meant for the same, and put his/her signature.
- (ix) In case, the moderator observes any major discrepancy or aberration in respect of the assessment done by the examiner during the regular evaluation process, in considerable number of answer books moderated by him/her, s/he may report the matter to the Controller of Examinations who in consultation with the Principal may decide to send all the answer books in the course to the moderator for re-assessment. Marks awarded by the moderator shall be treated as the final evaluation marks and shall be considered for awarding a grade to the learner.
- (x) On completion of moderation, the moderator shall submit to the Controller of Examinations, the report with respect to (i) question paper as regards the contents in view of the syllabus coverage and the weightage given to the topics in the question paper (ii) the quality of evaluation by the examiner (iii) the performance of the learners in general (Appendix 7)
- (xi) Honorarium will be payable as per the guidelines of the college.





X) EXAMINATION GRIEVANCE REDRESSAL MECHANISM
 (REVALUATION AND PHOTOCOPY OF THE EVALUATED ANSWER BOOKS)

The Grievance Redressal Mechanism as regards the evaluation of answer books and timelines to be followed for the same will be as under:

The Grievance Redressal Mechanism will apply only to the ‘**Term end Examinations**’ of the College.

The above mechanism will **not apply** to continuous assessment such as MCQs in online exams, assignments, field work etc. / practicals / oral examinations/ viva voce/ projects/ dissertation/ presentation etc.

The application for Redressal of Grievance can be made **online only** through the **Learner Portal**. Applications made through the offline mode will not be considered under any circumstances.

All the learners will be informed of the course wise marks obtained by them in the ‘continuous assessment’ and ‘Term-end Examination’ by the Examination office, **on the date of declaration of result of the examinations of the respective programs. The date of declaration of result shall be the date on which the examination result is made live on the ‘Learner Portal’ of the College.**

Grievance Redressal Mechanism: A learner can apply for:

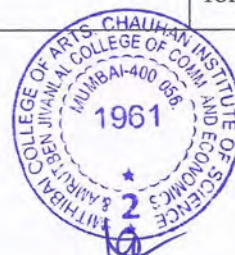
- a. **Photocopy of answer book:** The learner may apply for the photocopy of the answer book/s of any course.

AND / OR

- b. **Re-evaluation of the answer book:** The learner may apply for the re-evaluation of his/her answer book/s of any course.

After the result declaration on the ‘learner portal’, if a learner is not satisfied with the marks awarded to him/her in the Semester-end Examination/s in any course, s/he may apply for the Grievance Redressal **within the prescribed number of days as mentioned in the table below:**

Activity under Grievance Redressal Mechanism	Time Limit	Processing fee
Application for Photocopy and / or revaluation of the answer book/s	within 3 days from the date of result declaration including holidays	Rs. 500/-per answer book for photocopy and Rs. 1000/- per answer book for revaluation.





NO application/s shall be entertained for any reason whatsoever after the prescribed number of days, as mentioned in the table above. Also, the application will be deemed to be complete only after the payment of requisite fee.

The learner concerned will have to appear in person with his/ her Identity card and Hall ticket at the time of collecting the photocopies from the college office or the scanned photocopies of the respective answer books for which the learner has applied will be sent to the registered email ID of the learner as given in the college records (it is the responsibility of the learner to update the contact details such as phone number and email ID in case of any change from the one registered earlier, in the college official records/forms). **Photo copies will not be sent by post or by courier.**

Photo copies of the answer books provided by the College are only for Grievance Redressal Mechanism and do not have any evidentiary value.

Any deviation from the above procedure by the learner in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the College. The decision of the College shall be final in this regard.

The application received from the learner for re-evaluation shall be placed before an external examiner for re-evaluation.

After following the process of re-evaluation under the Grievance Redressal, effect shall be given to the change in the original marks, if any on revaluation, as under:

(i) The marks obtained after revaluation shall be accepted, if the marks awarded to a paper of the specific course as a result of revaluation, **increase or decrease in revaluation by ten percent (10%)** or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the candidate in the paper shall be treated as null and void, and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the college, if the candidate gets benefit of passing the course / examination or change of grade in that paper or change in the overall result at the said examination with or without grace marks.

Notwithstanding what is contained in clause (i) where the difference between the marks originally obtained by the candidate in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty percent (20%) of the maximum marks assigned to that paper. **However, if the difference between the marks originally obtained by the candidate in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty percent (20%) of the maximum**





marks assigned to that paper, a second revaluation of the said answer book(s) need be done by a third examiner from the panel of examiners for the said course. In such an event, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

In case the learner who has originally obtained a pass grade, obtains a fail grade after the first re-evaluation, a second re-evaluation will be conducted by a third examiner. In such a case the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

The revised marks obtained by a candidate after re-evaluation, as accepted by the College shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the learner/s.

The examiner/s for re-evaluation will be appointed by the Chief Controller of Examinations in consultation with the Controller of Examinations, from the panel of examiners approved by the Board of Studies and accepted by the Academic Council in the respective area of specialization.

The marks awarded by examiner/s in re-evaluation shall be final and binding on the learner applicant and the original examiner.

The change of marks, if any, shall be communicated to the learner applicant and a revised 'Grade Card' shall be issued to him/ her only on surrendering the original grade card to the College office.

The whole process of redressal of grievances shall be completed within a period of 20 working days from the last date of receipt of application for redressal of grievances.

In any case, the photo copies of re-evaluated answerbooks shall not be provided to the learner/s.

The outcome of the revaluation process shall be final and binding on the learner.

XI) MERITORIOUS LEARNERS LIST

The top five percent (on the basis of ranks) of learners, of the respective batch who have successfully completed the programme will be awarded a 'Merit Certificate'. While preparing the Merit list in case more than one learner/s have the same rank in the top five percent, all of them will be awarded the Merit Certificate

The certificate will be awarded on the following criteria:

- i) The CGPA after successful completion of the program in which the learner is enrolled.
- ii) A learner having passed each semester at the first attempt.
- iii) No disciplinary action should have been taken against such a learner during the entire period of the programme.





XII. VALIDITY OF PROGRAMS

The learners should fulfil the requirements of the respective programmes as per the validity period given in the table below, including the academic break. **No readmission/ re-examination attempts will be granted after the validity period is over.** In case the validity period expires, the learner will have to seek admission, on merit basis, from the first year of the Program.

Sr. no.	Name of the Program	Duration of the Program (in years)	Maximum duration permissible for completion of the Program (in years)
1	Post Graduate Programs	2 years	4 years
2	Undergraduate Programs	3 years	6 years

These rules will come into effect for the learners who will keep their terms for the Academic year 2019-2020 and onwards for all batches, irrespective of the year of admission.

XIII) RULES AND PROCEDURES REGARDING UNFAIR MEANS RESORTED TO BY THE LEARNERS OR ANY OTHER PERSON CONNECTED WITH THE CONDUCT OF EXAMINATIONS

XIII. a) UNFAIR MEANS RESORTED TO BY THE LEARNERS / PERSONS INVOLVED IN THE EXAMINATION RELATED ACTIVITIES

1. On receipt of a report regarding use of unfair means by any learner at any Semester End examination including breach of any of the rules laid down by the College for proper conduct of examination, the Principal shall have the power at any given time to institute inquiry and to punish such learners involved in the adoption of unfair means or breach of the rules in accordance with the penalties mentioned in the table, Appendix A.

2. Competent Authority

The Principal of the College shall be the competent authority to take appropriate disciplinary action against the learners using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College.

3. Definitions-Unless the context otherwise requires:

(a) "Learner" means and includes a person who is enrolled as such by the College for receiving instructions qualifying for any degree, diploma or certificate awarded by the College/University. It includes ex-learner and learner registered as candidate (examinee) for any of the degree, diploma or certificate examination.





- (b) "Unfair means" includes one or more of the following acts or omissions on part of learner/s during the examination period:
- Possessing unfair means material and/ or copying there from
 - Possession of any form of electronic devices in the Examination hall
 - Transcribing any unauthorized material or any other use thereof
 - Intimidating or using obscene language or threatening or use of violence against the invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the Examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
 - Mutual/Mass copying
 - Smuggling out, either blank or written, or smuggling in of answerbooks as copying material.
 - Smuggling in blank or written answerbook and forging signature of the Junior Supervisor thereon.**
 - Interfering with or counterfeiting of College seal, or answerbooks or office stationery used in the examinations.**
 - Insertion of currency notes in the answerbook or attempting to bribe any of the persons connected with conduct of examinations or making a request to the examiner in the answerbook.**
 - Impersonation at the College examination.**
 - Revealing identity in any form in the answer written or in any other part of the answerbook by the learner at the College examination.**

Or any other similar act/s and/or omission/s which, may be considered as unfair means by the competent authority.

- (c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- (d) "Unfair means material" means and includes any material whatsoever, related to the course of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the learner (examinee) or on wood or other material, in any manner or in the form of a chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.





- (e) "Possession of unfair means material by a learner" means a learner having any unauthorized material on his/ her person or desk or chair or table or at any place within his/ her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) "Learner found in possession" means a learner, reported in writing, as having been found in possession of unfair means material by the Junior Supervisor, Senior Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the learner or by any other persons acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Senior Supervisor or Examination Convenor / Co- convenor or any other authorised person, to the Controller of Examinations/ Principal or any officer authorised in this behalf.
- (g) "Material related to the course of examination" means and includes, if the material is produced as evidence, any material certified as related to the course of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the course of the examination.
- (h) "Examination Convenor/ Jt. Convenor" means the person as designated for the College Examination & Evaluation Committee (EEC), where the concerned examination is being conducted.
4. During the examination, the examinees and other learners shall be under the disciplinary control of the EEC Convenor/ Jt.Convenor.
5. The EEC Convenor/ Co-convenor of the College shall, in the case of unfair means, follow the procedure as under:
- The learner shall be called upon to surrender to the EEC Convenor/ Co-convenor, the unfair means material found in his or her possession, if any, and his/her answer-book.
 - The signature of the learner concerned shall be obtained on the relevant materials, all written pages of the answer book with date and time and list thereon. The Senior Supervisor concerned and the EEC Convenor/Jt. Convenor shall also counter sign on all the relevant materials, all written pages of the answer book and documents with date and time in the report submitted by the Junior Supervisor.
 - The statement of the learner and his/her undertaking in the prescribed format (Appendix 4 & 5) and statement of the Junior Supervisor and Senior Supervisor concerned shall be recorded in writing by the EEC Convenor / Jt. Convenor in the format given in





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Appendix 3. If the learner refuses to make a statement or to give an undertaking, the Senior Supervisor concerned and EEC Convenor/ Co-convenor shall record the series of events accordingly under their signatures.

- (iv) In accordance with the report of the EEC Convenor/Jt. Convenor, the Chief Controller of Examination of the College shall take one or more of the following decisions depending upon seriousness/gravity of the case:
- In the case of impersonation or violence, expel the concerned learner from the examination and not allow him/ her to appear for the rest of the examinations.
 - Obtain an undertaking from the learner to the effect that the decision of the competent authority concerned in his/ her case shall be final and binding and allow him/her to continue with his/ her examination.
 - May report the case to the Police Station concerned as per the provisions of Maharashtra Act No. XXXI 1982, an Act to provide for preventing mal-practices at College, University, Board and other specified examinations.
 - Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked.
 - All the materials and list of materials mentioned in sub-clause (i) and the undertaking with the statement of the learner and that of the Junior Supervisor as mentioned in clause nos. (ii) and (iii) and the answer-book/s (old and new) shall be forwarded by the Examination Convenor, along with his/her report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected unfair means case".
 - In case of unfair means of oral type, the Junior Supervisor and the Senior Supervisor or the authorised person concerned shall record the facts in writing and shall report the same to the Controller of Examinations through the EEC Convenor / Jt. Convenor.

6. Procedure to be followed by the Examiner during Assessment

If the examiner, at the time of assessment of the answer book/s, suspects that there is prima-facie evidence that the learner/s whose answer-book/ s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/ her report, along-with the evidence, to the Controller of Examinations with his/ her opinion in a separate sealed and confidential envelope marked "Suspected unfair means case".

7. Case of unfair means having prima-facie evidence, as reported by the EEC Convenor/ Jt. Convenor, Examiners, Moderators or any other source shall be inquired into by the Unfair Means Inquiry Committee appointed by the Principal.





8. The examination results of the learner/s concerned involved in such cases shall be held in reserve till the final decision in the matter is taken and the concerned learner/s shall be informed accordingly.
9. Appointment of Unfair Means Inquiry Committee
- For the purpose of investigating unfair means resorted to by learners at the college examination, the Principal shall appoint a committee constituted as follows:
 - Vice Principal - for a tenure of three years(Chairperson)
 - Three senior teachers (other than the Vice Principals)
 - One Evaluation Expert to be nominated by the Governing Body, for a tenure of three years.
 - The Controller of Examinations shall be the Presenting officer of the said committee. The term of the committee shall be for three years commencing from June and the term of the members shall expire on the expiry of the said period of three years irrespective of the date on which a member has entered upon his office.
 - The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to competent authority concerned which will issue formal orders with regard to the penal action to be taken against the learner/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the implicated learner concerned in his/ her defence and that the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.
10. Procedure of the Committee should be as under:
- The Controller of Examinations shall inform the learner concerned in writing of the act of unfair means alleged to have been committed by him/ her, and shall ask him/ her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice not be imposed.
 - The learner may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with a written reply/ explanation to the show cause notice served on him/ her therein. The learner himself/ herself only shall present his/her case before the Committee.
 - The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the learner should be shown to him/ her by the Inquiry Committee, if the learner presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the learner.





- iv. Reasonable opportunity, including oral hearing, shall be given to the learner in his/ her defence before the Committee. The reply/explanation given by the learner to the show cause notice shall be considered by the Committee before making the final recommendation in the case.
- v. The Committee should follow the above procedure in the spirit of the principle of natural justice.
- vi. After serving a show cause notice, if the implicated learner fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the learner may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances if the learner concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence / documents, which shall be binding on the learner concerned.
- vii. The Committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted or otherwise.

1. Punishment

The Competent Authority concerned i.e. the Principal, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the learner benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose anyone or more of the following punishments on the learner/s found guilty of using unfair means:

- a) Annulment of performance of the learner in full (complete examination of the particular semester) in the examination he/she has appeared for.
- b) Debarring the learner from appearing for any examination of the College for a stipulated period not exceeding five years.
- c) Debarring the learner from taking admission for any course in the College for a stipulated period not exceeding five years.
- d) Cancellation of the College Scholarship/s or award/s or prize/s or medal/s etc. awarded to him/her in that examination.
- e) In addition to the above mentioned punishment, the competent authority may impose a fine on the learner declared guilty. If the learner concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a learner additional punishment / penalty as it may deem fit.
- f) As far as possible the quantum of punishment should be as prescribed (category- wise) in the table below as Appendix A
- g) The learner concerned must be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised to do so on his/her behalf.





Appendix A

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material	*Annulment of the performance of the learner at the College Examination in full. (This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 2 to 14 in addition to the one prescribed thereat.) Exclusion of the learner from the College Examinations concerned for one subsequent examination
2.	Possession of any copying material & actual copying from the material in possession	Exclusion of the learner from the College Examinations concerned for one subsequent examination
3.	Possession of another learner's answer book or supplementary sheet	Exclusion of both the learners from the College Examinations concerned for one subsequent examination * (BOTH THE LEARNERS)
4.	Possession of another learner's answer book or supplementary sheet and actual evidence copying from that	Exclusion of both the learners from the College Examination concerned for two subsequent examinations * (BOTH THE LEARNERS)
5.	Mutual/ Mass copying	Exclusion of all the learners from the College Examinations concerned for two subsequent examinations *
6.	Smuggling of answer books in or out as copying material	Exclusion of the learner from the College Examinations concerned for two subsequent examinations *
7.	Smuggling in of written answer book based on the question paper set at the examination	Exclusion of the learner from the College Examinations concerned for three subsequent examinations *
8.	Smuggling in of written answer book as copying material and forging the signature of the Junior supervisor on the same	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
9.	Attempt to forge the signature of the Junior supervisor on the answer book or the supplementary sheet	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
10.	Interfering with or counterfeiting of college seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
11.	Answerbook or supplementary sheet outside the examination hall or any other insertion in the answer book	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *





Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
12.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Exclusion of the learner from the College Examinations concerned for four subsequent examinations * (Note: This money shall be credited to the Learners Welfare Fund.)
13.	Using obscene language/ violent threats inside the examination hall by a learner at the College examination to room supervisor/ any other authority	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *
14.	Impersonation for a learner or impersonation by a learner in College or other examinations	Exclusion of the learner from the College Examinations concerned for five subsequent examinations * (both the learners if the impersonator is a college learner)
15.	Revealing the identity of the candidate in any form (name, roll number, learner number, religious invocation etc.) in the main answer book and/ or supplementary sheet, by the learner at the college examination.	Annulment of the performance of the learner at the College Examination in full.
16.	Anything found written on the body or on the clothes while in the examination	Annulment of the performance of the learner at the College Examination in full.
17.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication	Annulment of the performance of the learner at the College Examination in full.
18.	Any other malpractices not covered in the aforesaid categories.	Annulment of the performance of the learner at the College Examination in full and severe punishment depending upon the gravity of the offence.

Note :

The term “Annulment of Performance in full” includes performance of the learner at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat.

The term “Additional Examination” means, the immediate subsequent examination / re-examination scheduled by the college.

If on previous occasions, disciplinary action was taken against a learner for malpractice during examination, and he/she is caught again for malpractices used at the examinations, in this event, he/she shall be dealt with severely. Enhanced punishment can be imposed on such learners. This enhanced punishment may extend to double the punishment provided for the offence, that was committed at the second or subsequent examination.





Practical/Dissertation/Project Report Examination:

Learner involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

XIII) b) MALPRACTICES USED OR LAPSES COMMITTED BY ANY PAPER-SETTERS; EXAMINERS, MODERATORS, REFEREES, TEACHERS OR ANY OTHER PERSONS CONNECTED WITH THE CONDUCT OF EXAMINATION

(I) Competent Authority:

The Principal shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.

(II) Definition: Unless the context otherwise requires:

- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes personnel duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) Malpractice/ lapses include one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination: -
- Leakage of question/s or question papers set at the examination before the time of examination.
 - Examiner / Moderator intentionally awarding marks to learner in assessment of answer-books, dissertation or project work to which the learner is not entitled or not assigning marks to the learner to which the learner is entitled.
 - Paper-setter omitting question, Serial Number of question, repeating question or setting question outside the scope of the syllabus.
 - Examiner / Referee showing negligence in detecting malpractice used by learner/s.
 - Junior Supervisor, Senior Supervisor, Examination Convenor showing negligence / apathy in carrying out duties or aiding/ abetting/ allowing/ instigating learners to use malpractice/s.
 - Any other similar act/ s and or omission/ s which may be considered as malpractices or lapses by the competent authority.
- (c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of





unfair means, fraud or undue influence with a view to obtaining wrongful gain to him/ her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.

(III) Investigating Committee

The Committee appointed by the Principal to investigate unfair means resorted to by learner/s at the College examinations shall also investigate the cases of malpractices used and/ or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the College examinations.

(IV) Procedure for Investigation

- i. The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations and reported to the Principal shall be scrutinized by the Concerned Officer / In-charge of the Sub-Section/ Unit to which the case is primarily pertaining to at the Examination Section of the college, collect preliminary information to find out whether there is prima-facie case so as to fix the primary responsibility for framing a charge-sheet and then shall submit the same with his primary report to the competent authority concerned. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Investigating Committee for further investigation. The officer concerned of the Sub-Section/ Unit through whom the case has originated or the case is pertaining to, shall be the presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- ii. The competent Authority or the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing, of the act of malpractices used and/ or lapse committed by him/ her at the examination and shall ask him/ her to "show cause" as to why the charge/s levelled against him/ her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
- iii. The person concerned shall be asked to appear before the Investigating Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge levelled against him/ her therein. The person concerned himself / herself only shall present his/ her case before the Committee.





- iv. The documents that are being taken into consideration or to be relied upon for, the purpose of proving charge/s against the concerned person shall be shown to him/ her by the Inquiry Committee if he/she presents himself/ herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent.
- v. Reasonable opportunity, including oral hearing, shall be given to the person concerned in his/her defense before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- vi. The Committee should follow the above procedure in the spirit of principle of natural justice.
- vii. If the person concerned fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/ her defence. Even after offering these two chances, if the person concerned fails to appear before the committee, the Committee shall take decision in his/ her case in his/ her absentia on the basis of whatever evidences/documents which are available before it and the same shall be binding on the implicated person concerned.
- viii. The Committee shall submit its report to the competent authority concerned alongwith its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

(V) Punishment

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/ her from the charge/s and shall impose anyone or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:

- i. Disqualifying the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period.
- ii. Imposition of a fine. If the person concerned fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment / penalty as it may deem fit.
- iii. Referring his/her case to the disciplinary authorities concerned for taking such disciplinary action as deems fit as per the rules governing his/her service conditions.





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- iv. The competent authority or the Officer authorised in his/her behalf, shall inform the person concerned of the decision taken in his/her case and the punishments imposed on him/ her.
- v. An appeal may be made by the person within 30 days of imposition of the punishment, other than the punishment referred to in clause no. (iii) above, decision shall lie with the Chairman of the Governing Body and its decision in the appeal shall be final and binding.
- vi. The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Investigating Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/ Petitioner, if applied for in writing.
- vii. The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.
- viii. As far as possible the quantum of punishment should be prescribed category-wise, as hereunder as Appendix B: -

Action for malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of College Examinations.

Appendix B

Sr. No.	Nature of Malpractice/ Lapses	Punishment
1.	Paper-setter found responsible for leakage of the question paper set in the College examination/s whether intentionally or due to negligence before the time of examination.	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable
2.	Leakage of the question paper set in the College examination/s before the time of the examination at the College by any person/ s connected with the conduct of the examination.	Disciplinary action against the guilty/ responsible person/s as per the prevailing rules/by laws by the authorities concerned





3.	Favouring of a learner (examinee) by examiner, moderator, referee in assessment of answer-books/dissertation/project report/thesis by assigning the learner/examinee marks to which the learner is not entitled, at the College examination/s	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable
4.	Examiner, moderator, referee intentionally/negligently not assigning the learner in assessment of his/ her answer-books/ dissertation/ project report/ thesis, the marks to which the learner is entitled to at the College examination/s	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable
5.	Paper-setter omitting question/s at the time of finalization of question paper set at the examination or repeating the question/s or Serial Number of questions	Disqualification from any examination work for a period of three years
6	Paper-setter setting the questions outside the scope of the syllabus	Disqualification from any examination work for a period of three years
7	While assessing the answer-book/s examiner shows negligence in detecting malpractices used by the learner/s.	As decided by the authorities of the College
8	Guiding teacher shows negligence in supervision of dissertation/ project work (e.g. use of manipulated data by a learner)	As decided by the authorities of the College
9	Senior Supervisor/ Chief Conductor showing any apathy in carrying out duties related to examinations (e.g. not taking rounds of the examination hall at the time of examinations or opening the packet of question paper before prescribed time)	As decided by the authorities of the College
10	Supervisor helping learner/s in copying answers while in the examination hall or showing negligence in reporting cases of copying answers by learners when on supervision duty.	Disqualification from any examination work for a period of three years + disciplinary action by concerned authorities as per the rules applicable if he/ she is an employee of the college





11	Supervisor helping learner/s in mass copying while on examination duty	Permanent disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable if he/ she is an employee of the college concerned
12	Examiner showing negligence intentionally or unintentionally, and assigning / submitting the incorrect marks (Internal Continuous Assessment / End semester examinations / practicals / projects etc.) for result processing	
13	Any other malpractices not covered in the aforesaid categories.	

ix. The competent authority, in addition to the above mentioned punishment, may impose a fine on the person concerned if declared guilty.

x. The competent authority may report the case of the implicated person concerned to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982.

Any breach of the requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and shall be dealt with, under Disciplinary procedure of Mithibai College. Severe penalty shall be imposed on the learners / examiners/ supervisors or any other person who are found to be involved in the adoption of unfair means in the examinations.

The above mentioned rules and regulations are subject to change from time to time as per decision of competent authorities of Mithibai College (Autonomous).

These rules will come into effect for the learners who will keep their terms for the Academic year 2019-2020 and onwards for all batches, irrespective of the year of admission.

PART B

M.Phil. / Ph.D. GUIDELINES

I) RULES FOR AWARD OF M.PHIL. / Ph.D. DEGREE

University Grants Commission has issued a notification for Minimum Standards and Procedure, for the award of M.Phil. /Ph.D. degrees on 5th May 2016, and subsequent notification has been issued in the Gazette of India on July 5, 2016, in supersession of the earlier





UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulation 2009, applicable to all the Universities in India from the date of their publication in the Gazette of India. SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics (Autonomous) has adopted Minimum Standards and Procedure for Award of M.Phil. /Ph.D. which is notified hereunder.

Academic Council meeting held on 30th October, 2018 vide Item No. 7.7.2 considered and adopted the following rules for M.Phil./Ph.D. programme of the College.

These rules shall be applicable to SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics (Autonomous)

1. The provisions of these rules shall be applicable to the candidates admitted after the date of the issue of these rules,
 - Provided that the candidates admitted prior to the date of these Rules, but after 5th July 2016, shall be governed by the provision of the UGC regulations 5th July 2016.
 - Provided further that the candidate admitted after 11th July 2009 but prior to 5th July 2016, shall be governed by UGC Regulations 11th July 2009.
 - Provided further that the candidates admitted prior to 11th July 2009 shall be governed by provisions of the relevant rules and regulations prevailing at the time.
2. These rules shall come into force immediately from academic year 2019-20.
3. In these Directives, unless the context otherwise requires:
 - a) "*The Act*" means the Maharashtra Public University Act 2016;
 - b) "*Admission*" means the admission taken at SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics (Autonomous) by completing the formalities and paying the prescribed fee;
 - c) "*Candidate*" means a person seeking admission to the M.Phil./Ph.D. programmes and also a person registered for a Ph.D. programme and working for the degree as the case may be;
 - d) "*College*" means SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics (Autonomous);
 - e) "*Head of Centre*" means Head of the Department where the M.Phil./ Ph.D. programme is conducted;
 - f) "*PET*" means Pre-Entrance Test conducted for admission to the M.Phil./Ph.D. programmes of the college;
 - g) "*Principal*" means Head of the college;
 - h) "*Recognised*" means recognised by appropriate Statutory Regulatory Authority;
 - i) "*Research Centre*" means the Department of the College which is recognised by the University to conduct the M.Phil./Ph.D. programme/s;





- j) “*Research and Recognition Committee*” or RRC means Research and Recognition Committee of the College;
- k) “*Research Guide*” or “*Guide*” means the person recognised by the University for guiding learners for M.Phil./ Ph.D. programme of the college;
- l) “University” means the University of Mumbai;
- m) “UoM” means the University of Mumbai;
- n) “UGC” means the University Grants Commission, New Delhi.

4. Eligibility Criteria for admission to the M.Phil. program:

Subject to the conditions stipulated in these rules, the following persons are eligible to seek admission to the M.Phil. programme:

- a. A candidate seeking admission to the M.Phil. programme shall have a Master’s degree or a professional degree equivalent to the Master’s degree by the corresponding statutory regulatory body, with at least 55% marks aggregate or its equivalent Grade ‘B’ in the UGC 7 or 10-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognised or authorised by an authority established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- b. Relaxation of 5% of marks, from 55% to 50% or an equivalent relaxation of grade, shall be allowed for those belonging to reserved categories/differently abled and other categories of candidates as per the policies of the Government of Maharashtra prescribed from time to time or for those who had obtained their Master’s degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

5. Eligibility criteria for admission to the Ph.D. program:

Subject to the conditions stipulated in these rules, the following persons are eligible to seek admission to the Ph.D. programme:

A candidate holding a Master’s Degree and satisfying the criteria stipulated under Clause 4 above

OR





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A person who is registered for M. Phil. at the college and whose M.Phil. Dissertation has been evaluated and the *viva voce* is pending, may be admitted to the Ph.D. programme in the same department at the college.

