

Oriental Education Society's
SANPADA COLLEGE OF COMMERCE & TECHNOLOGY

(Affiliated to University of Mumbai)



Degree College

- ❖ B.Com (Commerce)
- ❖ B.Com (Accounting & Finance)
- ❖ B.Com (Banking & Insurance)
- ❖ BMS (Management Studies)
- ❖ B.Sc (Information Technology)
- ❖ B.Sc (Computer Science)
- ❖ B.A.M.M.C. (Mass Media)

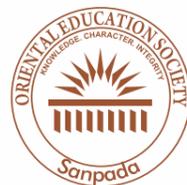
Junior College

- ❖ Science with Information Technology
- ❖ Science with Computer Science Bifocal
- ❖ Commerce with Information Technology / Hindi





PRESIDENT'S MESSAGE



“Tomorrow’s society shall be formed by the educated individuals of today. Hence it is of utmost importance to have a comprehensive and focussed education platform that can help today’s youth walk into a better tomorrow.”

Prof. Javed Khan

President, Oriental Education Society
Ex-Minister of Education &
Ex-Chairman, CIDCO

Institutional Values



VISION

To create world class individuals with excellence in personal & professional fields, with the devotion to inculcate competencies of highest standards.

MISSION

To provide high quality education and conduct cutting edge research for continuous improvement and professional growth in the context of global opportunities. VA

Respect & Responsibility: We respect ourselves and respect others for their special talents, skills and contributions, we encourage all members of the OES community to act with integrity, Compassion and forethought towards themselves, others, and the planet . We take pride in all that we do, and are accountable for our actions.

Balance: We encourage all members to live a life filled with reflection, civic involvement, hard work, exploration, and to be as a family.

Integrity: We believe, integrity is the heart of all lasting relationship and endeavours, and will work with each other in good faith.

Leadership: We encourage students to explore and question, to seek solution, to make firm decisions and solve problems, to demonstrate tenacity and to express themselves confidently. Our prime focus is to develop each student's individuality on entrepreneurial spirit in order to discover their potential.

Forward Thinking: Our values are woven into every college program and expressed through a multitude of activities which are designed to each individuals talent, growing skills and aspirations.

Courage & Commitment: We encourage all members to call forth their known and unknown individual strength when faced with uncertainty and adversity, creating a personal window for unlimited growth. We keep our promises and fulfill all our commitments.

Knowledge: We encourage all members to seek, understand and enhance all concepts, ideas and issues that are woven together to our common world heritage.

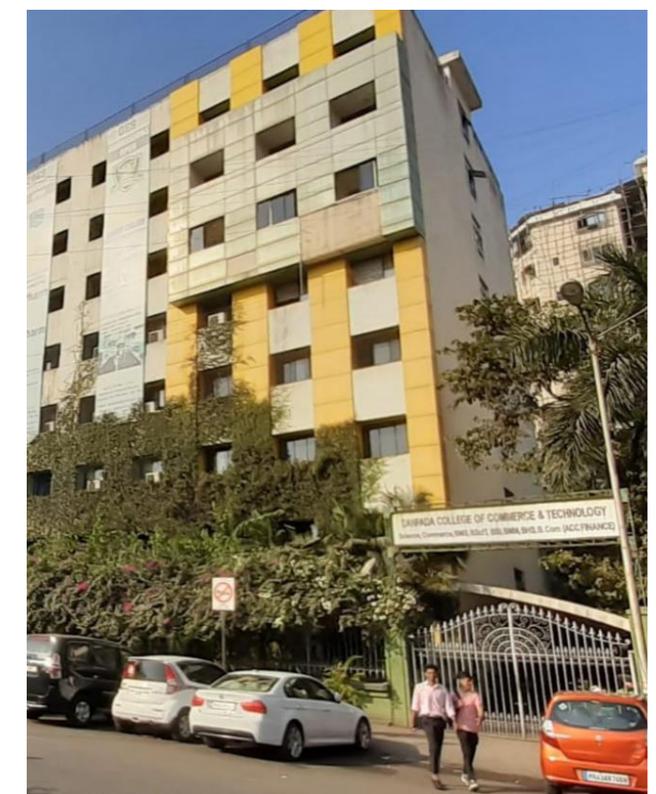
Collaboration: We will co-operate with each other, learn and have fun together to achieve things which are of significance.

Oriental education society was established in the year 1992 under the dynamic leadership of well known educationist Prof Javed Khan.

The objective of the society is to provide quality education with fine exposure to practical knowledge of industry. The energy and dynamism of today's youth need to be channeled into productive pathways as the institution aims at identifying and harnessing the potential of the youth to its maximum in all the areas that provide a competitive edge to deal with the demands of the market.