OR

A candidate possessing a Degree considered equivalent to M.Phil. Degree of an Indian institution or from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognised or authorised by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

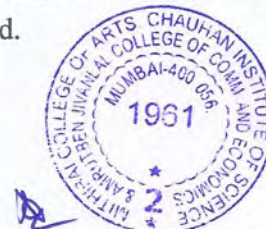
OR

A candidate possessing Ph.D. Degree of University of Mumbai or any other recognised university, as per the guidelines of the UGC from time to time, in a given course and wants to pursue Ph.D. in the same or other course.

6. Duration of the programme:

- a. M.Phil. programme shall be of a minimum duration of two consecutive semesters/one year and a maximum of four consecutive semesters/two years.
- b. Ph.D. programme shall be for a period from the date of admission to the program to the date of submission of thesis for the degree.
- c. Ph.D. programme shall be of a minimum duration of three years and a maximum of six years from the date of admission including course work;
provided that the candidate has spent at least one year after registration;
provided further that the minimum period shall be two years from the date of admission for candidates who have pursued Ph.D. after Master's degree by research and registers for Ph.D. in the same course;
- d. Extension up to a maximum period of four semester/two years for Ph.D. shall be given by the Research and Recognition Committee (RRC) concerned, on the recommendation of the guide and the respective Research Advisory Committee (RAC). The candidate concerned shall submit the application in the prescribed format for extension through his/her Research Guide and the Head of the Department, three months prior to the expiry of the registration period. Further extension to the Ph.D. tenure, for not more than two years, may be granted only by the Principal on a case to case basis.

Provided that no candidate shall be permitted to extend the duration of the Ph.D. programme beyond TEN years from the date of admission and after this period the registration of the candidate shall be deemed to have ceased.





- e. Women candidates and persons with disability (more than 40% disability) may be allowed an additional relaxation of one year for M.Phil. and two years for Ph.D. in the maximum duration. In addition, women candidates may be provided Maternity Leave once in the entire duration of M.Phil./Ph.D. for up to 240 days.
- 7. Procedure for admission to M.Phil./Ph.D. Programs:**
- All admissions for M.Phil./Ph.D. programs shall be through a **Pre-Entrance Test (PET)** conducted by the college and interviews conducted by the Department.
 - The College shall notify on an annual basis a predetermined and manageable number of vacant seats of M.Phil./Ph.D., depending on the number of available research guides, prescribed quota at the departments, and academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio.
 - The College shall notify well in advance on its website and through advertisement at national level. The details notified on the website shall include the number of seats vacant, course/discipline-wise distribution of vacant seats, criteria for admission, procedure for admission, examination centre where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.
 - The admissions shall be based on the criteria notified by the College, keeping in view the guidelines/norms in this regards issued by the UGC and other statutory bodies concerned.
- 8. Pre-Entrance Test (PET):**
- The PET shall be conducted course-wise for pre-declared courses, jointly for M.Phil. and Ph.D. admissions. The details of the test such as syllabus format, day and date, venue and time etc., shall be declared by the college well in advance. The syllabus for PET shall be, 50% based on research methodology and the remaining 50% shall be course specific.
 - The College may conduct the PET only for the courses where there are vacancies to be filled.
 - The PET should be conducted by the College normally within three months of the date of beginning of the academic year.
 - The validity of the PET result for taking admission for M.Phil./Ph.D. programme shall be for three years from the declaration of the respective result.
 - The candidate seeking admission to a Ph.D. programme in a course other than the course in which he/she has obtained Master's degree shall take the PET in the course in which he/she has obtained Master's degree and clear an **Aptitude Test** in the course in which he/she is seeking admission, specially designed and conducted by the college where he/she is seeking admission. Provided that both the courses are from the same faculty.





- f. For the candidate seeking admission to a Ph.D. programme in a course of a faculty other than the faculty in which he/she has obtained the Master's degree, the rules of change in faculty shall be applicable.
- g. The PET shall be conducted in online mode in controlled environment and the candidates will not be allowed to take the test from a location other than the college.

9. Exemption from PET:

The following candidates shall be exempted from PET:

- a. Candidates who have qualified UGC-NET/UGC-CSIR NET/SLET/GATE/INSPIRE and any other JRF holders of the apex bodies like CSIR/ ICAR/ ICMR/ DBT/ DST/ ICSSR.
- b. Candidates who have passed M.Phil. Programme of UoM or any other recognised University/Institution, provided the M.Phil. is as per UGC guidelines.
- c. Ph.D. degree holder of University of Mumbai or any other recognised University who desires to pursue Ph.D. at this College.

10. The Structure of PET:

- a. The PET shall be of Multiple Choice Questions (MCQ) and of 100 marks.
- b. The PET shall consist of 100 MCQs of one mark each.
- c. The test shall comprise two papers; Paper-I shall be on Research Methodology, research aptitude, logical reasoning, comprehension, communication and general knowledge. Paper-II shall be course-specific and the examination of this section shall be based on the respective Master's syllabus of UoM/College.
- d. Each paper will have 50 questions and the **qualifying marks** shall be a minimum of 50% marks in each of the papers, viz. Paper-I & Paper-II.
- e. Relaxation of 5% of marks, from minimum 50% to minimum 45%, in each of the papers, viz. Paper-I & Paper-II shall be allowed for those belonging to reserved categories/differently abled and other categories of candidates as per policies of the Government of Maharashtra, prescribed from time to time.
- f. Online PET certificates shall be issued by the College.
- g. No request for Revaluation and/or Photocopy shall be entertained.

11. Interviews for admission to M.Phil./Ph.D. programme:

- a. Interviews of the candidates who have cleared PET shall be organised by the College.
- b. The Principal of the college shall constitute M.Phil./Ph.D. interview Committees course-wise. The constitution of the Interview Committees shall be as follows:

The Committee shall comprise

- i. The Principal as the Chairperson;





- ii. One or two subject experts from outside, who are Ph.D. holders in the discipline and not below the rank of Associate Professor;
- iii. The recognised guide in the department.
- c. The interview shall be conducted at the respective Department and the following aspects shall be considered during the interview:
 - i. Whether the candidate has basic knowledge of the chosen area;
 - ii. Whether the candidate possesses the competence for the proposed research;
 - iii. Whether the research work can be suitably undertaken at the college;
 - iv. Whether the proposed area of research can contribute to new/additional knowledge.
- d. The Head of the Department shall submit the report of the committee to the Principal within a period of not more than 30 days from the date of completion of the interviews.
- e. The college shall publish the lists of candidates selected for admission and submit the same to the University for information, within a period of 30 days of registration of the candidate.
- f. The College shall maintain the list of all the M.Phil./Ph.D. registered learners on its website on a yearly basis. The list shall include the names of the registered candidate, topic of his/her research, name of his/her guide/co-guide, date of enrolment/registration.

12. Allocation of Research Guides:

- a. The recognitions of teachers to guide M.Phil./Ph.D. shall be approved by the University of Mumbai.
- b. The allocation of Research Guide for a selected research learner shall be decided by the Principal, depending on the number of learners per Research Guide, the available specialisation among the Guides, research interests of the learners as indicated by them at the interviews, and the facilities available.
- c. In case of a topic which is inter-disciplinary in nature, where the Research Guide and the Head of Department feel that the expertise in the Centre has to be supplemented from outside, the Principal may appoint a Co-Guide from outside the College; provided that the terms and conditions as may be specified are agreed upon by the consenting centre.
- d. At any given time, a Professor cannot guide more than three M.Phil. and eight Ph.D. learners; an Associate Professor cannot guide more than two M.Phil. and six Ph.D. learners and an Assistant Professor cannot guide more than one M.Phil. and four Ph.D. Scholars.
- e. In case of relocation of an M.Phil./Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other conditions in these regulations are





followed and spirit and the research work does not pertain to the project secured by the college/Research Guide from any funding agency. The learner will however give due credit to the parent Research Guide and the College for the part of research already done.

13. Admission:

The selected learner shall complete the formalities of admission at the college by paying the prescribed fees.

14. Research Advisory Committee (RAC) for Ph.D. learners:

- a. There shall be a Research Advisory Committee (RAC) for each Ph.D. learner, which shall be constituted by the Head of the Department immediately after the admission of the candidate.
- b. The RAC has the following composition: -
 - i. Head of the Department or his/her nominee will be the Chairperson, provided that the Head is a Ph.D. and provided further that if the Head is not a Ph.D. the Principal shall appoint a Senior teacher from the department holding Ph.D. degree and as per seniority in the department;
 - ii. Research Guide will be the Convenor;
 - iii. One or two outside experts from the same field who will be nominated by the Principal, provided that the experts are Ph.D. in the same or related areas and senior/s in teaching (Associate Professor)/research.
- c. The candidate shall submit a six-monthly progress report of his/her work to the RAC through his/her Guide and also make a presentation before the committee about his/her research work once in six months.
- d. The Research Advisory Committee shall have the following Responsibilities.
 - i. To review the research proposal and finalize the topic of research.
 - ii. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to complete.
 - iii. To periodically review and assist in the progress of the research work of the research scholar.
- e. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six months' progress report shall be submitted by the RAC to the Principal, with a copy to the research learner.
- f. In case of any suggestions given by the Research Advisory Committee for improvement of the work the candidate should make the changes accordingly.





- g. In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the learner fails to implement these, the RAC may recommend to the department with specific reasons, cancellation of the registration of the research learner. The department in turn recommends the same to the Principal. The Principal will communicate the decision to the research learner.

15. Topic Approval:

- a. The candidate in consultation with the Research Guide and RAC shall decide the topic of research and shall write a suitable research proposal in the format prescribed. The candidate shall submit along with the application, eight copies of his/her research proposal.
- b. The research proposal shall be placed before the respective Research and Recognition Committee (RRC).
- c. The RRC shall consider the topic of research and research proposal and if satisfied shall give approval to the topic of research and research proposal.
- d. The RRC may suggest minor changes to the title and the proposal if it deems fit. Such changes will be made by the learner in consultation with the Guide and the RAC and the same shall be conveyed to the RRC.
- e. If the RRC rejects the topic and the proposal the learner shall consult the RAC and the Guide and can send a fresh proposal/title after three months but within one year.
- f. The registered learner shall not be allowed to register simultaneously for any other degree course.
- g. The registration is deemed to be confirmed once the topic and the proposal are approved by the RRC.
- h. If the candidate desires to modify the title and/or the proposed plan of the research, he/she shall apply at least six months before the date of submission of synopsis. The RRC concerned may approve such changes on the basis of recommendation of the RAC, Research Guide and the Head of the Research Centre.

16. Registration of the Ph.D. candidate:

The candidate shall apply to the Principal, in the prescribed format for registration along with the prescribed registration fee. The Principal shall communicate to the candidate the registration date along with the title approved by RRC.

17. Course Work for Ph.D.:

Credit Requirements duration, syllabus, minimum standards for completion, etc. for Ph.D. Programme shall be as under:

- a. Ph.D. course work shall be of 12 credits;





- b. The course work shall be treated as a prerequisite for Ph.D;
- c. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, qualitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advance level courses preparing the learner for the degree.
- d. All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, and instructional and assessment methods. They shall be duly approved by the respective Board of Studies.
- e. The courses shall be arranged in a formal way by the College. Record of attendance of the learner shall be kept. If the candidate has attendance less than that prescribed by the College, it will make the course null and void for the candidate.
- f. The Department where the learner pursues research shall prescribe the courses relevant to the learner based on the recommendation of the RAC.
- g. The course work may be completed either at the College or premier institutions such as IIT, HBNI, BARC, TISS, ICSSR, TIFR, IIM, provided it is conducted in a formal way.
- h. All the learners admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the department during the initial one or two semesters.
- i. The candidates already holding M.Phil. degree and admitted to the Ph.D. Programme or those who have already completed the course work in M.Phil. and have been permitted to proceed to Ph.D. in an integrated programme may be exempted by the Department from the Ph.D. course work. All the other learners admitted to the Ph.D. programme shall be required to complete the course work conducted by the College.
- j. The grades in the course work, including research methodology courses shall be finalized after a combined assessment by the RAC and the Department, and the final grades shall be communicated to the Head of the Centre and to the Principal.
- k. An M.Phil./Ph.D. learner has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the synopsis of dissertation/thesis.

18. Evaluation and Assessment Methods, minimum standards /credits for award of the degree etc.:

- a) Upon satisfactory completion of course work, and obtaining a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale, the scholar shall be required to undertake research work and produce a draft dissertation/thesis before completion of two years from the date of registration for M.Phil. and six years for the Ph.D. learner.





Women candidates and persons with disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil. and two years for Ph.D. in the maximum duration.

- b) **Colloquium:** At least three months prior to the submission of the dissertation/thesis, the learner shall make a presentation (Colloquium) before the Research Advisory Committee, which shall also be open to all faculty members and other research learners. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the RAC.
- c) **Synopsis:** The candidate shall submit to the College ten copies of the synopsis of his/her thesis through his/her Research guide at least two months before submission of thesis. In no case shall the candidate submit the thesis after six months of submission of synopsis. The format of the thesis shall be as prescribed (Annexure - 1).
- d) **Research Publications:** M.Phil. Scholars shall present at least one research paper in a conference/seminar and Ph.D. scholars shall publish at least one research paper in a refereed and cited journal/UGC approved journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reports/ acceptance letter from the publisher/editor.
- e) Before submission of M.Phil./Ph.D. dissertation/thesis, every candidate shall fulfil the requirements prescribed with respect to detection of plagiarism and will not indulge in any other form of academic dishonesty (Annexure-2). While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research learner and a certificate from the Research Guide attesting to the originality of the work, vouching that there is no plagiarism and any other academic dishonesty and that the work has not been submitted for the award of any other degree/diploma of the same University or to any other University.
- f) **Appointment of referees for M.Phil./Ph.D. thesis:**
Appointment of referees is as per Annexure-3.
- g) **Submission of thesis:**
- i) The thesis/dissertation shall be submitted in the prescribed format in spiral bound form and printing on both sides of a paper, along with a soft copy (CD). Soft copy shall have individual chapter wise files.
- ii) The Ph.D. candidate shall submit three copies of his/her thesis. The M.Phil. candidate shall submit two copies of his/her thesis.
- h) **Evaluation of Dissertation /Thesis:**
- i) The M.Phil. dissertation submitted by a research learner shall be evaluated by his/her Research Guide and one external examiner.





- ii) The Ph.D. thesis submitted by a research scholar shall be evaluated by his Research Guide and two external examiners.
- i) **Viva voce:**
- i) The *viva voce* of M.Phil./Ph.D. candidates shall be in the form of Open Defence of the thesis.
 - ii) The *viva voce* of the research learner to defend the M.Phil. dissertation shall be conducted only if the evaluation report of the external examiners is satisfactory and includes a specific recommendation for conducting the *viva voce*.
 - iii) The *viva voce* of the research learner to defend the Ph.D. thesis shall be conducted only if the evaluation reports of the two external examiners is satisfactory and include a specific recommendation for conducting the *viva voce*.
 - iv) The *viva voce* shall be conducted by (i) the guide and the external examiner in the case of M.Phil. dissertation/thesis and (ii) the *viva voce* committee in the case of Ph.D. thesis. The Ph.D. *viva voce* committee shall be constituted by the college and shall consist of the following.
 - 1) The Principal or his/her nominee (not below the rank of Associate Professor) as Chairperson
 - 2) The Research Guide as convenor
 - 3) The External Examiner who is appointed to conduct the *viva voce*
 - 4) One Professor/Associate Professor from any department other than the department concerned.
 - i) The *viva voce* shall be open to the members of the RAC, all faculty members of the department concerned, other research scholars and other interested experts/researchers.
 - ii) The *viva voce* shall include a brief presentation by the candidate with respect to the research work done and the candidate should be tested for his/her knowledge in the research / course area concerned and on the critiques given in the evaluation reports.
 - iii) If the evaluation report of the external examiner in case of M.Phil. dissertation or one of the evaluation reports of the external examiners in case of Ph.D. thesis, is unsatisfactory and does not recommend *viva voce*, the dissertation/thesis shall be sent to subsequent external examiner out of the approved list of examiners and the *viva voce* shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the research learner shall be declared ineligible for the award of the degree.





- iv) The day, date, time and place for the *viva voce* shall be notified by the Head of the Department at least eight days in advance.
- v) When the Head of the Department/the Principal himself/herself is the Guide for the Ph.D. learner, the *viva voce* committee shall be appointed by the Principal/Chairman of the governing Body.
- vi) In case of dispute, the Principal/the Chairman of Governing Body shall take an appropriate decision.
- vii) If neither of the external examiners is able to be present at the time of the *viva voce*, the Principal on the recommendation of the Research Guide and the Chairman, Governing Body may appoint a senior Research Guide to act as an external examiner for the *viva voce*.
- viii) In case the Research Guide concerned is not available for the *viva voce*, the Principal on the recommendation of the Head of the Department may appoint one of the senior Research Guides as examiner.
- ix) The *viva voce* committee shall evaluate the performance of the candidate and make a consolidated report signed by all the members along with the reply given to the queries raised by the external examiners and submit it to the College. This report signed by all the members of the committee shall be included in the thesis at the beginning. Further, along with the report, a list of the persons attending the open defence (attendance sheet) shall also be submitted to the College. The College shall recommend to the University to award Ph.D. degree to the research scholar.
- x) In case the *viva voce* is not satisfactory, the examiners may unanimously recommend with reasons that a fresh *viva voce* be organized within a period of not less than one month. If the defence is still not satisfactory, the panel should record the reasons for the same. The Committee may recommend the resubmission of the thesis with suggested changes or recommend the rejection of the thesis.

j) Provisional Certificate:

On the recommendation of the College, prior to the actual award of the degree, the University shall issue a Provisional Certificate to the effect that the degree has been awarded from the date of the *viva voce*, in accordance with the provisions of the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.

k) Depository with INFLIBNET:

Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil./ Ph.D. degrees, the CD of M.Phil.





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dissertation/Ph.D. thesis, along with the hard bound copy of the dissertation/thesis in the prescribed format, shall be sent to the College and the University Library. After receiving the CD of the thesis in the format suggested, the Library shall prepare metadata of the dissertation and shall then submit an Electronic copy of the M.Phil. dissertation/Ph.D. thesis to INFLIBNET, along with the learner's approval form (Annexure-4), for hosting of the same so as to make it accessible to all institutions/colleges.

These Rules shall come into force with immediate effect i.e. from the date of circulation and shall remain in force till the amendments in new Rules and Regulations are formulated.

These rules will come into effect for the learners who will keep their terms for the Academic year 2019-2020 and onwards for all batches, irrespective of the year of admission.

Prof. Krutika B Desai
Principal

Principal
SVKM's MITHIBAI COLLEGE OF ARTS,
CHAUHAN INSTITUTE OF SCIENCE &
A.J. COLLEGE OF COM. & ECONOMICS
(AUTONOMOUS)
VILE-PARLE (WEST), MUMBAI - 400 056.
NAAC REACCREDITED 'A' GRADE, CGPA : 3.57





Policy No: 10/ 34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

Policy Name: POLICY FOR FINANCIAL ASSISTANCE TO TEACHERS

OBJECTIVES

- To enrich the academic credentials of teachers
- To encourage the teaching and non-teaching members to attend conferences, workshops and seminars to keep themselves abreast with the developments in the field
- To encourage research and presentation of research papers in conferences, seminars and symposium
- To support the teachers to participate in Orientation courses, Refresher courses, MDPs and FDPs for career advancement

GUIDELINES

Three categories under which financial support can be provided is to promote

- Teaching Learning and related activities
- Research and related academic activities
- Co-curricular, Extracurricular and
- Professional development Activities

POLICY

1) Duty leave will be provided as per UGC guidelines. The duration of leave shall be such as may be considered necessary by the Sanctioning Authority on each occasion.

2) Financial aid will be provided for payment of registration fees, travel, membership to professional bodies and seed money for research (as per research policy)

3) Teaching and non-teaching employees shall be eligible for financial support under the following conditions:

- Financial assistance to attend seminars, FDPs, and conferences in order to enhance their intellectual capacities
- Financial support will be offered, and all are encouraged to participate in workshops, trainings, MDP's and FDPs and refresher programmes.
- Support to participate in international conferences, will be provided to the faculty members who are presenting high quality research work.
- After probation, faculty members are encouraged to apply for UGC grants and other funding bodies with the agreement of the Principal.

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PATTERN OF ASSISTANCE

Each eligible teacher is entitled to a grant of Rs 20,000 per annum to spend on these activities. In case, the amount is not sufficient, the applicant can seek funds from other sources. Admissible expenditure will cover economy class Train fare by the shortest route; Railway Station tax, registration fees; and daily allowance as per rule. Late registration fee will not be reimbursed. TADA will be admissible as per the rule. If the lodging and boarding charges are included in the registration fee, DA shall be regulated accordingly. This will apply to both categories of travel.

APPLICATION PROCEDURE

Employees shall apply in the prescribed format before sealing the proposal. The proposal with need to be forwarded by the respective Head of Department and the Vice-Principal and thereafter presented to the Principal and Management (if required). The Principal's decision is binding and final. The institute will not be responsible for the increase in costs due to delays.

MONITORING THE OUTCOME

The faculty should submit a detailed report along with the bills within five working days of returning from the event.

K Desai

Prof. Krutika B Desai

Principal

Principal

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(AUTONOMOUS)
VILE-PARLE (WEST), MUMBAI - 400 056.
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Policy No: 11/34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

Policy Name: POLICY FOR GENDER EQUITY

OBJECTIVES:

This policy has been formulated with the following objectives -

- To create an environment conducive for the developing appreciation and respect of other gender amongst the students
- To provide equal opportunities for all stake holders irrespective of the gender

POLICY:

- The college will provide equal opportunities of admission to learners of genders based on merit.
- The college will be an organization providing equal opportunities of employment to all genders during appointment of teachers and non-teaching staff.
- For sensitizing all stakeholders on gender-based issues the colleges Women's Development Cell will organize seminars / webinar's/ workshops to provide a platform for interacting with experts.
- The college holds a zero tolerance policy to incidents of verbal /physical / emotional / sexual harassment.
- The college recommends to all Board of Studies to incorporate in the syllabus topics to sensitize the learners on the Sustainable Development goal no. 5 on gender equality.
- All evaluations viz. curricular as well as co and extra-curricular need to be unbiased with respect to even gender. Any grievance on same should be reported to Internal Complaints Committee.
- Gender related grievances from students, teachers as well as non-teaching staff should be submitted to the Internal Complaints Committee and the ICC will work in accordance with UGC guidelines (Gazette No F. 91-1/ 2013 (TFGS) and UGC Guidelines 2016)
- The college will provide dedicated infrastructure to women stake holders for relaxation.
- Gender audit shall be regularly conducted by Women's Development Cell and the report submitted to college.

K Desai

Prof. Krutika B Desai

Principal

Principal

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Policy No: 12/ 34

Date of issue: 6/2021

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Document Owner: Principal

Policy Name: POLICY FOR GREEN CAMPUS, ENVIRONMENT AND ENERGY

The college is committed to abiding by Sustainable Development Goals and to managing energy to minimize its impact on the environment. We work towards maximizing energy efficiency and creating increased awareness about the environment.

The green campus, environment and energy policy is binding on all stakeholders and the various activities undertaken by the institution. Within the constraints of the institute being situated in the prime area of Mumbai, we envisage to incorporate in our daily activities, being energy efficient and aware of the environment. This policy is guided towards helping the stakeholders realize their responsibilities and commitment to conserving Mother Earth and her resources.

SCOPE OF THE POLICY

The policies intend to direct college activities to create environmental awareness, undertake green initiatives, and save energy.

The focus areas of this policy are:

- Clean Campus
- Green Campus
- Landscaping Initiatives
- Smoking Free Campus
- Energy efficient campus
- Campus with waste management
- Environment-centric student activities

OBJECTIVES OF THE POLICY

- To work in collaboration with the local community as well as all stakeholders to promote awareness and adoption of healthy environmental practices and to curb adversity to the environment.
- To adopt as well as propagate the judicious use of resources and their conservation, to meet the needs of the current and future generations.
- To propagate the efficient use of resources, such as energy and water, and to reduce its wastage.
- To integrate outreach activities centred on spreading awareness of environmental concerns





- To minimise the amount of waste generated, and to adopt methods for recycling waste where possible.
- To make the campus plastic-free
- To conduct environmental and energy audits
- To minimize the use of paper in administration through E-governance.

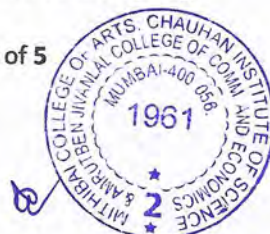
CLEAN CAMPUS AND BEYOND INITIATIVES

In accordance with the National mission 'Swachh Bharat Abhiyan', the college is committed to coordinating cleanliness activities in the college as well as beyond the campus. The vision of the college for this programme is –

- 1) To proactively generate mass awareness about hygiene and cleanliness amongst students teachers and staff members
- 2) All the community work conducted by NSS, NCC and department activities will be motivated to conduct activities in this area
- 3) As per Central / State Government directives received from time to time activities under 'Swachh Bharat Abhiyan' will be conducted, besides ones conducted by other student associations/committees/departments.
- 4) The college will promote the organisation of events such as essay writing, poster competitions, slogan competitions, skits, skits and other similar activities under the initiatives.
- 5) The college has been conducting and will promote activities like beach cleaning after Ganpati immersion, and the collection of National flags after Independence / Republic Day, to create mass awareness.
- 6) On an annual basis, a pledge to maintain cleanliness will be administered to students, teachers and staff members.
- 7) Commit to and further promote the concept of 5Rs - Refuse, Reduce, Reuse, Repurpose, and Recycle, amongst students, teachers and staff.

LANDSCAPING INITIATIVES

The college is strategically located through prime limits of the business centre of the country. A major constraint thus is an expansion of the campus to create more free and green spaces. Within the limitation of horizontal growth, the college is using its vertical space to create a landscape which is a visual representation of the commitment of the college community towards sustainability and enhancing the aesthetics of the college.





The college commits to

- 1) Enriching a healthy habitat by maintaining the symbiotic relation between nature and college through a plantation of medicinally useful plants at 'Satva Vatika'.
- 2) Organizing as part of Nature Club, NSS, NCC and other student communities tree plantation drives in nearby areas
- 3) Creating green patches in the college adjacent to the college boundary
- 4) Facilitating a green wall within the campus

CLEAN AIR INITIATIVES

The college campus is situated in the heart of Mumbai suburb-Vile Parle (West), 3 km from the airport. With the limitation of not having an extended campus, the college -

- 1) Promotes the use of public transport by students, teachers and staff
- 2) Encourages vehicle-pooling to reduce air pollution and also strengthen peer-to-peer bonding.
- 3) The parking of automobiles within the SVKM campus is restricted to discourage the use of private vehicles.

SMOKING FREE CAMPUS

As per the National Tobacco Control Programme (NTCP) 2007-2008 guidelines, the college prohibits smoking and the use of other tobacco products.

PLASTIC-FREE CAMPUS

- 1) The college has adopted a ban on the use of single-use plastic in line with Government directives
- 2) Awareness is created of the hazardous impact of plastic and microplastic use

INFRASTRUCTURAL INITIATIVES

A. Energy Saving and Energy Efficient Equipment

The college is committed to

- i) Use of energy-saving LED lights
- ii) Install environment-friendly electrical appliances that are energy savers and also reduce wasteful inefficiencies.
- iii) Install energy-conserving sensors

B. Renewable Sources of Energy

The college is committed to

- i) Install non-renewable resources of energy such as solar panels





- ii) Minimize and manage its electricity consumption sustainably by creating awareness
- i) Install non-renewable resources of energy such as solar panels
- ii) Minimize and manage its electricity consumption sustainably by creating awareness amongst its stakeholders to switch off appliances when not in use.

C. Water Conservation and Recycling

Understanding the water crisis Mumbai faces due to limited natural sources of potable water, the college has put in efforts as

- i) Encourage all stakeholders to judiciously use water according to their need
 - ii) Replenish the groundwater table through rainwater harvesting.
 - iii) Recycle water for watering plants on the campus/use in wash-rooms
 - iv) Recycle water wasted during distillation to be used for useful purposes
 - v) Maintenance to avoid water leakage from taps to ensure no water wastage
 - vi) Conduct regular cleaning and checks to ensure the quality, preservation and treatment of water tanks
 - vii) Water purifiers on the campus are regularly cleaned to maintain hygienic conditions.
- Students, staff and teachers are sensitized on healthy water usage methods to



D. Waste Management Processes – USE VERBS

The college promulgates to reduce and manage waste generated to conserve the environment.

The following initiatives are promoted by the college

1) Solid Waste Management

- Promote and practice the 5R's - Refuse, Reduce, Reuse, Repurpose, and Recycle
- Paper waste is provided to scrap dealers for recycling.
- Printing of content is promoted to be done if essential. Further use of paper printed on one side is used for further printing
- Reduce the use of paper by adopting e-Governance.
- Encourage intra-communication between students, teachers, staff and administrators through Outlook 365
- Promoting the use of biodegradable products.
- Creating awareness through seminars/events/workshops on solid waste management.

2) Chemical Waste Management

- Protocols for practicals have been revised to minimise the amount of use of chemicals and simultaneously the amount of chemical waste produced during practicals.
- Recycling strategies are adopted whenever possible in the laboratories.
- Waste from laboratories involving the use of microbial/fungal cultures is autoclaved/ treated, before disposal.
- Hazardous chemicals, if need to be disposed are treated and diluted before disposing.

3) E-Waste Management

In process of reducing solid waste and the use of technology has led to the generation of e-waste, that needs special disposal methods. The College –

- Promotes e-waste drives through activities of student associations
- Warranties and buyback policies are maintained for computers and printers
- The purchase of devices with long lifetimes is promoted.
- Awareness drives are conducted on reducing e-waste and adopting environment-friendly disposal practices for e-waste.

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Prof. Krutika B Desai

Principal

Principal

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CHAUHAN INSTITUTE OF SCIENCE &
A.J. COLLEGE OF COM. & ECONOMICS
(AUTONOMOUS)
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Policy No: 13/ 34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

Policy Name: POLICY FOR GYMKHANA

PREAMBLE

The College envisages to development holistic persona by providing opportunities in co-curricular and extra-curricular activities. The college Gymkhana Committee is responsible for planning sports tournaments/events and for providing appropriate coaching for the same. The gymkhana takes ample care in the promotion of various sports and games and encourages students' participation at various levels as fitness leads to better individuals. The college strives to achieve medals and success at national and international levels for their sports persons by providing effective training.

POLICY

1. Various sports that learners of the college can engage in are -

Indoor Games	Outdoor Games
Badminton, Table Tennis, Chess, Boxing, Judo –karate, Carrom , Yoga Gymnasium	Athletics, Cricket, Basketball,, Base Ball, Soft Ball, Kabadi, Lawn Tennis, Football , Hand ball, Hockey, Throw Ball, Shooting, Swimming, Volleyball , Roller Hockey, Roller ball, Water Polo

2. Selection of sports persons/teams will be conducted at the beginning of each academic year and will be informed to students during the Induction programme. During the induction programme, the gymkhana department will provide the necessary information regarding selection procedures, examination and selection schedule.
3. Coaches conduct practice sessions for various teams for a particular period. The criteria for selection of sports persons and teams will focus on the history of sports of the participant, fitness of student, experience and skills of the student.

Financial Assistance/ support

Financial Assistance to sports persons/ sports teams will be provided by the College, both for local as well as outstation participation in sports events. Teachers/coaches will accompany the teams. The college will provide Travel and Daily allowance to players as well as coaches/ teachers accompanying the teams.





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Grant of concessions

Academic concessions will be given to students participating in sports. The academic concessions would range from attendance of the student, rescheduling of Internal Assessment Exams, separate academic coaching for the student and conduct of practicals as per the need. These concessions would be allowed, only after following the procedure and final approval from the Principal

K Desai

Prof. Krutika B Desai

Principal

Principal

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CHAUHAN INSTITUTE OF SCIENCE &
A.J. COLLEGE OF COM. & ECONOMICS
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Policy No: 14/34

Date of issue: 6/2019

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Document Owner: Principal

Name of Policy: POLICY ON INCLUSION

OBJECTIVES:

SVKM's Mithibai College of Arts, Chauhan Institute of Science and Amrutben Jivanlal College of Commerce and Economics (Autonomous) have adopted UGC vide notice no.: F. No. 6-2/2013 (SCT), dated: 14th January, 2019 and Comprehensive Accessibility Guidelines And Standards For Higher Education Institutions And Universities, February 2022.

POLICY:

The college aims towards fostering an environment that is conducive to the holistic development of differently-abled learners, by

- Providing a barrier-free space with ramps, elevators and wheelchairs to assist the mobility of the differently abled and make classrooms, washrooms, libraries, laboratories etc. easily accessible.
- Continually improving the college infrastructure and facilities to meet the evolving needs and requirements of the differently-abled learners.
- Creating an assistive college library with learning resources to cater to the specific needs of the differently-abled learners. Ensuring the presence of facilities such as braille readers to enrich teaching-learning.
- Ensuring that adequate learning aids and assistive technologies are accessible to differently-abled learners.
- Facilitating admission for learners with disabilities to various courses by ensuring reservation of seats in various courses of the college for differently-abled learners, as per University of Mumbai guidelines. Reservations for Persons with Disabilities (PD) Physically Handicapped will be three per cent (3%) of the seats for Degree programmes
- Spreading awareness and sensitizing college learners and staff about the challenges faced by differently-abled learners to create an inclusive environment in the college.
- Adapting teaching-learning methodologies to improve the learning outcomes of differently-abled learners.
- Promoting self-esteem and developing self-confidence in persons with disabilities to empower them to overcome the particular difficulties they encounter and help them to pursue and work on their goals.
- Mentoring the differently-abled learners regularly to identify and resolve their concerns.





- Along with curricular, creating opportunities for equitable participation in co-curricular and extra-curricular activities for differently-abled learners.
- Advising the differently-abled learners about various placement opportunities and providing adequate training to help them in attaining gainful employment.
- Abiding with UGC guidelines for conducting examinations to provide necessary accommodations to persons with disabilities as per their requirements. Assisting the differently-abled learners during examinations by disseminating the relevant information with regards to the use of scribes, extra time, etc. after assessing their needs.
- 20 minutes extra per hour will be granted as additional time for those having disability. Facility to opt for a scribe will be permitted for those who cannot perform the act of writing owing to their disability if the same is specially mentioned in the medical certificate.
- The criteria for appointing a scribe for Examination are-
 - ✓ The person posted as a scribe should not be a teacher, student or relative of the candidates.
 - ✓ The educational qualification of the scribe should be less than the candidate.
 - ✓ A separate room will be provided for the candidate away from the room where other candidates are seated and an invigilator will be posted in the room
 - ✓ The candidate will be required to apply for a scribe for each semester examination supported by the relevant document.

K. Desai

Prof. Krutika B Desai

Principal

Principal

SVKM's MITHIBAI COLLEGE OF ARTS,
CHAUHAN INSTITUTE OF SCIENCE &
A.J. COLLEGE OF COM. & ECONOMICS
(AUTONOMOUS)

VILE-PARLE (WEST) MUMBAI - 400 056.

NAAC REACCREDITED: GRADE, CGPA: 3.57





Policy No: 15/ 34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

**Policy Name: POLICY FOR INFRASTRUCTURE MAINTENANCE AND
UTILIZATION**

The College management strongly believes in providing state-of-the-art infrastructure to all its stakeholders. The establishment and maintenance of a well-developed infrastructure are very important for the proper functioning of an institute. Hence, the scope of this infrastructure policy is to ensure that the same is maintained and, as needed, new facilities are added.

OBJECTIVES

The policy intends to -

- Ensure appropriate infrastructure is made available for the curricular, co-curricular, extra-curricular, and administrative needs of the college.
- Ascertain that the infrastructure is optimally utilized.
- Meet the current as well as future infrastructure demands as a pre-requisite for providing excellence in teaching and learning and the overall growth of learners.
- Maintain the infrastructure and amenities and make them available at all times.

POLICY

The policy is categorized under the following headings:

- General Infrastructure
- Class Rooms
- Laboratories
- Seminar/conference hall and auditorium
- IT Infrastructure
- Sports and cultural infrastructure
- Library
- General Infrastructure

The requirement of additional infrastructure for teaching and learning, as raised by heads of departments, is discussed at administrative forums, with management, and, on approval, executed through the Maintenance Cell.

The request for the purchase of chemicals/ instruments/ gadgets/ computers/ printers /books is raised by the departments, duly signed by the head, and submitted to the College Purchase





Committee. The committee deliberates on the utility of the same and endorses it. The departments then call for quotations for purchases from at least three vendors. A comparative chart is prepared and discussed at the Management Purchase Committee, wherein the order for purchase is passed for the last quotation.

All departments maintain a dead stock register of the departmental infrastructure, and stock verification is done annually.

The college maintenance cell coordinates with the central maintenance cell set up by the management for the upkeep of infrastructural facilities. A team of electricians, plumbers, painters, carpenters, masons, and technicians, have been appointed by the management.

Maintenance of Class Rooms

The college deputed non-teaching staff on every floor to ensure the safety and maintenance of the furniture, smart boards, and other materials in the classrooms.

Housekeeping staff appointed by the management is responsible for the daily cleaning of the classrooms.

For any non-functionality of classroom fixtures, a complaint needs to be recorded in the Maintenance Complaints Register present with the maintenance cell of the college in the college office, and the cell coordinates the repair of the same.

The utilization of the classrooms for competitive exams organized by the central or state governments or other organizations can be made available during holidays as per the decision of the principal.

Maintenance of the Seminar Hall, Conference Hall, and Auditorium

The college management has appointed staff to maintain and secure the fixtures in the seminar hall and auditorium. A requisition for use of the facilities has to be made via email addressed to the principal, and on approval of the same, the booking is confirmed.

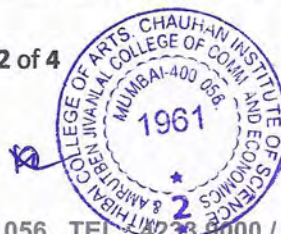
Housekeeping staff appointed by the management is responsible for the daily cleaning of the facilities.

The facilities are shared by sister institutes of SVKM management for optimal utilization.

Laboratories

The maintenance of the laboratories is conducted by the laboratory assistants in close association with the laboratory attendants.

As per the need for any maintenance work in the laboratories, the laboratory assistants report the





same to the Head of the Department and a requisition for repair is forwarded to the Maintenance Cell.

Students are permitted in the laboratory only under the supervision of a teacher and laboratory staff.

During the use of the laboratory, all have to adhere to the laboratory rules and regulations prepared by the department.

Any mishaps, like breakages, injuries, accidents, or spills, have to be immediately reported to the teacher-in-charge for remedial action.

All faculty, students, and staff are bound to adhere to a standard laboratory dress code of wearing a lab coat and should use personal protective equipment (PPE), as instructed by the teacher-in-charge while using potentially hazardous chemicals.

Housekeeping staff appointed by the management is responsible for the daily cleaning of the laboratories.

Library

The Library policy framed for the utilization, maintenance and augmentation of the library facilities has to be followed while in the library.

The librarian and library staff are entrusted with the responsibility of implementing the library policy.

The requirement for the infrastructure augmentation is forwarded by the librarian to the principal, after whose approval the maintenance cell completes the task.

The librarian and library staff maintain a stock register for the books procured. The library books are tagged with RFID chips by the staff.

Housekeeping staff appointed by the management is responsible for the daily cleaning of the facilities.

IT Infrastructure

Maintenance of IT infrastructure including Computers, printers and smart boards is conducted by the central IT team of the management.

IT infrastructure facilities are used by all students, teachers, and staff.

IT hardware installation, if any, is completed by the Computer Science laboratory assistants on a requisition put forth and approved by the principal.

The Central IT Team of the management declares days of shutdown for regular maintenance, and the activity is conducted on holidays.

Sports and cultural infrastructure

The college houses a Gymkhana, and proper utilisation and maintenance of the same are the





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



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responsibility of the Cultural and Gymkhana committees.

Equipment/instruments used for co- and extra-curricular activities are under the supervision of the cultural committee.

Stock registers are maintained for sports material and cultural requirements, and annual stock verification is performed.

K. Desai

Prof. Krutika B Desai

Principal

Principal

SVKM s MITHIBAI COLLEGE OF ARTS,
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Policy No: 16/ 34

Date of issue: 6/2019

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Document Owner: Principal

Policy Name: POLICY ON INFORMATION MANUAL FOR STUDENT SERVICES

A) NO OBJECTION CERTIFICATE -

(Self-Financed Courses Counter No.10)

(Degree College Arts / Science / Commerce students on Counter no.4)

Documents required:

- Application in the prescribed format
- Attested Xerox copies of Mark-sheet/s (semester/class - which he/she studied in our College)
- Verification by the clerk
- Obtain signature from the Vice-principal
- Pay Fee of Rs. 20/- on counter no. 2

Preparation Time within one hour.

B) 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

C) TRANSCRIPTS - DEGREE COLLEGE (Counter No. 3)

(F.Y.B.A./B.Sc./B.Com./ S.Y.B.A./B.Sc./B.Com./T.Y.B.A./B.Sc./B.Com.& M.Sc.-I/II)

- Application Form Duly filled should be submitted along with attested Xerox copies/original mark-sheets of each year of the course (All Semester for new syllabus).on counter no. 3
- Particulars like Class, Div. Roll No., academic year and subjects of each year,address, telephone/mobile numbers, should be written without fail
- Fee to be paid on counter no.2: FIRST 5 COPIES Rs. 1000/- (Minimum copies)





- Additional copy Rs.50/- per copy

The Transcript will be ready within 3 days from the receipt of application.

D) EDUCATION VERIFICATION:

(Aided counter no.4, Self-financed Courses no.10)

- Documents required: Xerox copy of the Mark-sheet of the student
- Fee Amount: Cash Rs. 500/- PER STUDENT/ PER MARK-SHEET

OR

- Demand Draft drawn in favour of,
'PRINCIPAL, MITHIBAI COLLEGE PER STUDENT / PER MARKSHEET

The Verification will be done within 3 days after the receipt of the application.

E) TRANSFER CERTIFICATE:

(Aided Counter no. 3, Self-financed Courses Counter no.10)

(For obtaining Transfer from Mithibai College to another college)

- Submit duly filled-in Transfer form from the college where the student has secured admission.
- Duly attested Xerox copies of FY/SY/TY Degree College mark-sheet with date of birth and Div. Roll no. written on the TY mark-sheet.
- Transfer Certificate Fee - Pay Rs.100/- on the cash counter.
- Transfer Certificate will be sent directly to the new college within 10 days

F) MIGRATION CERTIFICATE:

(Aided Counter no. 3, Self-financed Courses Counter no.10)

Documents Required:

- Duly attested Xerox copies of FY/SY/TY (All Semesters) Degree College mark-sheets
Xerox copy of Identity Card of the last class attended.
- Attested Xerox copy of HSC Mark-sheet
- Duly filled in Migration Form (Available in Migration Section, University of Mumbai, Kalina, Santacruz (E), Mumbai – 400 098) Also available on the University of Mumbai website – www. mu.ac.in
- 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

Fee Amount: Demand draft of Rs.220/- in favour of 'Finance and Accounts Officer, University of Mumbai' OR you can pay cash (Rs.220/-) in the Migration Section, University of Mumbai,





Kalina, Mumbai – 400 098.

Rs.100/- Migration Processing Fees to pay in Accounts Dept. Counter No.2 Verification & Preparation by office: 2 Days and Migration Certificate will be delivered by the University at Student's address mentioned in Migration Form within 30 days.

G) 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/College Leaving Certificate Xerox Copies or Uncleaned Aunt's Documents.
- Students Grand-Father Caste Certificate or College 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.

H) ADMISSION (F Y DEGREE COLLEGE)

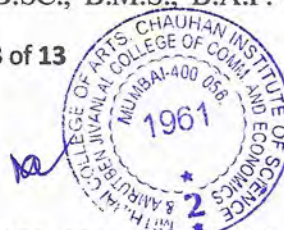
1. The admission procedure is basically divided into two components As stated below:

- (i) **Pre-Admission Online Registration on the University Website**
- And**
- (ii) **Online Admission Application Form at the College Website.**

Pre Admission Online Registration at University Website

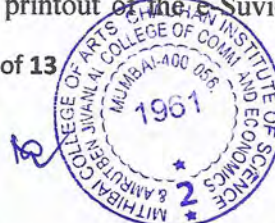
<http://mum.digitaluniversity.ac>

1. Please install Microsoft Silverlight on your computer, if you are using Windows Operating System 7 or lower version. The software is also available for free download from the University website <http://mum.digitaluniversity.ac>
2. Please go through the prospectus of the college to know about the courses and/or subject combination(s) offered by the college, rules, regulations etc. before you fill the PRE-ADMISSION ONLINE REGISTRATION FORM.
3. One form can be used to apply for multiple courses i.e. more than one course and multiple colleges for every course i.e. the applicant can fill one form to opt for more than one course like B.Com./BA/B.SC., B.M.S., B.A.F. etc. in more than one





- college for every course.
4. Applicants are requested to keep the following ready before they start filling the forms
 - a. Photocopy of the mark-sheet of the SSC / X Class and HSC / XII Class or its equivalent examinations
 - b. Scanned copy of the Photograph of max. 80 x 107 pixels size and max. file size of 10 KB
 - c. Scanned copy of the Signature of max. 80 x 35 pixels size and max. File size of 10 KB.
 - d. Photocopy of any other certificate/s as required.
 - e. Valid e-mail id and mobile phone number for receiving mails and SMS from the University of Mumbai regarding the status of the application form.
 - f. Internet Connection with Internet Explorer ver.7.0 or higher.
 5. Now log on to the University of Mumbai website <http://mum.digitaluniversity.ac>
Click on the link “Pre Admission Online Registration” (available on the row below University of Mumbai on the home page).
 6. The first screen seeks confirmation from the applicant that he has all the necessary documents ready. On confirmation, the applicant moves to the second screen. Click on “Proceed” button.
 7. The next screen i.e. the third screen, is the registration page where the candidate is required to enter The applicants name as it appears in the mark sheet of HSC (or Its equivalent) examination, Gender, date of birth of the applicant and the Mobile Number and email-id on which the candidate wishes to receive communications from the University. Click on “Register” after ensuring that the information provided is correct and true.
 8. The student will get a login id and four digit alpha-numeric codes on submission of the form.
 9. The student shall get a confirmation from Maharashtra Knowledge Commission Ltd. (MKCL) on the mobile number and mail on the e-mail id provided by the student about the acceptance of the form.
 10. The applicant will be required to verify his/her registration and then change the password.
 11. The applicant will log to the website and start filling the form by uploading his photograph and signature and enters the personal details, contact details and educational qualifications.
 12. The applicant is required to take a printout of the e-Suvidha Kit and enters the





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- confirmation code in the system and select and upload the documents he/her wishes to upload based on the requirement.
13. The applicant selects the college/s and course/s offered by the college/s. Applicant can opt for more than one college and/or one or more than one courses offered by the colleges from amongst the colleges selected and after verification submits the form. Once the form is submitted the student will NOT be able to make any correction in the form.
 14. Print the e-Suvidha ticket and note the Application Number generated and printed on the e-Suvidha ticket. The Application number will be generated only after printing the e-Suvidha ticket.
 15. Enter the application number generated on the e-Suvidha ticket on your application form and complete the process.
 16. The student is then required to take the hardcopy of the uploaded “Pre Admission Online Form” and submit the copy of the form to college/s, which is has opted for. The student is required to submit two copies of the “College Copy”to the college concerned. Please Note That the Application Form will be Printed Separately for every College and for every course opted by the Student tor the college concerned.
 17. University of Mumbai has instructed the colleges NOT TO GRANT admission to any student who has not registered on the university website.





ONLINE ADMISSION PROCESS AT SVKM'S MITHIBAI COLLEGE.

1. The ONLINE ADMISSION PROCESS the College is in addition to the Pre- admission Registration Process of University of Mumbai.
2. Applicants can fill the on-line form from his/her residence or cyber café or any other location where computer, internet and printer facilities are available.
3. Applicants are required to fill separate form for each category under which he/she wishes to apply i.e. if a candidate belonging to Gujarati Speaking Linguistic Minority wishes to apply under Gujarati as well as Open Category, he/she will have to submit two separate application forms one for Gujarati Speaking Linguistic Minority Category and other for Open Category.
4. Applicants are requested to keep the following ready before they start filling the forms
 - a. Photocopy of the mark-sheet of the SSC / X class and HSC / XII class. of its equivalent examinations
 - b. Scanned copy of the Photograph of max. 80 x 107 pixels size and max. filesize of 10 kb
 - c. Scanned copy of the Signature of max. 80 x 35 pixels size and max. file size of 10 kb
 - d. Photocopy of any other certificate/s as required.
 - e. Adobe Reader installed on your machine. If not please download from the link provided.
 - f. Internet Connection.
 - g. Your browser may ask you to allow blocked Pop-Ups or to run active contents. Please choose Allowed Blocked Contents / Popup.

II) For students who have passed their qualifying examination from any other Indian board other than Maharashtra board (but from Boards in India) and students who have passed the Diploma (in Engineering) must apply for PROVISIONAL STATEMENT OF ELIGIBILITY (separate for every course) to any of the college affiliated to University of Mumbai PREFERABLY before they submit the application form for admission to the First Year Courses i.e. FY.B.Com. / FYBA/ FYB. Sc./ BMS/BAF/BFM/BBI/BMM but not later than the date of securing admission.

For Students Who have passed their Qualifying Examination From IB/ Any Other Foreign Board are required to apply Directly to the Eligibility Section of University Of Mumbai for the Provisional Statement Of Eligibility Preferably before they submit the application form for admission to the First Year Courses i.e. FY.B.Com. / FYBA/ FYB. Sc./BMS/BAF/BFM/BBI/BMM but not later than the date of securing admission.





III) ADMISSION PROCEDURE FOR INTERNATIONAL / FOREIGN STUDENT

Foreign Students and/or N.R.I. are treated as International Student.

A student holding the passport issued by a foreign country including people of Indian origin who have acquired the nationality of a foreign country will be treated/defined/included as foreign student. NRI students who have studied and passed the qualifying examinations from colleges or colleges in foreign countries will be included as “International Students”. Student who has studied and passed the qualifying examination (equivalent to HSC Examination of Maharashtra State Board) from college or college in foreign countries (other than India) will be included as “International Student”. This will include the students studying in the colleges or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India but will not include students studying in those colleges or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries.

SEPARATE QUOTA FOR INTERNATIONAL STUDENTS:

There is separate quota for International Students. All recognized colleges / institutes affiliated to University of Mumbai can admit 15% International Students in addition to the sanctioned intake of students.

FEE PAYABLE BY INTERNATIONAL STUDENTS:

The fees payable by the International Student will be five times the total prescribed fees payable for the course/program by the regular student and fees has to be paid in Indian Rupees only.

ADMISSION PROCESS FOR INTERNATIONAL STUDENT:

Given below is the procedure for admission for International Student:

- a) All International students including children of workers in Gulf & Southeast Asia and PIO/OCI are requested to obtain detail information on fees, courses available at the college before confirming their admission.
- b) Student will have to:
 1. Collect the application form and the prospectus for the course to which the applicant wish to seek admission from the Institute / from the website of the institute.
 2. The applicant must also collect the information regarding the eligibility requirements and admission procedure of the institute.
 3. Fill up the admission form in detail and submit all the documents listed below along with the form.





- A valid student visa or document of PIO (person of Indian origin).
 - A RRO clearance certificate from the SB2 Crime Branch.
 - A permanent address or residential proof in the foreign country.
 - A prima facie letter from the University of Mumbai for eligibility.
 - Xerox copy of their passport
 - A complete body checkup profile and blood report of the student.
 - Original mark sheets, transfer certificate, migration certificate, a letter from the Consulate (in case of NRI students).
4. The forms will be scrutinized before being accepted. Also the student will be informed about the requirement of any other information or document. The student is required to submit the information / documents within the stipulated time period.
5. The duly completed forms must be submitted within the time frame prescribed by the College. Incomplete application forms will be rejected and will not be considered for admission.
6. Admission to the First Year Courses is strictly based on the merit of the marks of the applicants.

Once the name of the applicant appears in the merit list, the applicant will have to confirm the admission by paying the stipulated fees within the time frame prescribed by the college failing which the applicant will lose his/her option of admission.

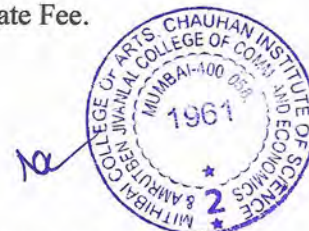
H) REFUND OF CAUTION MONEY, LABORATORY DEPOSIT AND LIBRARY DEPOSIT: DEGREE COLLEGE

- Application for refund: Students can apply for the refund amount in the months of July and January.
- **Submit:** Entry Point Fee Receipt (Xerox copy) i.e. for the year in which student first took admission i.e. First Year B.A./B.Sc./B.Com. /Second Year B.A./B.Sc./B.Com. /Third Year B.A. /B.Sc./B.Com./M.Sc.-I/II &
- Xerox copy of Identity Card/Each year attested mark-sheet Xerox copies
- Payment will be made by cheque in the months of September and March respectively).

I) EXAMINATION (DEGREE) (Counter Nos. 11 & 12)

Filling up of I Semester and III Semester Regular and ATKT Examination Form.

- Month – July
- Documents: Xerox copy of mark-sheet
- Two Photographs
- College Exam Fee: Rs. 650/- without Late Fee, Rs. 750/- with Late Fee.





- Repeater students need to fill on-line Exam Form.
- September & October – Examinations
- Online Hall Ticket Distribution for TYBA/B.Sc./B. Com.
- Result Declaration: November
- Photo copy and Revaluation formats are available on counter nos. 11 and 12 and also on the website

Filling up of II Semester and IV Semester Regular and ATKT Examination

- Month – November
- Documents: Xerox copy of mark-sheets of the previous exams
- Two Photographs
- College Exam Fee: Rs. 650/- without Late Fee, Rs. 750/- with Late Fee.

Online Exam Forms to be filled for March Examinations (VI Semester)

- Month – December

Duplicate copy of mark-sheet for Semester I to IV

- Application form available on the college website and counter nos. 11 & 12
- Fee payable at counter no. 2 – Rs.50/- per mark-sheet
- F I R (to be registered with the nearby Police station)
- Affidavit on Rs.100/- non-judicial stamp paper.

Photocopy and Revaluation Form (University Examination)

- Application form in the prescribed format available on the college website and counter nos. 11 & 12
- Question Paper and Xerox copy of mark-sheet
- Fee Rs.510/- per subject/ Rs.110/- for Photocopy of Answer-sheet.

II) Post-Graduate Admission

M.Sc.- I(by papers) and M.Sc.-II(by papers)

After the declaration of TYBSC results by the University:

- Application Forms will be made available in the following departments subject-wise for filling **College seats**.





Aided Courses				Self- Finance Courses			
	College Seats	*Univ. Seats	Total Seats		College Seats	*Univ. Seats	Total Seats
Physics	3	7	10	Computer Sci.	20	-	20
Chemistry	3	7	10	Biotechnology	20	-	20
Botany	3	7	10	Mathematics	20	-	20
Microbiology	3	7	10	Statistics	20	-	20
Zoology	3	7	10	Biochemistry	04	11	15
				Analytical Chemistry	20	-	20

- Students should submit the form along with attested mark-sheets.
- Merit list subject –wise will be displayed by the respective departments.
- Selected students will fill admission form (available in the college office) complete all details and attach the following documents – HSC mark -sheets, Degree mark - sheets, Caste cert.& Gap certificate if applicable , Leaving Certificate from their previous college, University Provisional Eligibility (for students from other Universities)
- Obtain verification signatures from the respective Department Head/Vice-principal and pay fee on the cash counter in the college office by pay order/demand draft only.

University Seats:

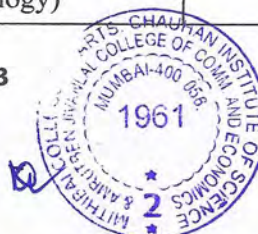
Documents to be submitted for collecting admission form:

- Letter from University of Mumbai allotting our college for a particular subject (Issued during the admission rounds based on merit).
- Registration Fees paid Challan /Receipt
- 2 copies of mark- sheet.
- After collecting admission form obtain verification signatures from the Subject Head in the respective Department and pay college share of fee and deposits on the cash counter in the college office by pay order/demand draft only.