We have been a constant source of education over a period of 24 years but OES has never been as vibrant and innovative as it is today. We believe in original, hands on practice, something that's missing most liberal art of education. OES attracts the type of students who want to explore a topic beyond the textbook. OES students from day one are ready to work closely with our experienced faculty on research projects of real academic consequences where professors and students are partners in discovery.

Our college is one of the best colleges in the vicinity and every year students from in and around the vicinity flock to seek admission in our college. We have a bunch of experienced, highly qualified faculties who impart best of their knowledge to the student community and groom these young individuals as future leaders of tomorrow.



Sanpada College of Commerce & Technology is one of the most prestigious institutions of Navi Mumbai. SCCT started its journey in the field of education in the year 2004. Under the dynamic leadership of a well-known educationist, Prof. Javed Khan. The objective of the institution is to identify and harness the potential of the youths to their greatest heights, preparing them to face the future job market. We are well known for quality education and skill advancement programs with highly qualified faculties. SCCT is affiliated to University of Mumbai and offers courses in the area of commerce, banking and insurance, information technology, computer science, accounting and finance, management studies and mass media. SCCT is equipped with high-tech library, advanced computer lab, elaborated sports facilities as well as qualified educators and trainers who nurture the students to their higher professional skills and make them industry-ready with their sincere and dedicated efforts. The college has a seven-story modern building with a total built-up area of 70,000 square feet to 1,00,000 square feet which consists of well-ventilated classrooms, offices, laboratories, staff rooms, media lab, computer lab and photography lab. The library is well-maintained with a variety of books. SCCT is an examination center for all courses of Mumbai University. Every year more than 1000 students appear for the examinations.

The College offers graduation Courses: (Affiliated to Mumbai University)

- Bachelor of Commerce (B.Com.)(2004-05)
- F.Y.J.C. & S.Y.J.C. - Commerce (2004-05)
- Bachelor of Banking & Insurance (B.B. & I.) (2007-08)
- Bachelor of Science, Information Technology (B.Sc.I.T.)(2007-08)
- Bachelor of Management Studies (B.M.S.)(2008-09)
- F.Y.J.C. & S.Y.J.C. - Science (2009-10)
- Bachelor of Accounting & Finance (B.A.F.)(2010-11)
- Bachelor of Science, Computer Science (B.Sc.C.S.)
- Bachelor of Mass Media (B.M.M.)(2010-11)



Prof. Javed Khan
 Founder/ President,
 Oriental Education Society
 Ex-Education Minister & Ex-CIDCO Chairman

“What sculpture is to a block of marble,
 Education is to a human soul.”
 -Joseph Addison

My focus is to develop every single student as a global citizen, with tolerance, reverence and appreciation to assorted cultures and religions. They should be self-motivated, independent, confident decision makers to take up leadership roles in the future.

In SCCT, we endeavor to establish a congenial atmosphere where student's brilliance is motivated by values, success is strengthened by ethics and modernity is fortified by tradition. Besides academic excellence, the college is committed to inculcate in all its students, strong ethical values of integrity, politeness, kindness and respect for elders.

SCCT is breaking down the barriers of education and is providing quality education, which directly aligns with business and industry. The backbone of the institution is the team of highly qualified and dedicated faculties to deliver world class learning experience and knowledge to the students. We provide professional undergraduate courses to prepare students to find suitable employment prospects.

The college has grown to support more than 2044 degree students each year with more than 45 faculties and supporting staff to serve the briskly mounting student population.

Despite the unprecedented growth, we have not lost sight of Oriental Educational Society's primary goal: to provide the minority community with comprehensive, open-access to affordable, quality teaching and learning opportunities. Recollecting the words of Einstein, *“Imagination is more important than knowledge for knowledge is limited to all we know and understand, while imagination embraces the entire world, and all these ever will be to know and understand”*

I wish all the students, staff and esteemed parents to pledge this year to channel our understanding and know actual need of education and let us all benefit from this understanding.

OES' identity emanates through actions consistent with our values and principles, mission and strategic plans. I hope and wish each one of you relish this wonderful journey of education and knowledge empowerment.

“Education is an ornament in prosperity
and a refuge in adversity.”
-Aristotle



Mrs. Humera J. Khan
Treasurer,
Oriental Education Society

I strongly believe that education is a comprehensive progression that leads to the accomplishment of the full potential of the students. Our students of SCCT are groomed to think out of the box and engulf articulation, novelty and teamwork.

Our challenge lies in utilizing the changing learning patterns with changes in the methods of instructions tied with technological advancements, to create an educational experience that will influence the all-round development of the students and uphold our commitment towards nation building.