M.A. (English & Psychology) and

M.Com. (Advanced Accountancy & Business Management)

Sr. No.	Name of the Course	Intake Capacity
01	M.A. (English)	60
02	M.A. (Psychology)	60





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03	M.Com. (Advanced Accountancy)	60
04	M.Com. (Business Management)	60

ADMISSION PROCESS (OFF-LINE)

- After declaration of TYBCOM & TYBA (University of Mumbai) results, college displays the schedule of admissions specifying the date of sale of forms, acceptance of forms, declaration of merit lists and other guidelines on college website & Notice board.
- Duly filled-in forms of the candidates are accepted as per the categories such as open, linguistic minority and other reservations under 3% quota for sports, culture, ex-servicemen etc. (Counter No. 9 & 10).
- Merit list of student is prepared Percentagewise and they are admitted as follows
 - i) 50% Open Category (including other reservations of 3% for sports, ex-servicemen, physically handicapped, etc.)
 - ii) 35 % Minority Quota (Gujarati)
 - iii) 15% Management
- Subsequent Merit list are displayed on the Notice Board & College Website.
- Documents to be submitted while securing admission,
 - Duly filled admission form.
 - Students other than Mumbai University need to submit F.Y to T.Y. all attested mark-sheet copies alongwith the University Eligibility Form and amount of Rs.320/- towards Eligibility fees.
 - Students whose name is displayed in the merit list need to collect the admission form from specific class-rooms displayed on the Notice Board.
 - Verification of documents i.e.(attested copies of 12th & T.Y. Mark-sheet, HSC Leaving certificate copy & alongwith T.Y. Original Mark-sheet) and after their verification payment of fees on Counter No. 10 in the College Office only by DD or Pay Order as per the amount for each course specified in the Prospectus.
 - NO PAYMENT WILL BE ACCEPTED IN CASH.

COMMENCEMENT OF COURSE

- Date of commencement of college, Time-table, Examination schedule will be available on the student notice board, department and college web-site respectively.
- Identity Card and Library Card can be collected from the Library within 15 days of





commencement of college.

CANCELLATION OF ADMISSION

- Fill the cancellation form available in the office and web-site Attach original fee-receipt and identity card
- Obtain HOD signature
- Submit form to the PG section clerk for refund of fee
- Collect the cheque from the Accounts section after a fortnight.

SCHOLARSHIP / FREESHIP

- **Scholarship/Freeship facility:**
Various facilities are available for getting the fee reimbursed. Refer to Scholarship and Freeships section/page (also available on our college web-site)
- **Free Studentship / Scholarship Counter No. 3**
Students can avail following Free Studentship / Scholarship Student can avail **only ONE** Scholarship / Freeship.

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. forgetting the claim amount from the Insurance Company.

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

PROSPECTUS AND ADMISSION FORMS

- Prospectus is printed every year for the students in the beginning of the year.
- It provides all the details about the courses offered by the college with various subject combinations.
- It provides the academic calendar.
- The statutory warnings, code of conduct, Rules and regulations to be followed by the students are printed in the prospectus.
- It provides the information about the Management/Trust, College Staff members, facilities available for students.
- Fee structures, Refund Rules and Important University Ordinances related to attendance etc. are mentioned in the prospectus.
- It is also available on the College website: www.mithibai.ac.in





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



NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)
Best College (2016–17), University of Mumbai

- Admission forms are also printed on year to year basis and sold to the students at the time of admission.
- There are different forms for Junior and Degree College students.

EXAMINATION FORM:

- Every student has to fill the examination form available in the office before appearing for their examinations which is either semester- wise/ATKT/additional exam.

COLLEGE MAGAZINE:

- The college magazine is printed every year and distributed amongst the students and staff in the beginning of the academic year for the previous academic year.
- The college magazine committee provides all the information printed in the magazine.
- All the events, students' achievements (academics, sports, cultural events) articles, poems, songs, cultural events, departmental events, programmes done for social cause etc. are printed with colorful photographs in different sections of the magazine.

K. Desai
Prof. Krutika B Desai

Principal

Principal

SVKM's MITHIBAI COLLEGE OF ARTS,
CHAUHAN INSTITUTE OF SCIENCE &
A.J. COLLEGE OF COM. & ECONOMICS
(AUTONOMOUS)
VILE-PARLE (WEST), MUMBAI - 400 056.
NAAC REACCREDITED 'A' GRADE, CGPA : 3.57





Policy No: 17/ 34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

Policy Name: POLICY ON INTELLECTUAL PROPERTY RIGHTS (IPR)

PREAMBLE AND OBJECTIVES:

The concept of intellectual property (IP) refers to works of art, including inventions, literary and creative works, corporate names and logos, and more. Intellectual property can be legally shielded or protected through the use of patents, copyright, designs, and other mechanisms. The basis for innovation and creativity in the academic environment is an IPR policy. It gives creative brains an outline, accountability, and structure within which to create and innovate. The Institution hopes to improve industry and society through our IP Policy by promoting research-led education, fostering innovation and collaboration, and fostering human values.

The key objectives include:

- i) To enable faculty and students to Understand, Identify & File for Intellectual Property Rights
- ii) To protect the college's teachers, students, and staff's intellectual property (IP) rights by converting their original, creative, and ingenious work into IP rights.
- iii) Helping teachers and students recognize intellectual property in their daily work and use it to their advantage will promote academic excellence.
- iv) To create an IPR Cell in order to support all inventive, creative, and IPR-related activities carried out by students, research scholars, and faculty. The IPR Cell will serve as a nodal body to carry out the IPR Cell procedures' direction.
- v) To encourage more academic and industrial collaborations by making IP ownership and licensing clearer.

II. IPR IN UTILIZING COLLEGE RESOURCES

a) PATENTS

- i) All inventions created by researchers or students or faculties in continuance of their association with the College, developed by using the resources of the College, or with the combination of funds, resources and/or facilities of the College, shall typically be entrusted with the College.
- ii) In cases where the College concludes that an invention was made by an individual(s) on his/her own time and unrelated to his/her duties towards the College and was conceived or reduced to practice without using the resources of the College, then such invention





shall vest with the individual(s)/ inventor(s).

b) COPYRIGHT

The ownership rights in scholarly and academic works, lecture videos or Massive Open Online Courses (MOOCs), films, plays, and musical works, institutional materials including, but not limited to, course syllabi, curricula, exam questions, exam instructions, and papers/ reports explicitly commissioned by the College, shall typically be vested with the College. The moral rights, wherever applicable shall continue to vest with the author(s).

c) TRADEMARKS

- i) The ownership rights in every trademark concerning the College shall typically vest with the College.
- ii) In cases where the College concludes that the trademark was created by an individual(s) on his/ her own time and unrelated to his/ her duties towards the College [e.g. name of a company/ start- up venture by the student(s)], then such invention shall vest with the individual(s)/ inventor(s).

III. IPR Committee

The IPR Committee is constituted for formulating the policies for adoption and for examining/evaluating the Invention Disclosure Form (IDF) submitted by the inventors and recommending for IP filing process by SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics (Autonomous) after due approval by the Governing Council of the Institute.

Committee Constitution:

Principal (Chairman)
Vice Principal Research, Consultancy & Collaboration
Finance Officer (Member)
HOD of any two Departments (Members)
Convenor-Entrepreneurship Cell
Convenor-IPR Cell

IV. IPR Remuneration

Mithibai College shall bear 100% of the IPR filing fee including consultant charges. If the Intellectual Property is emerged with sponsoring/funding agency, then the filing cost will be equally shared or as may be decided by the IPR Committee.





V. Publication Based on IP

For patentable IP, it is essential that the patent protection is filed before the publication or disclosure of it in any other form of public domain

VI. Conflict of Interest

The inventor(s) is / are required to disclose any conflict of interest or potential conflict of interest. If the inventor(s) and/or their immediate family members have a stake in a licensee or potential licensee company then they are necessarily required to disclose the same.

A license or an assignment of rights for a patent to a company in which the inventors have a stake shall be subject to the approval of the IPR committee taking into consideration this fact.

VII. Legal jurisdiction

As a policy, all agreements signed by the college and dispute(s) arising there from, will be subject to the legal jurisdiction and shall be governed by the appropriate Rules / Laws of India

VIII. IPR Filing process

- i) Inventor(s) has / have to submit Invention Disclosure form /Copyright Disclosure Form to IPR Cell after completing and ensuring the prior-art search in free database.
- ii) IPR Cell will call for presentation before the Evaluation Committee.
- iii) After evaluation, the qualified application will be considered for IPR filing through IPR Cell.

K Desai

Prof. Krutika Desai

Principal

Principal

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Policy No: 18/ 34
Date of issue: 6/2019
Document Owner: Principal
Policy Name: IT POLICY

Revised on:6/2022

The college has adopted the the IT Policy of Shri Vile Parle Kelavani Mandal

STATEMENT OF POLICY

Shri Vile Parle Kelavani Manda! (SVKM) shall assess (evaluate) its IT assets for conformance to Institute's requirements. This policy aims to ensure that all SVKM owned IT assets are inventoried, tracked, and managed throughout each IT asset's lifecycle.

All employees and Personnel that have access to organizational IT assets must adhere to the IT asset management policy.

1.1 IT HARDWARE ASSET CONTROL

IT users, to include, employees, business partners and contract personnel shall not remove IT assets supplied by SVKM from company premises, unless authorized to do so or specifically mentioned in their job responsibilities.

IT users are responsible for safeguarding any IT assets they remove from the company premises, including keeping these assets under their direct physical control whenever possible, and physically securing the assets (i.e. by means of lock and key) when they are not under the IT users direct physical control. The users are responsible for any damage to the asset under their possession. The recovery would happen as per HR/ Finance policy.

IT users must immediately report loss or theft of any assigned IT assets to their supervisor and as appropriate, to IT Service Desk (ithelpdesk@nmims.edu) within 24 hours of a known occurrence. The recovery for the lost asset is the responsibility of finance / HR.

IT users may use personal assets which would be governed by Institute's rules and regulations All electronic media containing SVKM's data shall have all of that data securely removed from the electronic media before the electronic media is made surplus transferred, traded-in, otherwise disposed of, or replaced.

1.2 IT SOFTWARE ASSET CONTROL

IT users shall only use SVKM approved and appropriately, licensed software on SVKM owned, leased or SVKM provided IT Assets.

Installation of software that is not approved or appropriately licensed on SVKM owned, leased, or SVKM provided IT Assets is prohibited.

Software inventory is maintained and tracked by the respective team and IT

On departure or asset handover the physical software license key or license is revoked under that user and added back to the software inventory.





1.3 CONFIGURATION MANAGEMENT AND CHANGE CONTROL

SVKM shall or shall require its service provider to document IT asset configuration and changes to asset configuration at all stages of the system development life cycle.

All changes to IT assets used by SVKM shall be made in accordance with best practices as defined by the Information Technology Infrastructure library (ITIL) framework and at a minimum include the following steps:

- Initiate change request
- Review and approve change
- Build and test change
- Create and document back up/back out plan
- Implement change
- Document change

2. INTRODUCTION & SCOPE

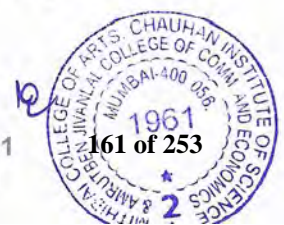
3.1. IT ASSET MANAGEMENT

IT Asset Management is an important business practice that involves maintaining an accurate inventory, licensing information, maintenance, and protection of hardware and software assets utilized by an organization. Understanding what IT assets are deployed at SVKM's environment will help optimize the use of IT assets throughout SVKM.

- a. In accordance with the policies of SVKM, we must do what we can to gather information about our existing IT environment to understand what we are spending on IT and how those IT investments are performing over time.

Achieving goals will provide SVKM with enhanced abilities to:

- i. Make informed IT planning, procurement, investment and retirement decisions
 - ii. Calculate IT asset value and understand the total cost of ownership (TCO) of those assets
 - iii. Optimize software license usage and comply with software license requirements
 - iv. Manage hardware and software maintenance contracts
 - v. Monitor compliance with IT standards / regulations
 - vi. Plan for technology migration projects
 - vii. Allocate support resources efficiently and effectively
 - viii. Protect and secure IT assets
 - ix. Provide timely and accurate financial reports
 - x. Ensure that adequate warranty / AMC coverage, and business continuity and recovery plans exist based on business needs and justifications
 - xi. Asset management audits (preparedness, periodicity, action items)
 - xii. Asset management life cycles
- b. The scope of IT Asset Management includes desk side computing devices like laptops, desktops, servers, IP Phones, printers, Smart boards, CCTVs procured or





rented by IT department. The scope also Includes network devices and servers used to service the internal customer. IT is responsible for what had been procured by IT.

- c. IT assets are categorized into the following Asset Types:
1. Desktop workstations
 2. Laptop mobile computers
 3. Printers
 4. Servers for internal customers
 5. Firewalls for internal network
 6. Routers for internal network
 7. Switches for internal network
- d. The roles and responsibilities for different IT assets are as per the KRA's of the respective IT managers and their teams.

4. ASSET MANAGEMENT LIFE CYCLE

The policy document, takes the following approach to handle the life cycle of the assets

- i. **Planning** - defining supporting processes, setting standards for configuration and retention, aligning purchase plans to business goals, collecting aggregate information on intended purchases, and negotiating volume discounts.
- ii. **Procurement** - requisitioning, approving requisitions, ordering, receiving and validating orders, tagging assets, entering asset information in a repository.
- iii. **Deployment**- configuring, installing {temporary/ permanent), redeployment and asset movement.
- iv. **Management** - inventory/counting, monitoring usage (software tools), managing contracts formaintenance and support, and monitoring age and configuration.
- v. **Support** - adding and changing configurations. repairing devices, and relocating equipment and software.
- vi. **Disposition** - removing assets from service, deleting storage contents, disassembling componentsfor reuse, terminating contracts, disposing of equipment, and removing asset from active inventory.
- vii. **Reports**- reporting on all the above showcasing daily, weekly, monthly, quarterly and yearly progress on the process. Also sharing the effectiveness of the processes in place





5. PLANNING & ELIGIBILITY

Planning ensures that correct and adequate products and services are ordered keeping in mind the current / projected requirements and also the future technology trends. Eligibility of the equipment to be given is arrived at by following the asset allocation process. IT store and local IT team conducts the physical and electronic verification of the assets, particularly desktops and smart boards, all the assets with ageing > 5 years are considered for tech refresh and replacement. Rest of the category of the assets and ageing is reviewed and appropriate action is taken to continue with AMC renewal/tech refresh.

6. PROCUREMENT

All the IT assets are procured by the central purchase team of SVKM in conjunction with the respective institute/project team/consultant/local IT team.

Once asset is delivered at SVKM, the IT store must inform IT team of delivery of IT Assets. IT store team must verify that asset has been delivered in accordance with the Purchase Agreement. Assets need to be tagged as per company's asset-tagging policy.

7. DEPLOYMENT

The primary objective is to ensure that all assets are deployed and redeployed in a manner that optimizes their usage, while complying with legal and regulatory requirements. All assets must be tagged and tracked. The inventory registers and / or Configuration Management Database {CMDB} must be logged and updated continuously.

Deployment of assets is done only after prior approval, in adherence to the approval matrix.

Changes to the status of assets must be updated in the asset register. This would assist in knowing number of free and deployed assets at any point of time.

There would be certain cases where the deployment of the asset has not been performed in the intended manner and it needs to be reinstalled / redeployed. Such redeployment / reinstallation must be done by personnel of the IT department only. The same must also be documented for further reference in the asset registers.

8. MANAGEMENT

For effective management of the assets, the following approach would be taken:

- i. All assets will be physically inspected as per PV policy of the organization
- ii. Monitoring would be done using software tools (SCCM, NMS tools/ other vendor tools)
- iii. AMC details and SLA would be maintained and tracked as per business needs
- iv. Complete inventory details would be maintained up to a predefined level for each category of hardware

IT software as described below:

- a. For Hardware:
 - i. Asset type (Desktops, Laptops, Servers, Printers, Routers and Switches).
 - ii. Asset sub-type (eg: Printers - Inkjet, LaserJet, Impact, etc.)
 - iii. Asset tag
 - iv. Serial number



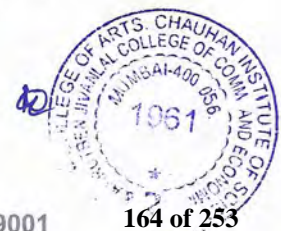


- v. Manufacturer
- vi. Model
- vii. Vendor
- viii. Cost
- ix. Purchase / Deployment/ Retirement dates
- x. Location of asset
- xi. Maintenance / warranty related information
- b. For Software:
 - i. Asset sub-type (eg: Database, Application, Web, OS, etc.)
 - ii. Vendor
 - iii. Vendor Product Number
 - iv. Manufacturer
 - v. Manufacturer Product Number
 - vi. Product Name
 - vii. Quantity
 - viii. Version (eg. IBM - Lotus Client Version 8.35X)
 - ix. License Agreements (eg. EULA) or Media (eg. box for FPP)
 - x. License Type
 - xi. Cost
 - xii. Purchase / Deployment / Retirement dates
 - xiii. Location of asset
 - xiv. Maintenance / warranty related information
- v. Develop Competence in SAM:
 - a. Conduct annual training programs for relevant stakeholders. This would be done through organized SAM workshops (2 days) conducted by software vendors or other competent bodies.
 - b. Ensure periodic monitoring of Proof of Licenses at document library. This is to be done in Tandem with commercial / contracts team and monitoring is centralized through CMDB.
 - c. Identified team to conduct internal SAM

9. SUPPORT

SVKM IT would support the assets that have been procured via asset management function either through in- house support or third-party vendor or a hybrid model. Support would include adding and changing configurations, repairing devices, upgrading software, and relocating equipment and software. The support would be on best effort basis for assets not procured / available in a particular location/ geography, keeping the user informed of the same.

For software, support will be provided only for approved software assets. Only personnel from the IT department would be allowed to deploy / install any software assets.





10. DISCARD AND DISPOSAL

SVKM's surplus or obsolete IT assets must be discarded according to legal and environmental requirements. Therefore, all disposal procedures for retired IT assets must adhere to Institute's -approved methods. The disposal or discard needs to comply with company's waste management policy and / or e-disposal policy.

Where applicable, it is desirable to achieve some residual value of the IT asset in question through reselling, auctioning, donation, or reassignment to a less-critical function.

Asset discard and disposal is a special case since the asset must have sensitive data removed during or prior

to discard or disposal. Below is listed the action for the device based on data sensitivity of the asset:

- i. None (Unclassified) - No requirement to erase data but in the interest of prudence normally erase the data using any means such as reformatting or degaussing.
- ii. Low (Sensitive) - Erase the data using any means such as reformatting or degaussing.
- iii. Medium (Confidential) - The data must be erased using an approved technology to make sure it is not readable using special hi technology techniques.
- iv. High (Secret) - The data must be erased using an approved technology to make sure it is not readable using special hi technology techniques.

The Asset discard and disposal process is to be followed for discard or disposal of assets.

11. REPORTS

To gauge the effectiveness and efficiency of the policy, certain reports will be prepared periodically:

- i. Fulfillment reports
- ii. SLA reports
- iii. Forecasting Vs. actuals
- iv. Any ad-hoc or periodic reports
- v. IT asset register
- vi. Asset tracker

12. APPROVAL

The policy has been approved by Director- IT and Shri Jagat Killawala and released by circulations.

K. Desai

Prof. Krutika B Desai

K. Desai
Principal

Principal

SVKM's MITHIBAI COLLEGE OF ARTS,
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NAAC REACCREDITED 'A' GRADE, CGPA : 3.57





Policy No: 19/34

Date of Issue: 6/2019

Revised on: 12/2022

Document Owner: Principal

Policy Name: POLICY ON LIBRARY

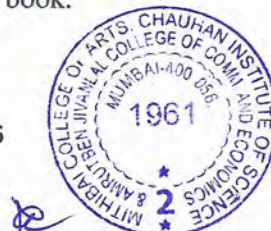
Mithibai College's 'Jitendra Library', has been serving its stake holders, viz. students, faculty, staff members and alumni from the inception of college i.e. from year 1961. The library has a profound collection of Books, Journals, CDs and other reading material with Open Access System. The well-furnished Library is located at the ground floor and spread over 6900 square feet, with seating capacity for around 232 users. Library has various sections viz, Reading Hall, Reference section, Database Hub, Stacking area and staff area. Modern technologies like RFID Security System, Wi-Fi and Security cameras (CCTV) enhance the services of fully air-conditioned Smart library.

1. Membership

Library membership is open to the faculty members students, research scholars, and staff of the college. Membership is also offered to the Alumni pursuing further education.

2. Rules and Regulations

- The Library is open to students of Mithibai College who own valid Identity Card only.
- The Library will remain open from 07:00 am to 07:00 pm, except on Sundays and Public holidays.
- Readers must deposit their bags (except laptops and reading/writing material) at the baggage counter.
- Students and staff entering the Library must tap their Identity Card on the device installed near the RFID Gate in the Library to mark their library attendance.
- Post Graduate Students are permitted to issue four books, Undergraduate students are allowed to issue two books, and Junior College students are allowed to issue one book for fifteen days. The issued book/s can be further renewed for seven days if there is no demand/request for the same.
- Books issued must be returned on or before the due date; otherwise, per day fine will be charged for late return.
- Reference or competitive exam cannot be books outside the Library. These books are only to be used in the Reading Hall against their Identity Card.
- The book renewal is allowed if the book is not in a claim, and the student must get the book in person.
- If a reader loses a Library book, he/she will have to replace the book with the same/latest available edition or pay the current cost of the book.





- Students are strictly warned for mishandling, tearing pages or underlining/markings with the pen or pencil; if found, the reader will be penalized for it.
- Books and other material taken out from the stacks should not be re-shelved by the readers, but should be handed over to the available library staff. Please remember, “A book misplaced is a book Lost”.
- Library Clearance will be issued only after returning of all issued library material. The student should surrender his/her Identity Card to the Library during clearance.
- Smoking, Chewables, and Consuming food & drinks (except water) are strictly prohibited.
- Silence should be maintained in the Library; loud conversation, discussions, etc., are not allowed.
- The use of Mobile phones and personal audio equipment for conversation is strictly prohibited.
- All journals & magazines should be kept in their respective place after use.
- Do not write/scribble on the tables, furniture and walls of Library Reading Hall.
- Photography and video shooting in the Library are strictly prohibited.

3. Services

3.1 Book Borrowing:

3.1.1 Students can borrow books against the Identity Card for fifteen days. Book can be renewed for next seven days, if the book has no further demand. Addition to that, students can refer to more books and periodicals against their Identity Cards in the premises for a day.

3.1.2 Students, Faculty members and administrative staff can issue periodicals, except the current issue.

3.1.3 Book issue privileges:

Sr. No.	Category	Privileges
1	College Faculty members	Twenty five books at a time
2	College administrative staff	Five books for a period of fifteen days
3	Junior College Students	One book for a period of fifteen days
4	Undergraduate students	Two book for a period of fifteen days
5	Postgraduate students & research scholars	Four books for a period of fifteen days





3.2 Students should return library books on or before the due date mentioned on the due date slip.

A fine of Re.1/- per day will be charged on the overdue material.

3.3 **Open Access:** Library users have an ‘Open Access’ to the library stack. Students may browse the books of their subject and choice from the stack area. In Open Access, a student has liberty to move around the stacks and search for the books of his interest. Students should not carry their own/ personal books to stack room.

3.4 **Reprography:** A reprography (Xerox/photocopy) service is available at the entrance of the library on paid basis. While photocopying library material, members should not infringe the Copyright law.

3.5 **NVDA:** (Non-Visual Desktop Access), a ‘Screen Reader’, is installed on Database Hub computers to enable Low Vision Students to use computer. NVDA reads the text on the screen in a computerized voice. Users can navigate the mouse cursor to the relevant area of text.

3.6 **Braille Embosser:** A Braille Embosser printer has been procured to facilitate low vision students. Braille Embosser prints email, notes, online content etc., by saving in any standard file format such as .doc, .pdf, text and then embosses / prints in braille.

3.7 **RFID Technology:** RFID Technology has been set up in the Library to speed up circulation activity. The system provides daily usage report of library walk-ins. RFID Technology includes Self Issue Kiosk and Book Drop Machine.

3.8 **Self -Issue Kiosk:** The Self Issue Kiosk system has a touch screen and allows borrowers to issue books on their own. The machine automatically reads the user and book data on being placed on the kiosk. It generates a transaction receipt for the users that provides details of the books along with borrowers’ Identity and the due date.

Guidelines to issue books using Self-Issue Kiosk:

- 1 Identity Card and the book/s to be placed on the Kiosk top.
- 2 ‘Borrow’ indicator to be pressed.
- 3 The message “item process successfully” appears.
- 4 Exit button to be pressed.
- 5 Print receipt button to be pressed and printed receipt to be collected and preserved.
- 6 Book card to be handed to the library staff at the counter and Due date stamp to be obtained on the book.

3.9 **Book Drop facility:** Books can be dropped in the Book Drop Machine installed in the library. However, overdue books should not be returned using Book drop facility. Book Drop Machine, being an independent system, the user does not require assistance from





library staff. The system facilitates the users with a printed receipt of the book deposited in the Book Drop machine, which can be produced for further references.

Guidelines to return books through Book Drop machine:

- 1 Book to be inserted in the book drop slot.
- 2 Message “item process successfully” appears.
- 3 Auto generated receipt is to be collected and preserved.

3.10 Internet facility:

- 3.10.1 **Wi-Fi:** Free Internet connectivity is available to Undergraduate and Postgraduate students, research scholars, faculty members in the library via Wi-Fi on their gadgets. To obtain the Wi-Fi user-ID and Password, students must write request email to the designated Email-ID.
- 3.10.2 **Database Hub:** Library has a digital space for users with computer systems placed to browse data online for their academic purposes.

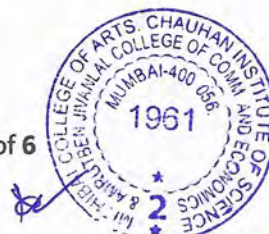
3.11 Online databases:

- 3.11.1 **N-LIST:** Mithibai College Library has subscribed N-LIST database for users to facilitate access to the research papers and e-books. N-LIST is a National Library and Information Services Infrastructure for Scholarly Content provided by INFLIBNET to colleges for their students and faculty members. N-LIST comprises of 22 leading databases, including e-books as well as e-journals from JSTOR, HW Wilson, Springer, etc. Undergraduate and Postgraduate students can use these databases to satisfy their research needs. To obtain the user-ID and Password, students must write request email to the Librarian.
- 3.11.2 **SVKM Consortia Databases:** Online databases (full text databases) on various subjects are available for faculty, students and research scholars through consortia of SVKM institutions. A link for the same is available on College website under academics tab on library page at https://mithibai.ac.in/Library/M_513. Databases are accessible globally using login Id and passwords through MapMyAccess platform.
- 3.12 **OPAC:** A dynamic Online Public Access Catalogue, linked with the college website, serves user as a Union catalogue of SVKM institutions. A search is available through author, title, subject, publisher, ISBN and Boolean logic queries. Users can reserve books and check the transaction history using their login IDs.





- 3.13 **Newspapers:** Leading newspapers in various languages viz. English, Marathi, Hindi and Gujarati, are available for the users in the library.
- 3.14 **Question Papers:** Students can access past question-papers through the Institutional Repository.
- 3.15 **User Library Orientation:** Library conducts Library Orientation for students in their classrooms as well as in the library-reading hall in small groups.
- 3.16 **New Additions:** Newly added books are displayed on the New Arrivals display shelf in library. In addition, book covers are virtually displayed on the library webpage.
- 3.17 **Inter Library Loan:** On request, books are borrowed from SVKM institutions (Mumbai Campus) libraries for fifteen days for students and faculty members for reference.
- 3.18 **Institutional Repository:** Mithibai College library has developed an Institutional Repository using D-Space: Open source software. It contains full text access to the past question papers. Users can browse Repository within the campus.
- 3.19 **Display of Books:** Library books are displayed for users on various occasions.
4. **Library Newsletter:** A library newsletter, 'The Mithibai Chronicles', is published bi-monthly by the library to enhance the library readership and promote the library activities. A digital copy of the newsletter is available for students on the library webpage.
5. **Suggestions and Feedback:** Patrons of the library can recommend resources for procurement through respective authorities. Suggestions for the improvement of library is appreciated and can be dropped in the suggestion box at the book return counter. Students and faculty can fill the feedback form available with the library staff to suggest new services and evaluate the current services. It can help library department to serve the patrons in better way.
6. **Article Indexing:** An article indexing excel file is circulated among users which contains the bibliometric data of articles published in the journals subscribed by the library in print copy.





7. **Copy of Syllabus:** A copy of syllabus is preserved in the library in the digital form. Students can access it by scanning a QR Code available on Library Notice Board.
8. **Books for Competitive Exams:** Library has a huge collection to cater to the needs of the students preparing for Competitive Examinations.
9. **Reference Service:** A service of deriving in-depth information on various topics is offered to students under the Reference Category.
10. **Library Updates through Google Groups:** Library updates its users on the services and events conducted through the class wise Google Groups. Digital copy of bimonthly Library Newsletter is also circulated among these groups.
11. **Turnitin Similarity:** Library has access to “Turnitin Similarity” plagiarism check tool. An access to this tool has been given to faculty members, PG students, and research scholars.
12. **Library Reading Hall facility to Alumni:**
 - 12.1 The student has to apply in writing for Mithibai Alumni Association Membership and obtain authorization or a recommendation letter from the faculty to avail the library facility.
 - 12.2 The Student have to pay the Life Membership fees for Mithibai Alumni Association and produce the fee receipt.
 - 12.3 The Student have to fill in the daily Attendance form available at the Library counter.
 - 12.4 The student will be allowed to avail the Library facilities only for 90 days in an academic year.
 - 12.5 It may not be possible to allow Alumnus to avail Library facility during examination period.
 - 12.6 The student will be not allowed to issue books from the Library.
 - 12.7 The student will be permitted to refer Library books in the Library ONLY.

Kpsae

Prof. Krutika B Desai

Principal

Principal

SVKM's MITHIBAI COLLEGE OF ARTS,
CHAUHAN INSTITUTE OF SCIENCE &
A.J. COLLEGE OF COM. & ECONOMICS
(AUTONOMOUS)
VILE-PARLE (WEST) MUMBAI - 400 056.
NAAC REACCREDITED 'A' GRADE, CGPA: 3.57





Policy No: 20/34

Date of issue: 6/2019

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Document Owner: Principal

Policy Name: POLICY FOR MENTOR - MENTEE

OBJECTIVES:

Mentoring aims at developing the full potential of an individual through a protected relationship founded on trust and confidentiality to support learning. In context to students at Higher Education Institutes, mentoring brings about all-round guidance, support and motivation to excel in academic as well as co- and extra-curricular fields.

The Mentor-Mentee programme has been set up with the **objective** of offering-

- A support system to the mentees for the development of holistic persona of students involving academic, intellectual and professional growth.
- Support to students to maintain their regularity and abide with the attendance norms of the college
- Emotional support to the students, in time of need.

MENTOR-MENTEE PROGRAMME POLICY:

- Under the Programme, each faculty will be the mentor of a class of students. The list of Mentors and the mentees allocated to them will be formalized by the Principal and Vice-Principals on suggestion of the Attendance Committee and displayed on notice board and Students Portal.
- Scope of Mentor-Mentee programme
 - Guidance on attendance
 - Academic guidance
 - Co and Extra curricular guidance
 - Professional Guidance & Career Advancement

Role of Mentors

Mentors are to meet their mentees on a regular basis.

- Confidentiality needs to be maintained for meetings held between mentor and mentee for purposes other than attendance.
- Mentors will-
 - encourage and assist the mentee to proactively set their goals and objectives for academic as well as co- and extra-curricular activities.
 - motivate mentees to recognize their strengths, build their self-esteem and steer them to





think independently.

- provide information and advice as required by the mentee
- provide academic guidance to mentee to enable them to cope up with academics
- The mentor should maintain a record of mentoring

Role of Mentee

- Each mentee is expected to be regular at meetings set by the mentor.
- The mentee should communicate clearly to his/ her mentor and work sincerely to achieve targets set by him/her.
- Mentees should hold faith and cooperate to the programme initiated for betterment of the mentee.

K. Desai

Prof. Krutika B Desai
Principal

Principal

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



NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)
Best College (2016–17), University of Mumbai

Policy No: 21 / 34

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Policy Name: POLICY FOR NATIONAL CADET CORPS (NCC)

OBJECTIVES:

The Cadet Corps Committee which was formed on 29 Sep 1946 with Pt HN Kunzru as chairman. The Kashmir War of 1948 had an immediate manifestation wherein the recommendations of Kunzuru committee were placed before the Constituent Assembly (Legislature) on 13 Mar 1948. A draft Bill was sent to the Constituent Assembly (Legislative) on 19 Mar 1948 and after due deliberations and amendments, the Bill was passed by the Assembly on 08 Apr 1948, for the formation of a Cadet Corps which was to be named as “National Cadet Corps”, as recommended by the Kunzuru Committee.

POLICY:

The National Cadet Corps came into being by an Act of the Parliament Act No. XXXI of 1948 designated ‘The National Cadet Corps Act 1948’.

The college has adopted National Cadet Corps Act (Act XXXI of 1948)

K. Desai

Prof. Krutika B Desai

Principal

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Policy No: 22/ 34

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Policy Name: **The National Education Policy (NEP)**

Introduction - The National Education Policy (NEP) 2020:

This National Education Policy envisions an education system rooted in Indian ethos that contributes directly to transforming India, that is Bharat, sustainably into an equitable and vibrant knowledge society, by providing high-quality education to all, thereby making India a global knowledge superpower. The policy envisages that the curriculum and pedagogy of our institutions must develop among the learners a deep sense of respect towards the fundamental duties and constitutional values, bonding with one's country, and a conscious awareness of one's roles and responsibilities in the changing world. The vision of the Policy is to instil among the learners a deep-rooted pride in being Indian, not only in thought but also in spirit, intellect and deeds, as well as to develop knowledge, skills, values, and dispositions that support responsible commitment to human rights, sustainable development and living and global well-being, thereby reflecting a truly global citizen.

The highlights of the policy are:

- **recognizing, identifying, and fostering the unique capabilities of each learner**, to promote her/his holistic development.
- **flexibility**, so that learners have the ability to choose their learning trajectories and programmes and thereby their paths in life according to their talents and interests.
- **no hard separations** between arts and sciences, between curricular and extra-curricular activities, between vocational and academic streams, etc., in order to eliminate harmful hierarchies among and silos between different areas of learning.
- **multidisciplinary and holistic education** across the sciences, social sciences, arts, humanities, and sports for a multidisciplinary world in order to ensure the unity and integrity of all knowledge.
- **emphasis on conceptual understanding** rather than rote learning and learning-for-exams;
- **emphasis on creative and critical thinking** to encourage logical decision-making and innovation;
- **emphasis on ethics, human & constitutional values** like empathy, respect for others, cleanliness, courtesy, democratic spirit, spirit of service, respect for public property, scientific temper, liberty, responsibility, pluralism, equality, and justice;
- **promoting multilingualism and the power of language** in teaching and learning;
- **life skills** such as communication, cooperation, teamwork, resilience and social responsibility;
- **focus on regular formative assessment for learning** rather than only the summative assessment that encourages today's 'coaching culture';
- **extensive use of technology** in teaching and learning, removing language barriers, increasing access for Divyang learners, and educational planning and management;





- **respect for diversity** as well as **local context** in all curricula, pedagogy, and policy, always keeping in mind that education is a concurrent subject;
- **Full equity and inclusion** as the cornerstone of all educational decisions to ensure that the learners are able to thrive in the education system;
- **teachers and faculty as the heart of the learning process** - continuous professional development, positive working environments and service conditions;
- **'light but tight regulatory framework'** to ensure **integrity, transparency, and resource efficiency** of the educational system through audit and public disclosure while encouraging innovation and out-of-the-box ideas through **autonomy, good governance, and empowerment**;
- **outstanding research** as a corequisite for outstanding education and development;
- **continuous** review of progress based on sustained research and regular assessment by experts in education;
- **rootedness and pride in India** and its rich, diverse, ancient as well as modern culture, knowledge systems and traditions.

Transformative initiatives by the college as per fundamentals of NEP include:

- **Outcomes-based approach to higher education:** The National Higher Education Qualifications Framework (NHEQF) envisages that learners must possess qualities and characteristics of the graduate of a programme of study, including learning outcomes relating to the disciplinary area(s) in the chosen field(s) of learning and generic learning outcomes that are expected to be acquired by a graduate on completion of the programme(s) of study. The graduate attributes include capabilities that help broaden the current knowledge base and skills, gain and apply new knowledge and skills, undertake future studies independently, perform well in a chosen career, and play a constructive role as a responsible citizen in society. Graduate attributes are fostered through meaningful learning experiences made available through the curriculum and learning experience, the total college/university experience, along with a process of critical and reflective thinking.
- Introduction of holistic and multidisciplinary undergraduate education that would help learners to develop all capabilities of human beings-intellectual, aesthetic, social, physical, emotional, ethical and moral- in an integrated manner, soft skills, such as complex problem solving, critical thinking, creative thinking, communication skills and rigorous specialisation in a chosen field(s) of learning
- Adoption of flexible curricular structures with creative combinations of disciplinary areas for study in multidisciplinary contexts in addition to rigorous specialisation in a subject or subjects
- Undergraduate degree programmes of either 3 or 4-year duration of 132 credits (3 years) and 176 credits (4 years) with Honours or Honours with research degree with multiple entry and exit points and re-entry options, with appropriate certifications such as:
 - A UG certificate after completing 1 year (2 semesters) of study in the chosen fields of study, with 44 credits and additional 4 credits in a skill-based course
 - A UG diploma after 2 years (4 semesters) of study, in chosen fields of study with 88 credits and additional 4 credits in a skill-based course
 - A bachelor's degree after a 3-years (6 semesters) programme of study
- A 4-year bachelor's degree -Honours is with eight semesters programme of study. If the learner completes a rigorous research project in their major area(s) of study in the 4th year of a bachelor's degree, the learner completes Honours with research.
- The departments having permission and recognition for the PG degree programme along with





UG degree programme in the same Major shall be automatically allowed to conduct the fourth year of UG (Honours) Degree programme and they will continue the PG degree programme.

- Departments having research centres will be able to offer 4 years (Research) degree
- Inclusion of credit-based courses and projects in the areas of community engagement and service, environmental education and value-based education including life-skills in the credit frame work.
- Learners are to be provided with opportunities for internships with local industries, businesses, artists, craft persons etc., as well as research internships with the researcher at the Mithibai College or other HEIs/research institutions so that learners get opportunities for practical aspects of the subjects of their study, which is important for the complete learning for a bachelor's degree. Further this will improve their employability.
- Reorienting teaching programmes to ensure the development of capabilities across a range of disciplines, including sciences, social sciences, arts, humanities, languages, commerce and management.

New Curriculum Framework:

The new curriculum framework will have the following features:

- Opportunity for learners to choose the courses of their interest in all disciplines;
- Facilitating multiple entry and exit options with UG certificate/ UG diploma/ or degree depending upon the number of credits secured;
- Flexibility for learners to move from one institution to another to enable them to have multi and/or interdisciplinary learning.
- Every learner will select one major and minor course of their selected discipline
- Every learner will have to select generic/open elective courses (OEC), Vocational Skill and Skill Enhancement Course {VSC, SEC (VSEC)}, Ability Enhancement course (AEC); Indian Knowledge System (IKS); Value Education Course (VEC) from basket of courses.
- Every learner will get opportunity for On-Job Training (OJT): Internship/Apprenticeship; Field Projects (FP), Community engagement and service (CEP); Co-curricular Courses(CC); in each semester up to IV and V. This will expose learners to multidisciplinary learning. Semester V, VI, VII & VIII will focus on advance learning of the selected major subject. In Semester VII and VIII every learner take Course Research methodology (RM) and Research project.
- Learners will select OEC courses from basket of courses from the other discipline, e.g., Learners from humanities will select OEC from science/commerce streams
- Some of the OEC/skill courses will be offered to learners from all faculty.
- Every learner seeking admission in the college will have to register themselves on portal of Academic Bank of Credit (ABC) and generate ABC ID. Credits accumulated by the learner will be reflected in their ABC account.

Definitions, Eligibility, and Duration of the Programme

Semester/Credits:

- A semester comprises 90 working days and 15 days of End semester examination. An academic year is divided into two semesters.





- A summer vacation is for six weeks. During summer vacation. Internship/apprenticeship/work-based vocational education and training can be carried out, learners who wish to exit after two semesters or four semesters of study will have to do 4-credit worth skill/vocational training. The college will offer some of the add-on skill-based courses in the summer term depending on the availability of faculty and the number of learners.

Major and Minor disciplines:

- **Major discipline** is the discipline or subject of focus, and the degree will be awarded in that discipline. Learners should secure the prescribed number of credits (minimum 50% of total credits) through core courses in the major discipline. E.g. Three-year degree programme will be of 132 credits, and Four-year degree programme will be of 176 credits. Therefore, learners graduating with single major will have to complete minimum 66 credits in selected major courses to obtain a three-year undergraduate degree, and learners graduating with four-year degree programme will have to complete minimum 88 credits in selected major courses to obtain a four-year undergraduate Honours/ Honours Research degree.

Awarding UG Certificate, UG Diploma, and Degrees:

- **UG Certificate:** Learners who opt to exit after completion of the first year and have secured 44 credits will be awarded UG certificate if, in addition, they complete one vocational course of 4 credits during the summer vacation of the first year. These learners are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.
- **UG Diploma:** Learners who opt to exit after completion of the second year and have secured 88 credits will be awarded UG diploma, in addition, they will have to complete vocational course of 4 credits during the summer vacation of the second year. These learners are allowed to re-enter within three years and complete the degree programme within the stipulated maximum period of seven years.
- **3-year UG Degree:** Learners who wish to undergo 3-year UG programme will be awarded UG Degree in the Major discipline after completing three years, securing 132 credits and satisfying the minimum credit requirement.
- **4-year UG Degree (Honours):** Four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with 176 credits and have satisfied the credit requirements.
- **4-year UG Degree (Honours with Research):** The learners who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level above will be able to choose a research stream in the fourth year. They will be required to do a research project or dissertation under the guidance of a faculty member of the College. Research degree will be offered by the departments having permission and recognition for conducting the Ph.D. programme with at least two permanent faculty members who are recognized as Ph.D. supervisors. The Project guiding faculty should be Ph.D. and recognised Ph.D. guide. These departments will be able to conduct 4 year-year UG Degree (Honours with Research) without obtaining approval from the University of Mumbai. The research project/dissertation will be in the major discipline. Learners who secure 176 credits, including 12 credits from a research project/dissertation, will be awarded UG Degree (Honours with Research).





- **UG Degree Programmes with Single Major:** A learner must secure a minimum of 50% credits from the major discipline for the 3-year/4-year UG degree to be awarded a single major. For example, in a 3-year UG programme, if the total number of credits to be earned is 132, a learner of Physics with a minimum of 66 credits will be awarded B.Sc. in Physics with a single major. Similarly, in a 4-year UG programme, if the total number of credits to be earned is 176, a learner of Physics with a minimum of 88 credits will be awarded B.Sc. (Honours/Honours with Research) in Physics in a 4-year UG programme with single major.

Credit hours for different types of courses:

The following types of courses/activities constitute the programmes of study. Each of them will require a specific number of hours of teaching/guidance and laboratory/studio/workshop activities, field-based learning/projects, internships, and community engagement and service:

- **Lecture courses:** Courses involving lectures relating to a field or discipline by an expert or qualified personnel in a field of learning, work/vocation, or professional practice.
- **Tutorial courses:** Courses involving problem-solving and discussions relating to a field or discipline under the guidance of qualified personnel in a field of learning, work/vocation, or professional practice.
- **Practicum or Laboratory work:** A course requiring learners to participate in a project or practical or lab activity that applies previously learned/studied principles/theory related to the chosen field of learning, work/vocation, or professional practice under the supervision of an expert or qualified individual in the field of learning, work/vocation or professional practice.
- **Seminar:** A course requiring learners to participate in structured discussion/conversation or debate focused on assigned tasks/readings, current or historical events, or shared experiences guided or led by an expert or qualified personnel in a field of learning, work/vocation, or professional practice.
- **Internship:** A course requiring learners to participate in a professional activity or work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of an expert of the given external entity. A key aspect of the internship is induction into actual work situations. Internships involve working with local industry, government or private organizations, business organizations, artists, crafts persons, and similar entities to provide opportunities for learners to actively engage in on-site experiential learning.
- **Studio activities:** Studio activities involve the engagement of learners in creative or artistic activities. Every learner is engaged in performing a creative activity to obtain a specific outcome. Studio-based activities involve visual- or aesthetic-focused experiential work.
- **Field practice/projects:** Courses requiring learners to participate in field-based learning/projects generally under the supervision of an expert of the given external entity.
- **Community engagement and service:** Courses requiring learners to participate in field-based learning/projects generally under the supervision of an expert of the given external entity. The curricular component of 'community engagement and service' will involve activities that would expose learners to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems.

Each course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial, and practicum component, or only a practicum





component.

- For example, a three-credit lecture course in a semester means three one-hour lectures per week with each one-hour lecture counted as one credit. In a semester of 15 weeks' duration, a three-credit lecture course is equivalent to 45 hours of teaching.
- One credit for tutorial work means one hour of engagement per week. In a semester of 15 weeks' duration, a one-credit tutorial in a course is equivalent to 15 hours of engagement.
- A one-credit course in practicum or lab work, community engagement and services, and fieldwork in a semester means two-hour engagement per week. In a semester of 15 weeks' duration, a one-credit practicum in a course is equivalent to 30 hours of engagement.
- Studio activities: Studio activities involve the engagement of learners in creative or artistic activities. Every learner is engaged in performing a creative activity to obtain a specific outcome.
- Workshop-based activities: Courses involving workshop-base activities require the engagement of learners in hands-on activities related to work/vocation or professional practice. Every learner is engaged in performing a skill-based activity related to specific learning outcome(s). A minimum of 30 hours of workshop-based activities per credit in a semester is required.
- Seminar/ Group Discussion: A minimum of 15 hours of participation in seminar/ Group Discussion activity per credit in a semester is required.
- Internship: Credits for internship shall be one credit per one week of internship (or 30 hours of engagement), subject to a maximum of six credits per Semester. The internship shall be monitored jointly by the faculty and Industry/ Organisation Mentor.
- Field-based Learning/ Practices: These are the courses requiring learners to participate in field-based learning/projects generally under the supervision of faculty. A minimum of 30 hours of learning activities per credit in a semester is required.
- Community engagement and service: These are the courses requiring learners to participate in field-based learning/projects generally under the supervision of faculty. The curricular component of 'community engagement and service' will involve activities that would expose learners to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems. 30 hours of contact time per credit in a semester alongwith 15 hours of activities such as preparation for community engagement andservice, preparation of reports, etc., and independent reading and study. Thus, the total learner engaged time would be 180 hours for a 4-credit course.
- A course can have a combination of lecture credits, tutorial credits, and practicum credits. For example, a 4–credit course with three credits assigned for lectures and one credit for practicum shall have three 1-hour lectures per week and one 2-hour duration field-based learning/project or lab work, or workshop activities per week. In a semester of 15 weeks' duration, a 4-credit course (3+1 Practicum) is equivalent to 45 hours of lectures and 30 hours of practicum. Similarly, a 4 –credit course with 3- credits assigned for lectures and one credit for tutorial shall have three 1-hour lectures per week and one 1-hour tutorial per week. In a semester of 15 weeks' duration, a four-credit course is equivalent to 45 hours of lectures and 15 hours of tutorials

Curricular components and number of credits of the undergraduate programme

The hallmark of the new curriculum framework is the flexibility for the learners to learn courses of their choice across various branches of undergraduate programmes. This requires that all departments prescribe a certain specified number of credits for each course and common instruction hours (slot time). **The Credit framework is distributed as per the guidelines prescribed by the**





University Grants Commission (Dec, 2020 guidelines) and Government of Maharashtra vide circular no. NEP-2022/pra.kra.09/vishi-3/shikana, dated 20th April, 2023.

The curriculum consists of major stream courses, minor stream courses and courses from other disciplines, language courses, skill courses and a set of courses on Environmental education, understanding India, Health & Wellness, Yoga education, and sports and fitness. At the end of the second semester, learners can decide either to continue with the chosen major or request a change of major. The minor stream courses include vocational courses which will help the learners to equip with job- oriented skills. B.Com. program is composite programme, so learner will not get opportunities to select major or minor, but he/she will get opportunity to select generic electives & open electives.

- a. **Major (Core) Subject:** The major would provide the opportunity for a learner to pursue in-depth study of a particular subject or discipline. Learners may be allowed to change major within the broad discipline at the end of the second semester by giving her/him sufficient time to explore interdisciplinary courses during the first year. Advanced-level disciplinary/interdisciplinary courses, a course in research methodology, and a project/dissertation will be conducted in the seventh semester. The final semester will be devoted to seminar presentation, preparation, and submission of project report/dissertation. The project work/dissertation will be on a topic in the disciplinary programme of study, or an interdisciplinary topic in the discipline or subject of main focus and the degree will be awarded in that discipline/ Subject. Learners should secure a minimum 50% of total credits through Core Courses (**mandatory courses, electives, vocational courses, Internship/ Field Projects/ Apprenticeship/ Community Engagement Projects, Seminars, and Group Discussion. In addition, Entrepreneurship, IPR and Research Project shall be offered in case of Honours with Research Degree**) in Three /Four Years for the award of Major Degree.
- b. The fourth year of four years Honours UG degree shall be identical in structure to the first year of two-year PG programmes offered after three-year UG programmes.
- c. Learners shall select a 'Major (Core) Subject' and a 'Minor Subject' from the lists of various Subject Combinations and options provided by the college.
- d. **Minor courses-** All discipline -specific minor courses will be offered from basket of faculty specific courses. Learners will have the option to choose courses from disciplinary/interdisciplinary minors and skill-based courses relating to a chosen faculty
- e. **Vocational Education and Training:** Vocational Education and Training will form an integral part of the undergraduate programme to impart skills along with theory and practical. A minimum of 12 credits will be allotted to the 'Minor' stream relating to Vocational Education and Training and these can be related to the major or minor discipline or choice of the learner. These courses will be useful to find a job for those learners who exit before completing the programme.
- f. **Common Value-Added Courses:** Courses under Value Added, Summer Internship/ Apprenticeship/ Community outreach activities, etc., for all majors, will be of 2-credits or as appropriate;
- g. **Courses on Indian Knowledge System (IKS)-** The college will offer -
 - i) **Generic IKS Course:** This course contains of basic knowledge of the IKS subject. It will contain introductory information to the IKS. The learner should be able to acquire basic knowledge after completion of the course.
 - ii) **Subject Specific IKS Courses:** These courses contain advanced information pertaining to the subject as these will be considered as a part of the major credit. The learner should have completed the Generic level as a prerequisite before enrolling in the discipline related course.





Structure of the Undergraduate Programme:

The UG programme will consist of the following categories of courses and the minimum credit requirements for 3-year UG and 4-year UG (Honours) or UG (Honours with Research) programmes.

In general, for the four years' bachelor's degree programme, the distribution of credits will be as follows:

- a. **Major (Core) Subject comprising Mandatory and Elective Courses**
 - i. Minimum 50% of total credits corresponding to Three/Four - year UG Degree- Mandatory Courses offered in all Four years;
 - ii. 2 credit course on Major Specific IKS shall be included under Major;
 - iii. Elective courses of Major will be offered in the third and/or final year.
 - iv. Vocational Skill Courses, Internship/ Apprenticeship, Field Projects,
 - v. Research Projects Connected to Major
- b. **Minor Subject: 18-20 Credits**
 - i. The Minor subjects may be from different disciplines of the same faculty of DSC Major (Core) or they can be from different faculty altogether.
 - ii. The credits of Minor subjects shall be completed in the first three years of UG Programme.
- c. **Generic/ Open Elective Courses (OE): 10-12 credits**
 - i. It must be offered in the I and/or II year
 - ii. Faculty-wise baskets of OE shall be available semester/year wise
 - iii. OE is to be chosen compulsorily from faculty other than that of the Major.
- d. **Vocational Skill Courses (VSC): 8-10 credits**, including Hands on Training corresponding to the Major and/or Minor Subject:
 - i. To be offered in first three years;
 - ii. Wherever applicable vocational courses will include skills based on advanced laboratory practicals of Major.
- e. **Skill Enhancement Courses (SEC): 06 credits**, these courses are aimed at imparting practical skills, hands-on training, soft skills, etc., to enhance the employability of learners. Every department will offer one skill course, learners can select skill course as per his/her choice, provided he/she fulfils required criteria to select the course
 - i. To be offered in the I and II year;
 - ii. To be selected from the basket of Skill Courses approved by the college.
- f. **Ability Enhancement Courses (AEC), Indian Knowledge System (IKS) and Value Education Courses (VEC): 14 Credits**

Learners are required to achieve competency in a Modern Indian Language (MIL) and in the English language with special emphasis on language and communication skills. These courses aim at enabling the learners to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills, that help learners articulate their arguments and present their thinking clearly and coherently and recognize the importance of language as a mediator of knowledge and identity. They would also enable learners to acquaint themselves with the cultural and intellectual heritage of the chosen MIL and English language, as well as to provide a reflective understanding of the structure and complexity of the language/literature related to both the MIL and English language. The courses will also emphasize the development and enhancement of skills such as communication, and the ability





to participate/conduct discussions and debates.

i. AEC: 08 credits

- ✓ To be offered in the I and II year
- ✓ English: 04 Credits
- ✓ Modern Indian Language: 04 credits
- ✓ To be offered from the Basket approved by the college.

The focus for both languages should be on linguistic and communication skills.

ii. IKS: 02 Credits

- ✓ To be offered in the I Year
- ✓ Courses on IKS to be selected from the basket of IKS courses approved by the University / Autonomous Colleges.

iii. VEC: 04 Credits

- ✓ To be offered in the I year
- ✓ Value Education Courses (VEC) such as Understanding India, Environmental Science /Education, and Digital and Technological Solutions.

- **Understanding India:** The course aims at enabling the learners to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective, the basic framework of the goals and policies of national development, and the constitutional obligations with special emphasis on constitutional values and fundamental rights and duties. The course would also focus on developing an understanding among learner-teachers of the Indian knowledge systems, the Indian education system, and the roles and obligations of teachers to the nation in general and to the school/community/society. The course will help to prepare learners for their roles and responsibilities as effective citizens of a democratic society.
- **Environmental science/education:** The course seeks to equip learners with the ability to apply the acquired knowledge, skills, attitudes, and values required to take appropriate actions for mitigating the effects of environmental degradation, climate change, and pollution, effective waste management, conservation of biological diversity, management of biological resources, forest and wildlife conservation, and sustainable development and living. The course will also deepen the knowledge and understanding of India's environment in its totality, its interactive processes and its effects on the future quality of people's lives.

g. Field Projects/ Internship/ Apprenticeship/ Community Engagement and Service corresponding to the Major (Core) Subject, Co-curricular Courses (CC) and Research Project

- i. Internship/Apprenticeship corresponding to the Major (Core) Subject: 8 Credits
- ii. Field Projects/Community Engagement and Service corresponding to the Major (Core) Subject: minimum 4-6 credits
- iii. To be offered in II, and III years of UG Degree Programmes.
- iv. Co-curricular Courses (CC) such as Health and Wellness, Yoga education sports, and fitness, Cultural Activities, NSS/NCC and Fine/ Applied/ Visual/ Performing Arts: 8 credits, to be offered in I and/or II year
- v. Research Projects: 12 credits
- vi. To be offered in the final year for 4-year Honours with Research UG Degree.





- **Health & Wellness, Yoga education, sports, life skills:** Course components relating to health and wellness seek to promote an optimal state of physical, emotional, intellectual, social, spiritual, and environmental well-being of a person. Sports and fitness activities will be organized outside the regular institutional working hours. Yoga education would focus on preparing the learners physically and mentally for the integration of their physical, mental, and spiritual faculties, and equipping them with basic knowledge about one’s personality, maintaining self- discipline and self-control, to learn to handle oneself well in all life situations. The focus of sports and fitness components of the courses will be on the improvement of physical fitness including the improvement of various components of physical and skills-related fitness like strength, speed, coordination, endurance, and flexibility; acquisition of sports skills including motor skills as well as basic movement skills relevant to a particular sport; improvement of tactical abilities; and improvement of mental abilities.
- **Internship/Apprenticeship/Field Projects:** A key aspect of the new UG programme is induction into actual work situations. All learners will also undergo internships / Apprenticeships in a firm, industry, or organization or Training in labs with faculty and researchers in their own or other HEIs/research institutions during the summer term. Learners will be provided with opportunities for internships with local industry, business organizations, health, and allied areas, local governments (such as panchayats, municipalities), Parliament or elected representatives, media organizations, artists, crafts persons, and a wide variety of organizations so that learners may actively engage with the practical side of their learning and, as a by-product, further improve their employability. Learners who wish to exit after the first two semesters will undergo a 4-creditwork-based learning/internship during the summer term in order to get a UG Certificate.

The UGC Regulations, 2021 permit up to 40% of the total courses being offered in a particular programme in a semester through the **Online Learning Courses**

Table-I Details of qualifications, minimum credit requirements, exits credit courses, year and semester

Levels	Qualification title	Min. credit requirements	Exit credit courses	Year and semester
4.5	UG certificate	44	4	1 year, 2 semesters
5.0	UG Diploma	88	4	2 years, 4 semesters
5.5	Bachelor’s Degree	132	-	3 years, 6 semesters
6.0	Bachelor's Degree-Honours	176	-	4 years, 8 semesters
6.0	Bachelor’s degree research	176	-	4 years, 8 semesters



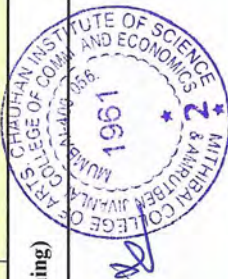
Table-II

Illustrative Credit distribution structure for three/ four year Honours/Honours with Research Degree Programme with Multiple Entry and Exit options:

FYUGP Credit Structure from 2023-24 (Arts & Science)											
Level	Sem	Major (Sub-1)	Elective	Minor (Sub-2)	Generic/Open Electives (OE)	Vocational Skill Courses (VSC)	Indian Knowledge System - Generic (IKS)		On Job Training (OJT), Field Projects (FP), Research Project (RP), Community Engagement and Service (CEP)	Cum Cr/Sem	Degree/Cum Cr
							Skill Enhancement Courses (SEC)	Ability Enhancement Courses (AEC), Value Education Courses (VEC)			
4.5 (2023-24)	Sem 1	4	0	4	4	4	6	0	0	22	44 UG certificate
	Sem 2	4	0	4	4	4	4	2	22		
	Cum Cr	8	0	8	8	8	10	2	44		
<p>A student will decide which of the 2 subjects (Sub-1 or Sub-2) will be major and minor at the end of the second semester (ie the first year)</p> <p>Major subject-specific IKS of 2 credits must be done as 2 units (could be 1 unit + 1 unit) from Sem 3 to Sem 6</p> <p>Exit option with a UG Certificate in Major with an additional 4 credits core NSQF course/internship OR continue with Major & Minor</p>											
5 (2024-25)	Sem 3	8	0	4	2	2	2	4	4	22	88 UG Diploma
	Sem 4	8	0	4	2	2	2	4	22		
	Cum Cr	24	0	16	12	12	14	10	88		
<p>Exit option with a UG Diploma in Major & Minor with an additional 4 credits core NSQF course/internship OR continue with Major & Minor</p>											
5.5 (2025-26)	Sem 5	12	4	2	0	2	0	2	2	22	132 UG Degree
	Sem 6	12	4	2	0	0	0	4	22		
	Cum Cr	48	8	20	12	14	14	16	132		
<p>Four-Year UG Honours Degree with Major and Minor</p>											
6 (2026-27)	Sem 7	12	4	4	0	0	0	2	2	22	176 UG Honours
	Sem 8	12	4	0	0	0	0	6	22		
	Cum Cr	72	16	20	12	14	14	24	176		
<p>Four-Year UG Honours with Research Degree</p>											
6 (2026-27)	Sem 7	10	4	4	0	0	0	4	4	22	176 UG Honours with Research
	Sem 8	10	4	0	0	0	0	8	22		
	Cum Cr	68	16	20	12	14	14	28	176		
PI note:	I credit = 15 hr of T and 30 hr of P							T=Theory		P=Practical (dry Lab or wet Lab)/Hands-on/Experiential learning)	



FYUGP Credit Structure break-up from 2023-24 (Science)										
Level	Sem	Major (Sub-1)	Elective	Minor (Sub-2)	Generic/Open Electives (OE)	Vocational Skill Courses (VSC)		Indian Knowledge System - Generic (IKS)	On Job Training (OJT), Field Projects (FP), Research Project (RP), Community Engagement and Service (CEP)	Degree/Cum Cr
						Skill Enhancement Courses (SEC)	Ability Enhancement Courses (AEC), Value Education Courses (VEC)			
4.5 (2023-24)	Sem 1	(3T+1P) or 4	0	(3+1) or 4	2+2	VSC of Sub-1 (1+1) or 2+ SEC (1+1) or 2	IKS 2+ EVS 2+ English communication 2	Nil		22
	Sem 2	(3T+1P) or 4	0	(3+1) or 4	2+2	VSC of Sub-2 (1+1) or 2+ SEC (1+1) or 2	Eng(2)+ understanding india 2	CC 2		22
	Cum Cr	8	0	8	8	8	10	2		44
Exit option with a UG Certificate in Major with an additional 4 credits core NSQF course/internship OR continue with Major & Minor										
5 (2024-25)	Sem 3	(3T+1P) + (3T+1P) or 4+4	0	(3+1) or 4	2	VSC (1+1) or 2	MIL(2)	FP/CEP 2 (Sci) & CC 2		22
	Sem 4	(3T+1P) + (3T+1P) or 4+4	0	(3+1) or 4	2	SEC (1+1) or 2	MIL(2)	FP/CEP 2 (Art/Com) & CC 2		22
		24	0	16	12	12	14	10		88
Exit option with a UG Diploma in Major & Minor with an additional 4 credits core NSQF course/internship OR continue with Major & Minor										
5.5 (2025-26)	Sem 5	(3T+1P) + (3T+1P)+(3T+1P) or 4+4+4	4 or (3T+1P)	(1+1) or 2	0	VSC (1+1) or 2	0	FP [2]		22
	Sem 6	(3T+1P) + (3T+1P)+(3T+1P) or 4+4+4	4 or (3T+1P)	(1+1) or 2	0	0	0	OJT [4] Internship		22
		48	8	20	12	14	14	16		132
Exit option with a Three-Year Bachelor Degree with Major and Minor OR continue with Major & Minor										
6 (2026-27)	Sem 7	(3T+1P) + (3T+1P)+(3T+1P) or 4+4+4	4 or (3T+1P)	RM 4	0	0	0	FP [2]		22
	Sem 8	(3T+1P) + (3T+1P)+(3T+1P) or 4+4+4	4 or (3T+1P)	0	0	0	0	OJT [6] Internship		22
		72	16	24	12	14	14	24		176
Four-Year UG Honours with Research Degree										
6 (2026-27)	Sem 7	(3T+1P) + (3T+1P)+(1T+1P) or 4+4+2	4 or (3T+1P)	RM 4	0	0	0	RP [4]		22
	Sem 8	(3T+1P) + (3T+1P)+(1T+1P) or 4+4+2	4 or (3T+1P)	0	0	0	0	RP [8]		22
		68	16	24	12	14	14	28		176
PI note: 1 credit = 15 hr of T and 30 hr of P										
P=Practical (dry Lab or wet Lab)/Hands-on/Experiential learning)										



FYUGP Credit Structure from 2023-24 (Commerce)											
Level	Sem	Major	Elective	Minor	Generic/ Open Electives (OE)	Vocational Skill Courses (VSC)	Indian Knowledge System - Generic (IKS)	On Job Training (OJT), Field Projects (FP), Research Project (RP), Community Engagement and Service (CEP)		Cum Cr/Sem	Degree/Cum Cr
								Ability Enhancement Courses (AEC), Value Education Courses (VEC)	Co-curricular Courses (CC)		
4.5 (2023- 24)	Sem 1	3+3	0	2	2+2	VSC-2, SEC-2	IKS 2+ EVS 2+ English Communication 2	Nil		22	44 UG certificate
	Sem 2	3+3	0	2	2+2	VSC-2, SEC-2	Eng(2)+ Understanding India 2	CC 2		22	
	Cum Cr	12	0	4	8	8	10	2		44	
<p>A student will decide which of the 2 subjects (Sub-1 or Sub-2) will be major and minor at the end of the second semester (ie the first year)</p> <p>Major subject-specific IKS of 2 credits must be done as 2 units (could be 1 unit + 1 unit) from Sem 3 to Sem 6</p> <p>Exit option with a UG Certificate in Major with an additional 4 credits core NSQF course/internship OR continue with Major & Minor</p>											
5 (2024- 25)	Sem 3	4+4	0	4	2	VSC-2	MIL(2)	FP/CEP 2 (Sci) & CC 2		22	88 UG Diploma
	Sem 4	4+4	0	4	2	SEC-2	MIL(2)	FP/CEP 2 (Ar/Com) & CC 2		22	
	Cum Cr	28	0	12	12	12	14	10		88	
<p>Exit option with a UG Diploma in Major & Minor with an additional 4 credits core NSQF course/internship OR continue with Major & Minor</p>											
5.5 (2025- 26)	Sem 5	4+4+2	4	4	0	VSC 2	0	FP 2		22	132 UG Degree
	Sem 6	4+4+2	4	4	0	0	0	OJT 4 Internship		22	
	Cum Cr	48	8	20	12	14	14	16		132	
<p>Four-Year UG Honours Degree with Major and Minor</p>											
6 (2026- 27)	Sem 7	4+4+4 +2	4	RM 4	0	0	0	FP 2		22	176 UG Honours
	Sem 8	4+4+4 +2	4	0	0	0	0	OJT 6 Internship		22	
	Cum Cr	72	16	24	12	14	14	24		176	
<p>Four-Year UG Honours with Research Degree</p>											
6 (2026- 27)	Sem 7	4+4+2	4	RM 4	0	0	0	RP 4		22	176 UG Honours with Research
	Sem 8	4+4+2	4	0	0	0	0	RP 8		22	
	Cum Cr	68	16	24	12	14	14	28		176	



Aided - PGP Credit Structure for 2023-24 (Across All courses)

Level	Sem	Major		Research Methodology (RM)	On Job Training (OJT), Field Projects (FP)	Research Project (RP)	Cum Cr/ Sem	Degree/ Cum Cr
		Mandatory	Elective					
6 (2023-24)	Sem 1	14	4	4	0	0	22	PG Diploma after TY
	Sem 2	14	4	0	4	0	22	
	Cum Cr	28	8	4	4	0	44	
Exit with postgraduate Diploma								
6.5 (2024-25)	Sem 3	12	4	0	0	6	22	PG Degree after TY or after FYUG
	Sem 4	12	4	0	0	6	22	
	Cum Cr	24	8	0	0	12	44	
88 credits (2 years) after TY or 44 credits (1 year) after FYUGP								

PGP Credit Structure for 2023-24 Science

Level	Sem	Major		Research Methodology (RM)	On Job Training (OJT), Field Projects (FP)	Research Project (RP)	Cum Cr/ Sem	Degree/Cum Cr
		Mandatory	Elective					
6 (2023-24)	Sem 1	14 (4T+2P)+(4T+2P)+(2T)	4 (3T+1P)	4 (3T+1P)	0	0	22	PG Diploma after TY
	Sem 2	14 (4T+2P)+(4T+2P)+(2T)	4 (3T+1P)	0	4	0	22	
	Cum Cr	28	8	4	4	0	44	
Exit with postgraduate Diploma								
6.5 (2024-25)	Sem 3	2* (4T+2P)=12	4 (3T+1P)	0	0	6	22	PG Degree after TY or after FYUG
	Sem 4	2* (4T+2P)=12	4 (3T+1P)	0	0	6	22	
	Cum Cr	24	8	0	0	12	44	
88 credits (2 years) after TY or 44 credits (1 year) after FYUGP								



PGP Credit Structure for 2023-24 Commerce								
Level	Sem	Major		Research Methodology (RM)	On Job Training (OJT), Field Projects (FP)	Research Project (RP)	Cum Cr/Sem	Degree/Cum Cr
		Mandatory	Elective					
6 (2023-24)	Sem 1	4 + 4 + 4 + 2	4 (4L)	4 (4L)	0	0	22	PG Diploma after TY
	Sem 2	4 + 4 + 4 + 2	4 (4L)	0	4	0	22	
	Cum Cr	28	8	4	4	0	44	
Exit with postgraduate Diploma								
6.5 (2024-25)	Sem 3	4 + 4 + 4 + 2	4 (4L)	0	0	4	22	PG Degree after TY or after FYUG
	Sem 4	4 + 4 + 4	4 (4L)	0	0	6	22	
	Cum Cr	26	8	0	0	10	44	
88 credits (2 years) after TY or 44 credits (1 year) after FYUGP								

PGP Credit Structure for 2023-24 Arts								
Level	Sem	Major		Research Methodology (RM)	On Job Training (OJT), Field Projects (FP)	Research Project (RP)	Cum Cr/Sem	Degree/Cum Cr
		Mandatory	Elective					
6 (2023-24)	Sem 1	4 + 4 + 4 + 2	4 (4L)	4 (4L)	0	0	22	PG Diploma after TY
	Sem 2	4 + 4 + 4 + 2	4 (4L)	0	4	0	22	
	Cum Cr	28	8	4	4	0	44	
Exit with postgraduate Diploma								
6.5 (2024-25)	Sem 3	4 + 4 + 4	4 (4L)	0	0	6	22	PG Degree after TY or after FYUG
	Sem 4	4 + 4 + 4	4 (4L)	0	0	6	22	
	Cum Cr	24	8	0	0	12	44	
88 credits (2 years) after TY or 44 credits (1 year) after FYUGP								



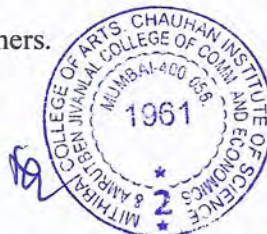


Abbreviations: Generic/ Open Electives: OE; Vocational Skill and Skill Enhancement Courses: VSEC; Vocational Skill Courses: VSC; Skill Enhancement Courses: SEC; Ability Enhancement Courses: AEC; Indian Knowledge System: IKS; Value Education Courses: VEC; OJT: On Job Training; Internship/ Apprenticeship; Field projects: FP; Community engagement and service: CEP; Co-curricular Courses: CC; RM: Research Methodology; Research Project: RP

Levels of Courses:

Courses shall be coded based on the learning outcomes, level of difficulty, and academic rigor. The coding structure is as follows:

- i) **0-99: Pre-requisite courses** required to undertake an introductory course which will be a pass or fail course with no credits. It will replace the existing informal way of offering bridge course/s
- ii) **100-199: Foundation or introductory courses** that are intended for learners to gain an understanding and basic knowledge about the subjects and help decide the subject or discipline of interest. These courses may also be prerequisites for courses in the major subject. These courses generally would focus on foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking to provide a broad basis for taking up more advanced courses. These courses seek to equip learners with the general education needed for advanced study, expose learners to the breadth of different fields of study; provide a foundation for specialized higher-level coursework; acquaint learners with the breadth of (inter) disciplinary fields in the arts, humanities, social sciences, and natural sciences, and to the historical and contemporary assumptions and practices of vocational or professional fields; and to lay the foundation for higher- level coursework.
- iii) **200-299: Intermediate-level courses** including subject-specific courses intended to meet the credit requirements for minor or major areas of learning. These courses can be part of a major and can be pre-requisite courses for advanced-level major courses.
- iv) **300-399: Higher-level courses** which are required for majoring in a disciplinary/interdisciplinary area of study for the award of a degree.
- v) **400-499: Advanced courses** which would include lecture courses with practicum, seminar-based course, term papers, research methodology, advanced laboratory experiments/software training, research projects, hands-on-training, internship/apprenticeship projects at the undergraduate level or First year post-graduate theoretical and practical courses.
- vi) **500-599: Courses at first year Master's degree level for a 2-year Master's degree programme.**
- vii) **600-699: Courses for second year of 2-year Master's or 1-year Master's degree programme.**
- viii) **700 -799 & above: Courses limited to doctoral learners.**





Semesters 1 & 2: The learners will select courses in major stream, minor stream, broad disciplines (multidisciplinary category) to have basic knowledge not only in major areas but also in other disciplines. With exposure to basic courses in two disciplines, a learner can decide to continue the chosen major or change the major and minor areas of interest at the end of the second semester. Additionally, these learners will also take courses of their interest from Ability Enhancement (language), Skill Enhancement, and Value-Added categories.

Change of Major: Learners can opt for a change of major within the broad discipline (Natural and Physical Sciences, Mathematical, Statistics, and Computational Sciences, Media Sciences, Commerce and Management, Humanities and Social Sciences) at the end of the first year.

Semesters 3 & 4: Learners will choose courses of their interest in major and minor to build a career of their interest. They also pursue courses to strengthen their language skills and other skill-augmenting courses and vocational training.

Semesters 7 & 8: During the 4th and final year, learners will undertake advanced level courses in both major and minor streams to get UG Degree (Honours). Learners will have to choose a research component with courses relating to research methodology, advanced courses in theory and applied areas, and seminar presentations. Learners may be permitted to carry out a research project or dissertation in another department of the same institution or another institution provided the required facilities are available.





5.4 Structure of the UG Programme:

Table 3: The Semester-wise and Broad Course Category-wise Distribution of credits of the Undergraduate Programme:

Semester	Discipline Specific Courses - Core	Minor	Inter-disciplinary courses	Ability Enhancement courses (language)	Skill Enhancement courses /Internship /Dissertation	Common Value-Added Courses	Total Credits
I	(100 level)	(100 Level)	(1 course)	1 course)	(1 course)	(1 or 2 courses)	22
II	(100 level)	(100 Level)	(1 course)	(1 course)	(1 course)	(1 or 2 courses)	22
Learners exiting the programme after securing 44 credits will be awarded UG Certificate in the relevant Discipline /Subject provided they secure 4 credits in work based vocational courses offered during summer term or internship / Apprenticeship in addition to 6 credits from skill-based courses earned during first and second semester.							44
III	(200 level)	(200 & above)	(1 course)	(1 course)	(1 course)	-	44
IV	(200 level)	(200 & above)	-	(1 course)	(1 course)	-	44
Learners exiting the programme after securing 88 credits will be awarded UG Diploma in the relevant Discipline /Subject provided they secure additional 4 credit in skill based vocational courses offered during first year or second year summer term.							88
V	(300 Level)	(200 & above)	-	-	(Internship)	-	22
VI	(300 Level)	(200 & above)	-	-	-	-	22
Learners who want to undertake 3-year UG programme will be awarded UG Degree in the relevant Discipline /Subject upon securing 120 credits							132
VII	(400 Level)	(300 & above)	-	-	-	-	22
VIII	(400 Level)	(300 & above)	-	-	(Research Project/ Dissertation)	-	22
Learners will be awarded UG Degree (Honours) with Research in the relevant Discipline / Subject provided they secure 160 credits							176

Examination Guidelines:

Examination Pattern proposed to be 60:40, i.e. 60% marks for End Semester Exam and 40% marks for Internal Continuous Component for UG and PG programs from first year onwards, progressively, under NEP-2020 with effect from the Academic Year 2023-24.

The Continuous Assessment Component will comprise 40% and End Semester Examination





component will comprise 60% of the total marks allotted to a particular course.

Credits assigned	Max. marks	Total marks of Question paper for Semester End Evaluation	Total marks for Continuous assessment (components)
3 / 4	100	60	40 marks: two sub components of 20 marks each Component 1: 20 marks test (three test of 10 marks each amongst which best two out of three will be considered) Component 2: 20 marks assignments / projects / presentations etc. as per the requirement of the course/program.
2	50	30	20 marks: two sub components of 10 marks each Component 1: 10 marks test (two tests of 10 marks each amongst which one best out of two will be considered) Component 2: 10 marks assignments / projects / presentations etc. as per the requirement of the course/program.
1 (skill based course)	50	NA	50 (detailed rubrics to be submitted) Practical course

Electives/Vocational skill courses/ skill enhancement courses

Note:

- Learners will have to select open electives from other faculty or from basket of ‘courses listed in ‘Any faculty’) e.g. Commerce learners will select courses from basket of either Arts or Science courses
- Learners will be allowed to select the electives only after completion of the admission process
- Once admission process is complete the link for the selection of open electives and generic elective
- Learners will be allowed to select three options of electives
- Depending on the number of students’ electives will be offered to the learners
- For the functionality each elective will be offered only if 60 students have opted for the electives

Kpescue

Prof. Krutika B Desai

Principal

Principal

SVKM s MITHIBAI COLLEGE OF ARTS,
 CHAUHAN INSTITUTE OF SCIENCE &
 A.J. COLLEGE OF COM. & ECONOMICS
 (AUTONOMOUS)

VILE-PARLE (WEST) MUMBAI - 400 056.

NAAC REACCREDITED 'A' GRADE, CGPA : 3.57





Policy No: 23 / 34

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Policy Name: POLICY FOR NATIONAL SERVICE SCHEME (NSS)

The National Service Scheme (NSS) is a Government of India sponsored public service programs for students conducted by the Ministry of Youth Affairs & Sports. It is a flagship programme providing opportunity to Graduate & Post Graduate youth students to participate in government led community service activities & programmes.

The NSS was launched in 1969 to commemorate Gandhiji's Centenary year in 1969 in 37 selected Universities and was aimed at developing holistic persona of student's through community service. In its initial year the scheme was conducted by the Ministry of Education and Culture, Govt. of India, in collaboration with State Government. The programme aims to instilling the idea of social welfare in students, and to provide service to society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity. In doing so, volunteers learn from people in villages how to lead a good life despite a scarcity of resources. it also provides help in natural and man-made disasters by providing food, clothing and first aid to the disaster's victims.

The college has a NSS unit with capacity of 200 students volunteers since 2019, though earlier the college was permitted registration of 150 students. **The college has adopted the NSS policy /manual of University of Mumbai, to which it is affiliated.**

OBJECTIVES

The main objectives of National Service Scheme (NSS) are :

- understand the community in which they work.
- understand themselves in relation to their community.
- identify the needs and problems of the community and involve them in problem-solving.
- develop among themselves a sense of social and civic responsibility.
- utilise their knowledge in finding practical solutions to individual and community problems.
- develop competence required for group-living and sharing of responsibilities.
- gain skills in mobilising community participation.
- acquire leadership qualities and democratic attitudes.
- develop capacity to meet emergencies and natural disasters and.
- practice national integration and social harmony.





The educational goal of the NSS implies that besides gaining understanding of concepts like community, social structure, power conflict, etc. occurring in real life situations, students should acquire competence in the field of programme planning. Shouldering the responsibilities, participation in cooperative task and promotional work in the community.

The service goal of the NSS also calls educational approach in solving community problems. Its purpose is to help the community to recognize its needs and to assist in the mobilization of resources to meet these needs.

MOTTO OF NSS

The Motto of NSS “Not Me But You” is a terse expression. On face it appears to be very simple and short. but behind it lies a lot of meaning. It is very deep and suggestive and is keeping with the spirit of service for others.

The expression stands for two things: Forgetting and surrendering the self, and Rendering selfless service to others.

The word ‘Not’ before ‘Me’ is to reduce the self to nothing and the Word ‘But’ before ‘You’ can be expanded as follows: -

“I do not live for me but for you.” “The world is not only for me but to you also.”

NSS SYMBOL

The symbol of the National Service Scheme, as appearing on the cover is based on the ‘Rath’ wheel of the Konark Sun Temple of Orissa. These giant wheels of the Sun Temple portray the cycle of creation, preservation and release, and signify the movement in life across time and space. The design of the symbol, a simplified form of the Sun-chariot wheel, primarily depicts movement. The wheel signifies the progressive cycle of life.

NSS BADGE

The NSS symbol is embossed on the NSS badge. The NSS volunteers wear it while undertaking various programmes of community service. The Konark wheel in the symbol has eight bars i.e. 8 Prahars (period) which represent 24 hours of the day. Hence the badge reminds the wearer to be in readiness for service of the nation round the clock i.e. 24 hours. The red colour in the badge indicates that the NSS volunteers are full of blood. i.e. lively, active and spirited. The navy blue colour indicates the cosmos of which the NSS is a tiny part ready to contribute its share for the welfare of the mankind.

TERMS OF NSS

A student enrolled in NSS should work for continuous two years and is expected to put in at least 120 hours of social service (in at least two community-based projects) in both the academic years.





The enrolled NSS volunteer also expected to participate at least one 07 days special camp during his enrollment in NSS of two years.

INCENTIVE TO NSS VOLUNTEERS

NSS Volunteers get the following incentives.

- 1) A certificate from University after completing 240 hours in 2 year (i.e 120 hours each year) and one Special camp of Ten days according to rules and regulation of the University.
- 2) Preference in Public Service Commission if he has a certificate for 2 years of service in NSS and for attending a Special Camp (i.e. If there are two candidates of same caliber the candidates with NSS certificate will be given preference)
- 3) The benefit of it grace marks Ordinance 229 -A in the prescribed manner.
- 4) Extra marks in B. Ed admission examination.

CODE AND CONDUCT FOR NSS VOLUNTEERS

All volunteers shall work under the guidance of group leader nominated by the Programme Officer.

- 1) They shall make themselves worthy of the confidence and co- operation of the group/ ommunity leadership.
- 2) They shall scrupulously avoid entering into any controversial issue.
- 3) They keep day-to-day record of their activities / experience in the pages of the diary and submit the same to the group leader / programme officer for periodic guidance and record.
- 4) They should submit the diary by 30th January every year to the Programme officer for filling in the report cards.
- 5) The volunteers are not allowed to work independently in any project on their own. They should work in the agency / Village / Slum, approved / adopted area by the college NSS Unit.
- 6) The maximum credit in terms of hours of work in campus project which includes orientation, attending meeting and campus activities will be 20 hours.
- 7) In case of any controversial issue such as selection of volunteers for Special camps or any project, the policy decided by the Programme officer/ Principal of the college for selection, will be binding on all the volunteers.
- 8) Volunteers should carry their NSS diary and NSS badge with them while working in the project and it should be shown to the competent authority as and when demanded.

Kpccar

Prof. Krutika B Desai

Principal

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Name of Policy: POLICY ON OBE

OBJECTIVES OF THE POLICY

The objectives of this policy are-

- To clearly define the desired learning outcomes for students.
- To ensure alignment between instructional strategies, assessments, and desired outcomes.
- To encourage students to take responsibility for their own learning and engage in self-directed learning activities.
- To strengthen the assessment process such that the focus is on evaluating students' ability to apply their knowledge and skills to real-life situations.
- To establish a robust feedback loop that allows educators to make necessary adjustments to enhance the effectiveness of the educational process.
- To prepare students for the challenges they may encounter in their future careers by integrating hands-on activities, simulations, case studies, and collaborative projects in the transaction of the syllabus.
- To recognize and cater to the diverse needs, interests and learning styles of students.
- To enhance employability whilst equipping students with the necessary skills to adapt, learn, and succeed in various domains throughout their lives.
- To hold educators accountable for providing quality education and enable students to track their progress towards achieving those outcomes.

DEFINITIONS AND OVERVIEW-

OBE- Outcome-Based Education (OBE) is an educational approach that focuses on defining desired learning outcomes and designing instructional strategies to achieve those outcomes. Instead of emphasizing the traditional methods of teaching and assessing based on content coverage, OBE places greater emphasis on measuring students' knowledge, skills, and competencies demonstrated through the achievement of specific outcomes.

The main objective of implementing OBE is to impart education by adopting a student centric approach and deliver outcome-oriented teaching for the students. Every programme identifies Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) in accordance with the vision and mission statements of the programme.





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Program Outcomes (POs) are formal statements that broadly classify the expectations of the program (Arts/Science/Commerce) from students, post the completion of the program. They focus on the overall enhancement of the students' calibre that will assist in excelling their careers.

Program Specific Outcomes (PSOs) are brief statements that provide specific characteristics about the Program Outcomes of specialised program. For instance, B.Com. (Banking & Insurance) program would have PSOs as it's a specialized branch of BCom. PSOs differentiate the offerings of the disciples within the program.

Course Outcomes (COs) are precise statements that describe what students are expected to know and be able to do at the end of each course/subject. While the POs define the stream outcomes, the COs are more oriented towards the subjects. The COs outline the skills, knowledge, attitude and social behaviour of the students. They collectively contribute to the program specific outcomes.

The course outcomes clearly states what students will do or become to determine and/or demonstrate their learnings. A well-defined course outcome will successfully enable the college to offer their courses to prospective students.

Graduate Attributes (GA) refer to the skills, knowledge and abilities of the graduates, beyond disciplinary content knowledge, that are applicable in a range of contexts in their lives. They add to the developments of academic skills. For instance, for a commerce learner, attributes pertaining to social work, oration, creatives and others would add to his/her GAs. They are statements that define the high-level skills, qualities, characteristics, and mindset that graduates are expected to develop through engaging in the course learning as a learner.

OBE IMPLEMENTATION AND MAPPING PROCESS

1. Define the vision, mission, and quality policy of the college.
2. Identify learning outcomes.
3. Align learning outcomes with relevant academic benchmarks.
4. Create reliable and valid assessment modalities that directly measure the desired outcomes.
5. Design a curriculum that incorporates the learning outcomes and promotes active, student-centered learning. Create instructional strategies, resources, and materials that support the attainment of the desired outcomes.
6. Implement a system to provide ongoing feedback to students and evaluate their progress towards the learning outcomes. Use this information to inform instruction and improve the framework over time.
7. Provide professional development opportunities for educators to understand and implement the OBE framework effectively.





8. Engage stakeholders, such as students, parents, educators, and community members, in the development and implementation of the OBE framework.
9. Continuously monitor the effectiveness of the OBE framework by analyzing student performance data, feedback from stakeholders, and other relevant indicators.

SCOPE AND ENFORCEMENT OF THE OUTCOME BASED EDUCATION POLICY

The OBE policy enables the institution to periodically update an adaptive and responsive OBE framework that meets the demands of today's students by encouraging their endeavours in entrepreneurship and employability. The emphasis is on improving subject knowledge and acquired skill sets, as well as independent thought, professional ethics, and sensitivity to gender and environment.

Each program's and course's POs, PSOs, and COs are created after thorough research that highlights a range of discipline-specific abilities while also promoting independent study. Careful thought goes into developing them to enable students to show higher order cognitive abilities beyond just understanding information. The students' awareness of current events and sensitivity to them are taken into consideration. The teachers develop intricate lesson plans that detail the cutting-edge pedagogy such as case studies, video analysis, film analysis, experimentation, field projects, etc. In addition to actively engaging in the teaching-learning-assessment process and claiming their place in their evolution, this allows the students to become aware of their strengths and weaknesses. This is followed by the assessment, which maps the outcome to the evaluation using Bloom's Taxonomy. Questions range in difficulty from easy to difficult and are focused on recall, comprehension, analysis, application, and evaluation. Extra effort is made to ensure that the learner's individual uniqueness is not diluted throughout the process of objective evaluations, especially in subjective and experiential courses. After that, findings are examined, and efforts are developed to raise the standard of instruction, learning, and evaluation.

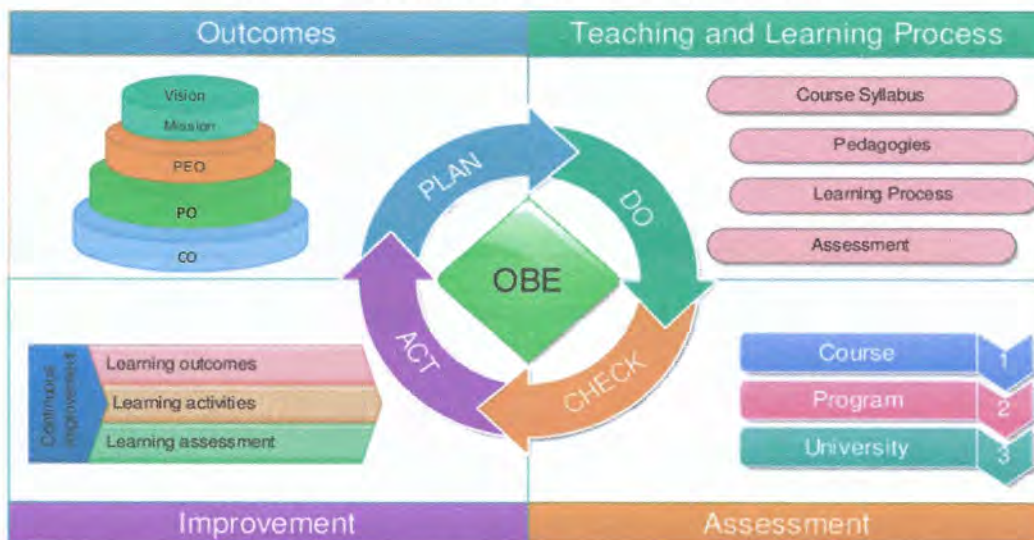
OBE Enforcement

- What should the students be able to do? (Education)
- How to align outcomes with the syllabus? (Curriculum)
- How to make the students achieve the outcomes? (Learning and Teaching)
- How to measure the students' success? (Assessment)





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The OBE policy acts as a significant additional resource by enabling the institution to consistently take into consideration the goals of the stakeholders and ensuring that every student gets an equal opportunity to benefit from good learning. With the credit transfer features offered by NEP 2020, the policy will be considerably more successful, allowing for greater potential to be utilized.

Pre-requisite of COs, POs and PSOs

IQAC (Internal Quality Assurance Cell) at our institutes had organized webinars, Workshops, and training sessions to make aware and train all faculty about establishments of COs (Course Outcomes), POs (Program Outcomes) and PSOs.

POs specify what students should know and be able to gain at the end of programme. They are designed in accordance with Graduate attributes. All Pos is specific, measurable, and achievable.

PSOs have been written by departments for offering a particular programme. COs are outcomes or knowledge that every student is expected to gain at the end of each course. COs must be measurable, attainable, and manageable in numbers. COs are written using Bloom’s Taxonomy based on all course contents.

COs should be contributed to attain POs. Therefore, each CO (Course Outcomes) should be designed in such a way that each CO must be mapped to at least one of POs and PSOs. Also, each PO (Program Outcomes) and PSO must be mapped by an adequate number of COs.

All Faculty are also trained to map COs with POs and PSOs at suitable level of Bloom’s Taxonomy. Training was also given to map contents/ module/topic with COs. They are also trained to map question paper with COs.





Tools and Rubrics for Assessment:

Assessment methods are classified into two categories: Direct method and Indirect method. The weightage given to Direct Assessment method and Indirect Assessment method during the computation of PO attainment are 90% and 10% respectively.

Assessment Methods					
Direct Assessment (90%)					Indirect Assessment method (10%)
	External (ESE)*	CA1	CA2	CA-Total	Student's Satisfaction Survey
Marks	75/ 60	15/ 20	10/ 20	25/ 40	
Direct Attainment ratio	75%/ 60%		25%/ 40%		
Final Attainment ratio	90%				10%

*The scheme of examinations for second year and third year classes is as follows-

ESE- 75% and CA- 25%,

whereas for the first year classes (under NEP2020) it is-

ESE- 60% and CA- 40%

Setting CO Attainment target:

1. The attainment of each CO is calculated by setting class average marks as the threshold target.
2. Target Class average is set 60%. Questions are mapped to COs of respective course.
3. Since all COs are equally important. The same target is assigned for each CO.
4. If students score more than target. Then attainment is Y Otherwise N.
5. This attainment is calculated for each COs in CA1, CA2 and ESE for all courses for each semester at department level.

K Desai

Prof. Krutika B Desai

Principal
Principal

SVKM's MITHIBAI COLLEGE OF ARTS,
 CHAUHAN INSTITUTE OF SCIENCE &
 A.J. COLLEGE OF COM. & ECONOMICS
 (AUTONOMOUS)
 VILE-PARLE (WEST), MUMBAI - 400 056.
 NAAC REACCREDITED 'A' GRADE, CGPA : 3.57



ND



Policy No: 25/ 34

Date of issue: 6/2015

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Document Owner: Principal

Policy Name: POLICY ON PREVENTION OF SEXUAL HARASSMENT

OBJECTIVE:

To fulfill the requirements of the Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions

POLICY:

The college has adopted the Gazette No F. 91-1/ 2013 (TFGS) for regulations called the University

Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015. The same is represented herewith-

1. Short title, application and commencement-

- (a) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
- (b) They shall apply to all higher educational institutions in India.
- (c) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.-In these regulations, unless the context otherwise requires,-

- (a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not. who alleges to have been subjected to any act of sexual harassment by the respondent;
- (b) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
- (c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences. halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short- term placements, places used for camps, cultural festivals, sports meets





- and such other activities where a person is participating in the capacity of an employee or a student of the HEI;
- (d) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) "Covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (f) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) "Higher Educational Institution" (HET) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (I) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;
Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (i) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means-
- (i) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or





more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-

- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
 - (b) demand or request for sexual favours;
 - (c) making sexually coloured remarks
 - (d) physical contact and advances; or
 - (e) showing pornography"
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
 - (b) implied or explicit threat of detrimental treatment in the conduct of work;
 - (c) implied or explicit threat about the present or future status of the person concerned;
 - (d) creating an intimidating offensive or hostile learning environment;
 - (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;
- (l) "student" means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI. Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student. Provided that a student who is a participant in any of the activities in a HET other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student.
- (m) "third Party Harassment" refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI. but a visitor to the HEI in some other capacity or for some other purpose or reason;
- (n) "victimisation" means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour
- (o) "workplace" means the campus of a HEI including-





- i. Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEI is;
- ii. Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HETs;
- iii. Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.'

3. Responsibilities of the Higher Educational Institution-

(1) Every HEI shall,-

- (a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- (b) publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- (c) organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- (d) act decisively against all gender based violence perpetrated against employees and students or all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- (e) publicly commit itself to a zero tolerance policy towards sexual harassment;
- (f) reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- (g) create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- (h) include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on. Any





existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;

Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment;
- (j) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc.. with sensitivity;
- (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;
- (l) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (n) treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
- (o) ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- (p) monitor the timely submission of reports by the ICC;
- (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

3.2 Supportive measures-

- 1) (The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.
- 2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and





building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

- 3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.
- 4) Since research students and doctoral candidates are particularly vulnerable the HEI is must ensure that the guidelines for ethics for Research Supervision are put in place.
- 5) All HEI is must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.
- 6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.
- 7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.
- 8) Counselling services must be institutionalised in all HEI is and must have well trained full-time counsellors.
- 9) Many HEI is having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.
- 10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.
- 11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEI is to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.
- 12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher





- education which provides a modicum of protection from harassment of all kinds.
- 13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.
 - 14) Adequate health facilities are equally mandatory for all HEI is. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.
 - 15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti- sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non- mechanical.
 - 16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

4. Grievance redressal mechanism.-

(I) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

(a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university. and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(o);

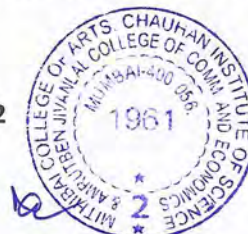
Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;"

(b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;





- (c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- (d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
- (2) At least one-half of the total members of the ICC shall be women.
- (3) Persons in senior administrative positions in the HEI, such as Vice- Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans. Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
- (4) The term of office of the members of the ICC shall be for a period of three years. HEI is may also employ a system whereby one -third of the members of the ICC may change every year.
- (5) The Member appointed form amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.
- (6) Where the Presiding Officer or any member of the Internal Committee:
- (a) contravenes the provisions of section I 6 of the Act; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest, such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section."
- 5. Responsibilities of Internal Complaints Committee (ICC) –**
The Internal Complaints Committee shall:
- (a) provide assistance if an employee or a student chooses to file a complaint with the police;





- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
 - (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
 - (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of exual harassment; and
 - (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.
- 6. The process for making complaint and conducting Inquiry** - The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy
- 7. Process of making complaint of sexual harassment** - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
- Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing;
- Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period."
- Friends, relatives, Colleagues. Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental in capacity or death.
- 8. Process of conducting Inquiry-**
- (a) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
 - (b) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses





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within a period of ten days

- (c) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- (d) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- (e) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.
- (f) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC. then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.
- (g) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEJ shall facilitate a conciliation process through ICC. as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible. is preferred to purely punitive intervention.
- (h) (The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

9. Interim redressal-The HEI may,

- (a) transfer the complainant or the respondent to another section or department to minimize the risks involved in contact or interaction, if such a recommendation is made by the ICC;
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;





- (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

10. Punishment and compensation-

- 1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.
- 2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-
 - (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - (b) suspend or restrict entry into the campus for a specific period;
 - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
 - (d) award reformatory punishments like mandatory counselling and, or, performance of community services.
- 3) The aggrieved person is entitled to the payment of compensation. The HET shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
 - (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
 - (b) the loss of career opportunity due to the incident of sexual harassment;
 - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
 - (d) the income and status of the alleged perpetrator and victim; and
 - (e) the feasibility of such payment in lump sum or in instalments.

- 11. Action against frivolous complaint-**To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEI is. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub-regulations (1) of regulations I 0, if the complainant happens to be an employee and as per sub-regulation (2) of that regulation. if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed. conducted before any action is recommended.





1. Consequences of non-compliance. -

(1) The Commission shall, in respect of any institution that will fully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956.
- (b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;
- (c) withholding any grant allocated to the institution;
- (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;
- (e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;
- (f) recommending the affiliating university for withdrawal of affiliation, in case of a college;
- (g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;
- (h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.
- (i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.

(2) No action shall be taken by the Commission under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it

CIRCULARS: <https://www.ugc.gov.in/pdfnews/7203627> UGC regulations-harassment.pdf


Prof. Krutika B Desai

Principal

Principal
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CHAUHAN INSTITUTE OF SCIENCE &
A.J. COLLEGE OF COM. & ECONOMICS
(AUTONOMOUS)
VILE-PARLE (WEST), MUMBAI - 400 056.
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Policy No: 26/ 34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

Policy Name: POLICY FOR PURCHASE AND AMC

We have been receiving large number of PRs which have various shortcomings resulting in difficulty in processing the same for sanction/release. We would like to reiterate that the following guidelines be kept in mind while sending the PRs:

1. A covering letter from the Head of the institution sending the PR for sanction.
2. The justification given in the PR is often very sketchy. Full justification must be given, if not in PR, then in the covering letter.
3. The PR must be recommended by the Mentor of the Institute.
4. Sometimes PRs are received which have been already sanctioned either by Office Bearers or the competent authority (asper delegation). If so, the forwarding letter must mention the same and a copy of the sanctioning document should be attached with the PR to enable releasing the same.
5. Sometimes proposals only come in the shape of a letter, not accompanied by PR. This also is wrong and as per OB decision cannot be entertained. Please send the PR along with the proposal for financial sanction.
6. Please note that the financial sanction is different from decision relating to vendor, rate, terms and conditions of purchase, etc. The actual purchase is decided by the Purchase Committee after the financial sanction has been given by the competent authority . After this , P.O. is to be issued.
7. Proposal relating to computer/hardware, network strengthening or renovation must be shown to the Jt. Director-IT and his recommendation obtained before the proposal is sent for sanction.

The above guidelines may be kept in mind while sending your proposal for sanction of the management.

The subject matter was considered in the Purchase and Tender Committee meeting held on 29th April 2010. We re-produce here below the extract of the minutes. Accordingly, you are requested to take appropriate action in this connection now.

a) To decide the procedure to be followed for purchase of books for the year 2010-2011

The committee discussed this matter at length and the following procedure had been laid down:

- The Head of the Department should obtain proposals and prepare the list of books. The





HOD should forward the list with hi recommendations to the Principal in the months of June and November. The Principal should then forward the ist to the Librarian for scrutiny of the proposal. The Librarian should go through the list and scrutinize the same with reference to the availability of the books in the library, the extent of the usage, year of publication, etc. and give remarks for each list and return the list to the Principal for final approval. After approval of the list by the Principal , the Librarian should invite quotations from at least 4 to 5 vendors / publishers which should indicate the publisher wise discounts offered by them.

- The Head of the Institution should decide the books and the publishers on their own for purchase and procure from the concerned vendors who offer maximum discount for a particular publisher. In case the discount offered is the same then the Head of the Institution should use his discretionary power to decide about the vendor for purchase of that particular book.

The committee emphasized that while purchasing the books, journals etc. the HOD should keep in mind the budget provision allocated by the management.

b) To decide on the purchase procedure for stationery items of institutions of 2010-2011

The committee emphasized that in the past the procedure for procurement of centralized items had been streamlined and SVKM's all institutes should adhere to the said procedure. For other general stationeries the concerned institute was required to procure their other stationery requirements directly after obtaining financial sanction from Office Bearers and following the procedure.

Policy for Maintenance of Equipments for SVKM Institutes (Date: 29.06.2016)

In order to seek maximum utilization of various Assets purchased by SVKM Institutes required for uninterrupted functioning of Colleges, it is proposed to include following equipments to have regular preventive maintenance from OEM's or experienced vendors. The preventive maintenance shall include Comp. AMC's or Non- Comprehensive AMC's.

List of Equipments.

- 1) Analytical Instruments used in Laboratory.
- 2) Office Equipments erg. Photocopier Machines, UPS, Printer (MPS services) etc.
- 3) Infrastructure Support: Elevators, Water Coolers/ Purifiers, Air Condition Units.
Fire Extinguishers & Fire Alarm System, Fire Hydrant System, Entry — Exit Swing





lanes etc., Water Tank cleaning, Pest Control Services.

4) Gymnasium Equipments.

Any other Asset not included in above but required can be considered after approval from competent authority.

Procedure for raising maintenance request.

- 1) The user Department shall raise the request for required AMC with proper justification and forward to Central Purchase Dept. of SVKM to finalize.
- 2) The Requisition shall outline the details as last AMC period and cost, projected AMC Cost for current period and Original cost of Equipments.
- 3) Type of AMC whether Comp. AMC or Non Comp. AMC required.
- 4) The Central Purchase Committee of SVKM will finalize the cost and selection of Vendor.
- 5) The Respective SVKM College / School shall raise PO, place order for AMC, and enter into AMC contract.
- 6) The service report of AMC visits to be collected by Schools/ Colleges and confirm that the user has received the services.
- 7) The payment to AMC vendor to be done as per mutually agreed Terms & Conditions.
- 8) Any deviation or unsatisfactory services to be reported by Users to SVKM Central Purchase Dept.

The above guidelines may be kept in mind by Service requisitioner while sending their proposals for approvals and sanctions by Management.

Purchase & Stores

- Purchase processes have been defined in SAP for following.
 - Procurement of Materials
 - Procurement of Services
 - Procurement of Assets
- Procurement of Materials has been categorized into
 - Regular Materials
 - Non Regular Materials
- Regular materials will be procured against the **rate contracts or rate lists only** created by the central purchase department. All Institute will abide the rates and sources finalized by Central Purchase.





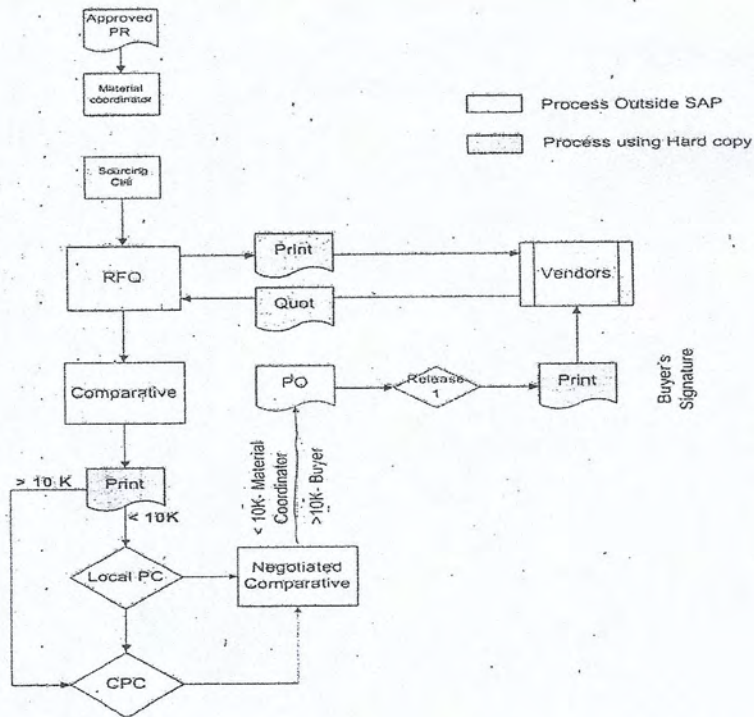
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Best College (2016–17), University of Mumbai

- Sourcing for non-regular materials. will be carried out by the institutes. This will include floating of requests for quotations (RFQ), receiving quotations from suppliers, comparison. All this will happen in SAP.





Sourcing & Procurement for Assets & non regular materials

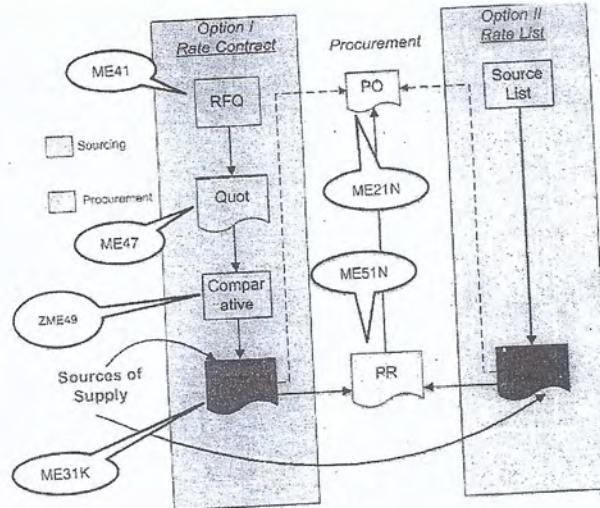


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Regular Materials

Sourcing and Procurement for regular materials



K. Desai

Prof. Krutika B Desai

Principal

Principal

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 (AUTONOMOUS)
 VILE-PARLE (WEST) MUMBAI - 400 056.
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K. Desai



Policy No: 27/ 34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

Policy Name: POLICY ON QUALITY

OBJECTIVE:

At SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics (Autonomous), we are committed to quality. The scope of this policy is to streamline strategies for quality assurance and sustenance, as well as enhance the same, in college activities.

POLICY:

The college warrants and further strengthens its quality through the following-

Teaching and Learning

The college concentrates its efforts towards providing quality pedagogy for teaching and learning. The curriculum designed post-grant of autonomous status is regularly updated to bridge the industry-academia gap.

Information Systems: The College is a pioneer in the use of SAP in academics. SAP was implemented in 2012 with 3 modules for Students' life cycle, Purchase and Accounts and HR. The college has since 2021 implemented Oracle for HR.

Use of Information & Technology in Education: The College uses ICT as a tool in academics and well as administration. All classrooms, as well as laboratories, are equipped with Smartboards to enrich the teaching–learning process.

Assessment of Students: The College management believes in having a robust examination and evaluation system. The Examination guidelines are displayed on the college website and the teachers acquaint the students with the same. Answer sheets are bar-coded to maintain secrecy on the identity of students. The college has shifted to Onscreen Marking (OSM).

Stakeholder Feedback: The College in its path towards enhancing its quality seeks feedback from its stakeholders and analyses the same with efforts put in to further enrich quality. A formal feedback system is in place and to avoid human intervention the same is conducted anonymously on the Learning Management System- Students Portal.

Grievance Redressal: A formal grievance redressal mechanism system is in place with the statutory committees such as the Anti-ragging committee, Internal Complaints committee, and College Grievance Redressal committees constituted and working.

Extension Activities: The college envisages towards development of holistic individuals and so encourages activities of NSS, NCC, and DLLE as well as various activities organised by





various committees and departments, to develop passion and social commitment to society. Extension activities that support neighbourhood and need-based outreach activities are regularly organised.

Research Promotion: Analytical and critical reasoning skills are developed by promoting research in undergraduate classes through multiple participative teaching pedagogy tools. Research projects are mandatory in the curriculum for postgraduates whereas many undergraduate programs have incorporated internships/ research projects for experiential learning.

Student support with Equity and Inclusion: Support is provided to students in the form of a mentoring system, counselling, remedial coaching, and peer-to-peer guidance. Diversity exists between individuals and the college caters to diverse learners through the use of various pedagogical tools. The college ensures support services to *Divyangjan* students and has set procedures to eliminate any forms of discrimination, exclusion, and harassment.

Teacher selection and quality: Guidelines set by UGC and the Government are followed for the appointment of teachers. The college also conducts demonstration lectures for shortlisted teachers at the interview before recruitment. Student feedback as well as annual self-appraisal systems are in place to facilitate teachers to enrich themselves.

Capacity Building: Appropriate training is provided as per competency to faculty members for professional development. Capacity-building programmes are conducted regularly for all stakeholders.

Participatory Planning and Good Governance: The college management ensures transparency in governance through participative and democratic decision-making. This facilitates a mutual feeling of responsiveness and accountability. Several committees are constituted to facilitate curricular, co-curricular and extracurricular activities.

Administrative Support: The college's administrative staff is qualified, committed and very cooperative and caters to the smooth administration.

Policies and Procedures: The College has formulated and implemented policy documents for good governance which are regularly reviewed and improvised, if needed..

Statutory bodies: Approval and monitoring of college academics as well as co- and extracurricular activities are mediated through statutory bodies such as the Governing Council, Academic Council, Boards of Studies, and Finance Committee amongst other committees. These bodies ensure that appropriate decisions are taken in the interest of all stakeholders and are timely executed.

Public Information: The College website along with a display on the college notice board and LMS ensure that the information about curricular, co and extracurricular activities are regularly disseminated. The college also has social media handles as Facebook, YouTube and Instagram used to disseminate information in the public domain.





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



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Auditing, Accreditation and Certification: The IQAC of the college has been entrusted to submit Annual quality assurance reports for NAAC accreditation. Further, the cell also facilitates the conduct of audits and provides details for various ranking agencies such as NIRF, India Today, Eduworld etc.

Commitment to the Nation building: As per the ethos of the management the college works towards national development by inculcating human values to develop socially responsible global citizens.

K. Desai

Prof. Krutika B Desai

Principal

Principal

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(AUTONOMOUS)

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Policy No: 28/ 34

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Document Owner: Principal

Policy Name: POLICY ON RESEARCH PROMOTION

One of the primary objectives of SVKM’s Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics is to inculcate research as an important component of teaching and learning. To encourage research, the following research policy for research has been devised:

RESEARCH INCENTIVES

It is expected that the faculty will be engaged in publishing results of their research activities in refereed journals, which are indexed in Scopus or web of science or ABDC both national and international. The impact factor given only by Clarivate analytics will be considered for the said publication. The paper should carry full name of the college.

Every regular faculty or faculty on a contract should publish at least one paper per year in a journal of national or international repute. To incentivize research output the following norms are in place.

1. Journal of national or international repute

Sr.No.	Publication & their impact factor	Amount/Rs.
1	Journal with an impact factor ≥ 5 or ‘A’ category (in ABDC)	1,00,000/-
2	Journal with an impact factor above 3 to 5 or ‘B’ category (in ABDC)	50,000/-
3	Journal with an impact factor 1 to 3 or ‘C’ category (in ABDC)	25,000/-
4	Scopus Indexed Journal	10,000/-

Guidelines for application & process of sanction

In the case of a joint publication, an incentive will be awarded on a pro-rata basis. The college committee will assess the publication and recommend it to the Management. The Management will constitute a Committee, which will in turn approve the recommendations. The guidelines for application will be as under-



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Application for Research Incentives

Sr. No.	Name of the authors (sequence of author should be as mentioned in publication)	Title of Article/ Research Paper	Name of the Journal	ISSN No.	Volume / Page No.	Issue	Start Page	End Page	Date/ Month/ Year	Publishing authority	SC OPU S Indexed Yes/No	Official Impact Factor or by Clarivate analytics	Link for article

2. Paper presentation at conferences

To encourage research among the faculty, financial support in terms of the registration fee will be provided to the teachers presenting their original research in national/international conferences organised by professional organizations of repute. The financial support in the form of travel expenses full/partial will be provided by the Management based on the evaluation of the expert committee constituted by the Management.

Publication in Books

Faculty are also expected to publish books and contribute chapters in books to be published by reputed national or international publishing houses. In all such publications name of the college should be mentioned along with the name of the author to show the affiliation.





3. Patents

To file a patent and to actively pursue, the College/Management will provide the following incentive:

- On grant of national patent incentive payable will be Rs.50,000/-
- On commercialization of the patent the royalty will be shared by the faculty with the institution in a ratio of 80:20
- On grant of international patent incentive payable will be Rs.1,00,000/-.
- On commercialization of the patent the royalty will be shared by the faculty with the institution in a ratio of 80:20.

Patent

Sr.No.	Name of the authors (sequence of author should be as mentioned in publication)	Patent No. & Country	Title of the Patent	File (Date & Year)	Granted (Date & Year)	Licensed (Date & Year)	Link for the Patent

SEED GRANT

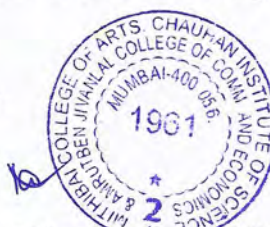
The objective of the scheme is to provide financial assistance to the faculty to initiate research activities. Financial assistance can be for a single faculty or a group of two or more faculty from different disciplines, who are initiating new collaborations and expected to lead to substantial external research funding.

To encourage faculty to initiate research, Management will provide Seed Grant, up to Rs.1,50,000/- for any of the following purposes:

- a) Taking of research project in his/her discipline. This could be used as seed money which will encourage faculty to take research on a pilot basis and then develop a major project to be funded by a national or international level body.
- b) Preparation of a policy document for government or non-government organizations.

RESEARCH ETHICS

According to the ethics to be followed in higher education, fair conduct of research and prevention of misconduct, and as per UGC (Promotion of Academic Integrity and Prevention





of Plagiarism in Higher Educational Institutions) Regulations, 2018, learners, researchers and faculty members should not perform any academic misconduct by way of theft of intellectual property in any manner. The research work carried out by the learner, faculty member, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude common knowledge or coincidental terms, up to fourteen (14) consecutive words. It shall be covered by Zero Tolerance Policy on Plagiarism.

Rules and Regulations for Plagiarism and any Other Academic Dishonesty

Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i) All quoted work reproduced with necessary permission and/or attribution.
- ii) All references, bibliography, table of contents, preface, and acknowledgements.
- iii) All generic terms, laws, standard symbols, and standard equations.

Levels of Plagiarism

Plagiarism will be quantified into the following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities up to 10%
- ii. Level 1: Similarities above 10% and up to 40%
- iii. Level 2: Similarities above 40% and up to 60%
- iv. Level 3: Similarities above 60%

Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof, that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the college. The authorities of college can also take suo moto notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the authorities on the basis of findings of an examiner. All such cases will be investigated by the IAIP.





Departmental Academic Integrity Panel (DAIP)

1) All Departments in the college shall notify a DAIP whose composition shall be as given below:

- a) Chairperson - Head of the Department
- b) Member - Senior academician from outside the department, to be nominated by the Principal.
- c) Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including the Chairman).

The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the learner, faculty, researcher, and staff.

- a) The DAIP shall have the power to assess the level of plagiarism and recommend penalty/ies accordingly.
- b) The DAIP after investigation, shall submit its report with recommendation on penalties to be imposed, to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of proceedings.

Institutional Academic Integrity Panel (IAIP)

i) Composition shall be as given below:

- a. Chairperson – Principal/Senior Academician of the college.
- b. Member - Senior Academician other than Chairman, to be nominated by the Principal.
- c. Member - One member nominated by the Principal from outside the college.
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Principal.

The Chairperson of DAIP and IAIP shall not be the same. The tenure of the Committee members including the Chairperson, shall be three years. The quorum for the meetings shall be 3 out of 4 members (including the Chairperson).

ii) The IAIP shall consider the recommendations of the DAIP.

iii) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations. iv) The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the learner, faculty member, researcher and staff of the college.

v) The IAIP shall have the power to review the recommendations of the DAIP, including penalties with due justification.





- vi) The IAIP shall send the report after investigation and the recommendation on penalties to be imposed, to the Principal, within a period of 45 days from the date of receipt of recommendation of the DAIP/complaint / initiation of the proceedings.
- vii) The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

Penalties

Penalties in the cases of plagiarism shall be imposed on learners pursuing studies at the level of Masters and Research programs and on researcher, faculty member & staff of the college, only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and the individual in question has been provided enough opportunity to defend himself or herself in a fair and transparent manner. Penalties in case of plagiarism in submission of thesis and dissertations.

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of Plagiarism.

- i. Level 0: Similarities up to 10% - Minor Similarities, no penalty.
- ii. Level 1: Similarities above 10% and up to 40% - Such a learner shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. Level 2: Similarities above 40% and up to 60% - Such a learner shall be debarred from submitting a revised script for a period of one year.
- iv. Level 3: Similarities above 60% -Such a learner's registration for that program shall be cancelled.

- 1) Note 1: Penalty on repeated plagiarism- Such a learner shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In cases where plagiarism of the highest level is committed, then the punishment for the same shall be operative.
- 2) Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be, then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

Penalties in case of plagiarism in academic and research publications

- i. Level 0: Similarities up to 10% - Minor similarities, no penalty.
- ii. Level 1: Similarities above 10% and up to 40% shall be asked to withdraw the manuscript.
- iii. Level 2: Similarities above 40% and up to 60%
 - a) Shall be asked to withdraw the manuscript.
 - b) Shall be denied a right to one annual increment.





- c) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. learner/scholar for a period of two years.
- iv. Level 3: Similarities above 60%
 - a) Shall be asked to withdraw the manuscript.
 - b) Shall be denied a right to two successive annual increments.
 - c) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. learner/scholar for a period of three years.
- 1) Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw the manuscript and shall be punished for plagiarism of one level higher than the lower level committed by him/her. In cases where plagiarism of the highest level is committed, then the punishment for the same shall be operative. In case level 3 offence is repeated, then disciplinary action including suspension/termination as per service rules, shall be taken by the college.
- 2) Note 2: Penalty in cases where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be, then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Principal.
- 3) Note 3: The college shall create a mechanism to ensure that each paper publication/thesis/dissertation by a learner, faculty member, researcher or staff of the college is checked for plagiarism at the time of forwarding/submission.
- 4) Note 4: If there is any complaint of plagiarism against the Principal, a suitable action, in line with these regulations, shall be taken by the Governing Body of the college
- 5) Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.
- 6) Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting/s where his/her case is being discussed/investigated.

K Desai

Prof. Krutika B Desai

Principal

Principal

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A.J. COLLEGE OF COM. & ECONOMICS
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Best College (2016–17), University of Mumbai

Policy No: 29/ 34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

Policy Name: POLICY ON RESERVATION FOR LINGUISTIC MINORITY

The College is a Gujarati Linguistic Minority College, administered under the provisions of the Indian Constitution, to promote the welfare of the Minority community.

As per the Judgement dated 12th October 2017 of the Honourable Bombay High Court vide Writ Petition No. 1726 of 2001, Minority Colleges do not need to set aside seats for Backward Classes. This is reiterated by the University of Mumbai Circular No.Aff./Recog.I/Admission/(2018-19)/10/of 2018), dated 30th May, 2018.

This Judgement renders null & void the Directives regarding Reservation of Seats given by the University of Mumbai vide Circular No. Spl. Cell / (68) / 218 / 2005 dated 3rd June, 2005 [i.e., SC (13%) / ST (7%) / DT(A) (3%) / NT(B) (2.5%) / NT(C) (3.5%) / NT(D) (2%) / OBC (19%) / SBC (2%)].

Hence, the admission intake at Mithibai College (Autonomous) for the grant in aid-programs, viz. B.A. B.Sc. and B.Com. will be as shown below:

F.Y.B.A. / B.Sc. / B.Com (Aided Programs)	
Management Quota	15% of 100 % of total seats
BALANCE SEATS 85%	
Persons under Divyanjan category:	3 % of 85% of total seats
Persons under other reserved category as Freedom fighter, widow cultural and sports	3 % of 85% of total seats
Gujarathi Linguistic Minority	50% of 85% of total seats
General Category :	42% of 85% of total seats

- Learners from SVKM's Mithibai Junior College, A.V. Patel Junior College, C.N.M. School and SVKM International school are considered as IN-HOUSE students for admissions to aided under-graduate programs. The remaining seats in aided programs, after admitting in-house learners, will be allotted as per merit and according to other norms laid down by the Government from time to time.
- NO in-house quota is applicable for admissions to unaided programs and all PG Programs

Kpescac

Prof. Krutika B Desai

Principal



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 (AUTONOMOUS)
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Policy No: 30/ 34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

Policy Name: POLICY ON RESOURCE MOBILIZATION

Preamble

The college is an autonomous college, is committed to holistic development of all its students to reach their full potential. In view of autonomous colleges being provided freedom in curricular design, innovative teaching & learning methods, research & extension activities, internal innovative examinations the college is fully accountable for its resource and finance mobilization. Thus the has s Comprehensive Resource Mobilization Policy.

The policy supports the attainment of the Perspective plan of the College through critical analyses of resources required to transact the programs, prioritize the requirement, allocation resources through study of current resources availability landscape, and support thus accomplish commitments of the plan.

Objectives:

- To guarantee a transparent, methodical, reliable, and well-organized method for the allocation of resources
- To foster and improve the influx of resources for the advancement of the institution through various Government and Non-Government grants
- To actively seek and obtain resources through the engagement and contributions of the community for their progress
- To boost resources by offering consultancy services on a commercial scale to industries, government entities, other organizations, and the community

Scope of the Policy

The scope of resources spans across all related resources used for the development, implementation and continuation of works for achieving the College's mission. It includes mobilization of the following resources-

- Financials
- Human Resources
- Infrastructure

The policy is to ensure-

- the optimum allocations of resources





- effective utilization of resources for teaching, learning, training and progression
- details and records of all monetary resources are kept according to requirements of bodies as UGC, Government, Joint director Higher education and likes.

Sources for Resource Mobilization

Financial resources-

- Tuition fees are received through online payment.
- Daily collections of various types of fines and fees (other than Tuition or Exam fees) is in cash/ cheque/ and is deposited in the Bank regularly.. Receipt Books and Vouchers are to be printed with carbon counterfoil and used for every transaction.
- Other sources - Central & State government grants-in –aid , main component being salary grant and Management Funds
- Financial grants and funds from UGC plan development grants,
- Autonomous College Grants as per its directions.
- Contributions from Alumni Association, Alumni individual, NGOs, Corporate House for improvement of quality of higher education.
- Financial aids from Charity.
- Scholarship funds from Government-Minority, SC/ST Scholarship
- Specific Earmarked Funds-Management Development, Staff Gratuity Fund, Management Scholarship Funds, Seed Money/ Incentives / Awards and Recognitions from Management
- Research grants received from BCUD- University of Mumbai, UGC, and likes. The funds are placed in a separate bank account and all compliances as adhered to.

Human Resources:

- The non-teaching and housekeeping staff, as stipulated by guidelines of Government of Maharashtra, are recruited as per requirement
- The recruitment of all teaching faculty, is as per UGC's norms
- The work load of all teaching faculty, i as per UGC's norms, are as per the norm
- All Programs of the Institution are run and monitored as the Academic Calendar after ensuring that sufficient and adequate number of working days per semester are allocated.

Infrastructure resources-

The conduct of academics is within the limit of infrastructure allocated by the management to the college.

Capital assets are maintained and upgraded , on need basis





The Library Resources- both books and e-content resources are upgraded and updated annually.

Resource Utilization Strategies Employed:

Resource mobilization and its optimal utilization is reviewed by the Mentor, Principal, Vice-Principal, Registrar and Finance and Account Officer. The statutory bodies, viz- College Development Committee, Finance Committee, Academic Council and Governing body monitor the same.

Financial Mobilization:

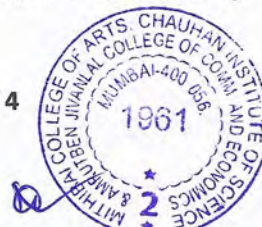
- The Grants mobilized from UGC are strategically used as per its direction for the improvement of institutional infrastructure, knowledge resources, seminar/conferences and workshops. They are utilized as per the budgeted provision made in the proposal. The expenses statements and audited reports submitted as per UGC's requirement annually.
- The scholarships from non-government funds disbursed to students annually during the academic year, as per the eligibility as decided by the respective committees / or by the sponsored.
- All government and non-government financial grants are utilized as per its directions fully keeping in mind the best interests of the stakeholders.
- Research Grants are distributed to the concerned staff members and progress report and expenses are audited on regular basis.
- The College Management own and special Earmarked Funds are used for salaries, research and such other expenditures.
- Parts of Fees collected from students is utilized as per government Rules and Regulations.

Human Resource Mobilization:

- **All teaching faculty members are allocated workload/ number of hours of instructions required per week as per UGCs guidelines.**
- **Mobilization and optimal utilization of human resources is done by allocating sufficient number of working days in each semester and subsequently drawing the Calendar of events for both even and odd semester.**

Infrastructure Resource Mobilization:

- Space is optimally utilized to overcome constrains of urban location is
- The time table for various classes of the 42 programs in the college is scattered into three





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time slots, starting from 7.00am running up to 8.00pm

- The physical resources such as all furniture's, IT infrastructure, office equipment's, electrical, electronic & security equipment's is monitored by the Maintenance Committee.
- Purchase of expensive equipment is reviewed by the College Purchase Committee and then further negotiations on the rate by the SVKM Central Purchase Committee
- Any civil work project, is similarly managed by College maintenance cell and then SVKM Central Maintenance Committee

Capital Expenditure/Development And Maintenance Investments

The funds which have been generated as surplus over the years are invested as per the guidelines of the Charity Commissioner, Mumbai. The funds are allocated and placed as Fixed Deposits in Scheduled banks. Some portion of the investible surplus is parked in Mutual Funds as directed by the Charity Commissioner of Mumbai.

FCRA

The college Trust maintains an FCRA account with Corporation Bank as per the guidelines of the FCRA Act. Investments of surplus in the account are made only in Fixed Deposits, in strict compliance with the provisions of the Act. Annual accounts are audited and sent to the Ministry of Home Affairs, Delhi. The annual feature of FC3 is also duly filed within the due date.

Prof. Krutika B Desai

Principal

Principal
SVKM's MITHIBAI COLLEGE OF ARTS,
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A.J. COLLEGE OF COM. & ECONOMICS
(AUTONOMOUS)
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Policy No: 31/34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

Policy Name: POLICY ON SAFETY SECURITY

OBJECTIVES:

The college is committed to providing a safe and healthy environment for students, teachers and non- teaching staff. The college's Safety and Security policy and guidelines are drafted as per the UGC guidelines issued.

The primary **objective** of this policy is to-

Advise, assist and support all stake holders of their safety and security.

Ensure that all stake holders act responsibly and cooperate towards creating a safe and secure campus.

SAFETY MEASURES ON CAMPUS

RFID security gates preventing entry of unauthorized person: Entry and exit to the college is through RFID enabled gates. All students, teachers and staffs have to use their ID cards as well as finger pinching to enable the opening of the gates for entry/ exit

Identity card: It is mandatory for all students, teachers and staffs have to wear college ID cards in the college campus.

Security personnel: Each entry points are manned by at least three security guards, with one-woman security personnel deployed at such entry points for security check of girl students or visitor.

24/7 CCTV surveillance: The premises are under 24 x 7 CCTV coverage with a central control room with security personnel monitoring all cameras during college working hours.

Visitor record: Visitors entry into the campus is permitted post records being made in the visitor entry book. All the visitors have to enter their details

Fire extinguishers: Fire extinguishers with usage manual and instructions are installed at strategic location in the entire premise. The same are regularly maintained through an AMC. The management has appointed a Food and Beverage officer to oversee the quality of food available at the canteens.

Documents displaying Code of Conduct and College Policies are displayed on the college website. Important rules, regulations and helpline numbers are displayed in the college premises, college website, digital display board, and notice boards

Mock safety drills and evacuation drills are regularly held by Fire Safety officer to orient all





stake holders of exit routes in case of any emergency.

The following committees are constituted for the safety and security of the students on the campus:

Internal Complaints Committee (ICC) (Anti-sexual harassment committee) has been constituted as per Government Gazette and UGC guidelines to ensure gender equity and that harassment on basis of sexual difference is not conducted in the premises.

College Grievance Redressal Committee address the grievances raised by students and staffs and resolves the same

Grievance Reporting can be through suggestion boxes or through submission of the same on the form available on college website and emailed at grievance@mithibai.ac.in.

Discipline committee helps maintain discipline in the campus through regular and surprise checks of the campus. In case of actions of indiscipline, it conducts enquires and submits the prepares reports to the Principal for required disciplinary action.

Anti-Ragging Committee conducts awareness programs to make the environment of the campus friendly.

Counselling service: A counselor is available in the college for any assistance required by students.

ACCIDENTS AND FIRST AID

The college efforts are to ensure measures for safety and first aid.

In case if any accident occurs, the college has a Doctor on campus with Nanavati Max Super specialty hospital in close proximity.

In case of a mishap / accident / health issue, in the college premises the contact points could be Faculty / Non-teaching staff nearby

Vice-Principal / Principal

Security Office or Gate

College Board Number - 022 42439000 / 9001

First aid boxes are available in staff common room , ground floor & laboratories

The college has wheel chairs as well as stretcher available in the staff common room, ground floor.

Immediate action and first aid measures are key to mitigating emergencies.

IN CASE OF ANY EMERGENCY

All stake holders should leave the building as per designated exit points

Lifts are not to be used.

Staircases to be used for exit





Close doors behind you.

Do not delay your exit from the building while picking personal belongings.

You can re-enter the premises only when instructed for the same.

SAFETY OF STUDENTS DURING EXCURSION / TOURS /ACADEMIC TRIP

Excursion /Tours /Academic Trip will be permitted if specified in the syllabus / constitution of committee / association

The trip will be conducted under the supervision of at least two teachers, of whom one will be a lady teacher.

The itinerary as well as the travel plan should be worked out atleast 10 days in advance of the trip and communicated to the parents/guardians of the students through a official circular / notice.

It will be mandatory for departments/ committee / association, to elicit consent letters from the parents/guardian of the students who are embarking on excursion / tours /academic trip. Further no excursion/ trip shall be conducted unless such assurance as would indemnify students against the various emergencies and risks .

Before proceeding on tour all the students need to be properly briefed by the way of training about geography, climate, hazardous location and risks zones existing in the proposed destination, code of environment protection, emergency procedures and basic first aid. Teachers should further remind the participants the importance of the importance of safety precautions, team spirit and discipline.

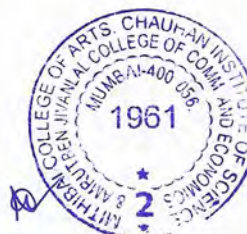
The departments/ committee / association should ensure that each student is medically fit to be part of the excursion tour.

If the expedition involves camping only such sites should be free from hazardous such as flooding, dangerous slope, falling rocks etc.

Students should be allowed to carry personal communication devices such as mobile phones and should be instructed to remain in constant touch with the parents/guardians. This would also facilitate causality handling and communication in case of emergency.

EMERGENCY CONTACT NUMBERS

COLLEGE OFFICE	022-42339000
PRINCIPAL’S OFFICE	022-42339002





POLICE STATION	
EMERGENCY CONTROL ROOM	100
POLICE STATION - JUHU	022-26184308/ 26183856/ 26184432
POLICE STATION – VILE PARLE	022-24691874/ 26117317/ 26112813
RTO OFFICE - VARSOVA	022-26323315/26362252/26550932/ 26550933
TRANSPORT COMM. OFFICE	022-26516336/ 26055093/ 27574928
FIRE STATION	
EMERGENCY CONTROL ROOM	101
FIRE STATION - JUHU	022-26184308/ 26183856/ 26184432
FIRE STATION – MAROL	022-29200940/ 29200941
FIRE STATION - ANDHERI	022-26205301
AMBULANCE SERVICE	
HELP-LINE NUMBER	102 / 1298
CARDIAC AMBULANCE	108
COOPER HOSPITAL (VILE PARLE)	022-26207254/ 26205892
SUJOY HOSPITAL	022-26212233

OTHER EMERGENCY CONTACT NUMBER	
BLOOD BANK HELPLINE	104 / 1910
TRAFFIC POLICE	022-25421373
FOREST DEPARTMENT	022-25445459
BORIVALI NATIONAL PARK	022-25421389
WOMEN HELPLINE	022-22633333/ 22620111
CHILD HELPLINE	1098
GAS LEAKAGE	1906
DISASTER HELPLINE	022-22694725
BOMB DETECTION SQUAD	022-22090501/ 22650707

K Desai

Prof. Krutika B Desai

Principal

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Policy No: 33/34

Date of issue: 6/2019

Revised on:12/2022

Document Owner: Principal

Policy Name: POLICY ON STUDENTS GRIEVANCE REDRESSAL

1. OBJECTIVE OF THE POLICY

To provide opportunities for redressal of certain grievances of students already enrolled in Mithibai College, as well as those seeking admission in the College and a mechanism thereto.

2. DEFINITIONS:

(1) In this policy, unless the context otherwise requires-

- (a) “aggrieved student” means a student who has any complaint in the matters relating to or connected with the grievances defined under this policy.
- (b) College “declared admission policy” means such policy, including the process there under, for admission to a course or program of study as may be offered by Mithibai College by publication in the prospectus.
- (c) “grievance” means and includes, complaint(s) made by an aggrieved student in respect of the following, namely:
 - i. admission contrary to merit determined in accordance with the declared admission policy;
 - ii. irregularity in the process under the declared admission policy;
 - iii. refusal to admit in accordance with the declared admission policy;
 - iv. non-publication of a prospectus by the College, in accordance with the provisions of these regulations;
 - v. publication by the College of any information in the prospectus, which is false or misleading, and not based on facts;
 - vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
 - vii. demand of money in excess of that specified to be charged in the declared admission policy of the College;
 - viii. violation by the College, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
 - ix. non-payment or delay in payment of scholarships or financial aid admissible to

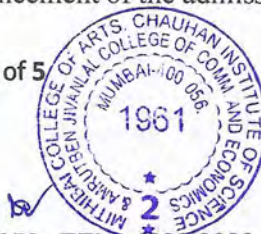




- any student under the declared admission policy of the College (Subject to receipt of scholarship money from the government)
- x. delay by the College in the conduct of examinations or declaration of results, beyond the schedule specified in the academic calendar of the College, or in such calendar prescribed by the Commission;
 - xi. failure by the College to provide student amenities as set out in the prospectus, or is required to be extended by the College under any provisions of law for the time being in force;
 - xii. non-transparent or unfair practices adopted by the College for the evaluation of students;
 - xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the regulatory authorities, from time to time;
 - xiv. complaints of alleged discrimination against students enrolled in College;
 - xv. denial of quality education as promised at the time of admission or required to be provided;
 - xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force;
 - xvii. any action initiated/taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the College
- (d) “College” means a college as defined under section 12A (1) (b) of the University Grants Commission Act, 1956.
- (e) “Prospectus” means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to College, to the general public (including to those seeking admission in such College).
- (f) “Student” means a person enrolled, or seeking admission to be enrolled, in Mithibai College, to which these regulations apply, through any mode i.e., Formal / Open and Distance Learning (ODL) / Online;
- (g) “Students’ Grievance Redressal Committee (SGRC)” means a committee constituted under this policy, by Mithibai College

3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS, AND PRICING:

- (1) Mithibai College, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses





or programs of study, a prospectus containing the following for the information of persons intending to seek admission to Mithibai College and the general public, namely:

- (a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the College, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
- (b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
- (c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the College;
- (d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study
- (e) each component of the fee, deposits and other charges payable by the students admitted in Mithibai College for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules/regulations for imposition and collection of any fines in specified heads or categories, minimum and maximum fines may be imposed;
- (g) the percentage of tuition fee and other charges refundable to a student admitted in the Mithibai College in case such student withdraws from the College before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/visiting/guest) and teaching experience of every member thereof;
- (i) information with regard to physical and academic infrastructure in particular the amenities accessible by students on being admitted to the College;
- (j) all relevant instructions regarding maintaining the discipline by students within or outside the campus of the College, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and

4. STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC):

- 1) A complaint from an aggrieved student relating to the College shall be addressed





- to the Chairperson, Students' Grievance Redressal Committee (SGRC).
- 2) Mithibai College shall constitute such number of Students' Grievance Redressal Committees (SGRC), as may be required to consider grievances of the students, with the following composition, namely:
 - a) A Professor / Associate Professor (minimum 5 years' experience as Associate Professor) - Chairperson
 - b) Four Professors/Senior Faculty Members of the College as Members.
 - c) A representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities-Special Invitee.
 - 3) At least one member or the Chairperson shall be a woman and at least one member or the Chairperson shall be from SC/ST/OBC category.
 - 4) The term of the chairperson and members shall be for a period of three years.
 - 5) The term of the special invitee shall be one year.
 - 6) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
 - 7) In considering the grievances before it, the SGRC shall follow principles of natural justice.
 - 8) The SGRC shall send its report with recommendations to the Principal of the College and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complaint.
 - 9) Any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Principal, within a period of fifteen days from the date of receipt of such decision.

5. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY STUDENT GRIEVANCE REDRESSAL COMMITTEE

- 1) Mithibai College shall, within a period of three months from the date of issue of this Policy, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- 2) On receipt of an online complaint, the Principal shall refer the complaint to the Students' Grievance Redressal Committee, within 15 days of receipt of complaint on the online portal.
- 3) The Students' Grievance Redressal Committee, shall fix a date for hearing the complaint which shall be communicated to the aggrieved student.
- 4) The aggrieved student may appear either in person.
- 5) If the complainant student feels that the grievance is not resolved by the SGRC, he/she can file an appeal with the appellate authority i.e. the Principal.





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- 6) The SGRC may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

**6. INFORMATION REGARDING STUDENT GRIEVANCE REDRESSAL
COMMITTEE:**

Mithibai College shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Students' Grievance Redressal Committee coming in its purview.

K Desai

Prof. Krutika B Desai

Principal

Principal

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Policy No: 34/ 34

Date of issue: 6/2016

Revised on:12/2022

Document Owner: Principal

Policy Nam: POLICY ON ZERO-TOLERANCE

OBJECTIVES:

As per the Maharashtra Prohibition of Ragging Act 1999, published in Maharashtra Government Gazette on 15th May 1999 and UGC's 'Curbing the menace of ragging in Higher Educational Institutions (3rd Amendment) regulations 2016, ragging in any form is completely prohibited in Mithibai College. The college has an anti- ragging committee to monitor the above ruling.

This policy has been formulated with the following objectives –

- To eliminate ragging in all its forms within as well as outside the college
- To educate students and to create awareness about the detrimental effects of ragging.
- To apprise the students against anti-ragging activities.
- To familiarise all stake holders viz. students, teachers and non-teaching staff to curb the menace of ragging in any of its form.

The Anti-Ragging Committee functions to maintain –

- “Zero Tolerance for Ragging”
- Maintaining the campus as a ragging free

POLICY

The anti-ragging policy adopted by the college is as directed by the UGC.

As defined by UGC, Ragging is -

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





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WHAT IS RAGGING?

Any Act Resulting in:

- ✓ Mental/Physical/Sexual Abuse
- ✓ Verbal Abuse
- ✓ Indecent Behaviour
- ✓ Criminal
- ✓ Intimidation/Wrongful Restraint
- ✓ Undermining Human Dignity
- ✓ Financial Exploitation/Extortion
- ✓ Use of Force

A STUDENT INDULGING IN RAGGING CAN BE;

- Expelled from the Institution
- Banned from the hostel
- His/Her scholarship can be withdrawn
- Debarred from Examinations
- Denied admission to any Institution
- Prosecuted for criminal action
- Face action of institution filing FIR with local police against those who rag/abet ragging

SAY NO TO RAGGING
DON'T BE A MUTE SPECTATOR TO RAGGING
REPORT RAGGING INCIDENTS IMMEDIATELY

REGISTERING A GRIEVANCE-

To register a grievance, students are to send a mail at - mithinoragging@gmail.com

RAGGING FAQs?

https://www.ugc.ac.in/ragging_FAQ.pdf

CIRCULARS:

<https://www.ugc.ac.in/page/Ragging-Related-Circulars.aspx>

USEFUL LINKS:

1. <https://www.ugc.ac.in/page/helpline.aspx>
2. <https://www.antiragging.in/>
3. <https://amanmovement.org/registration/public/amanmovement/>
4. <https://bombayhighcourt.nic.in/libweb/acts/1999.33.pdf>

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