I am proud to claim SCCT to a diverse, students-centered campus offering high-value education. As rightly said by John Dewey ,

*Give the pupil something to do,
Not something to learn;
And the doing is of such a nature as to
Demand thinking; learning naturally results.*

Our College ventures into the emotional and spiritual

evolution of our students by organizing enlightening lectures and workshops pertaining to socio-cultural integrity of the society. Women Cell, Literary Society, Media Society, Commerce Association, Computer Society and Economics/Business Forum are the various active cells in this direction.

If knowledge emanates and wisdom delays, education loses its purpose. To enhance the overall personality of our students, extra-curricular activities like drama, music, debates, elocution, poetry, playing musical instruments are our regular activities, which go on bringing laurel to the college at the University, State and National level competitions.

We are making remarkable progress in transforming our college into a highly competitive institution in the city as we are enjoying an increased level of awareness about the college by the public. This helps us replace possible misperceptions with an essential reality- we were good, we have been getting better and increasingly, we are among the best.

“Successful and unsuccessful people do
not vary greatly in their abilities. They
vary in their desires to reach their po-
tential.”
- John Maxwell



Mr. Waseem J. Khan
General Secretary,
Oriental Education Society

Any new technology or a tech-intensive project won't demarcate education of the 21st Century. 21st Century Education will, however, be defined by an essential modification in what we are teaching – a shift towards student-centred education and generating creative thinkers.

Education is a skill to meet life circumstances with resistance and meticulousness laced with knowledge and intelligence with which one can mount to any extent, one desires. The thrust of education at Sanpada College of Commerce and Technology is not only to produce mere degree holders but the bright young men and women equipped abundant to foray into the world with an all-round development in personality. Our vision of the institutions is to instruct quality education in all core disciplines of knowledge by developing global leaders who are confident, smart and intelligent and to find the inner urge of students who are lacking behind in common academic platform. As rightly said, “Integrating technology with face-to-face teacher time generally produces better academic outcomes than employing either technique alone.” – *Edu-topia*

With best infrastructure, techno-support ambience, latest gadgets, SCCT equip the students to progress with

competitive zeal. The college provides new job oriented courses, career-counselling and highly enthused qualified teachers to prepare our budding young students to face the outer reality and the competitive career market. We earnestly endeavour to help our students in realizing their dreams and make them a better human being.

Since its inception, SCCT has been focussing on the formation of intellectual capacity, training of the will and formation of character of the students, thus guaranteeing the fundamental formation of the prospective leader. SCCT is dedicated to inculcating desirable social and human values and moral principles that would make the student and the teachers righteous and value-oriented. We provide a wide range of opportunities and experiences for students to discover their potentialities and cultivate their artistic and aesthetic sense through cultural performance and nurture their social responsibility through various activities. Collegiality, rather than competition, is the significant characteristic of our institution. We hope that the long list of distinguished alumni of SCCT who are serving judiciary, administration, education, corporate, politics etc. would stimulate the youth into positive direction for the development of society.



Dr. Haider-E-Karrar
CEO,
Oriental Education Society

Education enables a person to face new challenges, achieve progresses and lead a successful life. The institute undertook a series of reforming exercises to become what it has become today. We now welcome students to come forward to experience the difference. Keeping abreast of this contemporary world of cut throat competitions, we at Oriental education Society, aim at creating an inter-disciplinary and a holistic academic environment that enable students to gain knowledge without stress Oriental Education Society has been working relentlessly towards providing the highest quality of professional education to students with the objective of equipping them for a global career. To make a great career is a dream for every student, and they see their dream coming true

in this education Institute of excellence. We have been succeeded in our relentless pursuit of excellence which can be evidenced in our remarkable growth from one institution to a group, giving us a large family of students, faculty members, support staff and industry heavyweights, all of whom we are honoured to be associated with. In the present competitive global scenario, we provide you a platform to fulfill your most-cherished dreams and hopes. Our focus on continuous development, emphasizing quality teaching and sense of belongingness of the qualified and experience faculty has brought laurels to our credit. I am sure, the student aspiring to seek admission in our prestigious Institutions are bound to meet success. I wish you all bright and prosperous future.

“A desire can change nothing, a decision can change something but a determination can change everything”.



Prof. Raosaheb Shindegalwekar
Principal,
Sanpada College of Commerce & Technology

It is my pleasure to welcome you to Sanpada College of Commerce and Technology, an Institution under Oriental Education Society (OES) which has set itself a Vision “**To create world class individuals with excellence in personal and professional fields, with the devotion to inculcate competencies of highest standards**”. The evolution of the institute over the years has witnessed strong blend of state-of-the-art infrastructure and intricately intertwined human resource committed to provide professional education with thrust on creativity and innovation. The motivating environment in SCCT for knowledge assimilation, generation and dissemination with a sense of social responsibility, human values and concern for social commitment has carved a niche for itself among the best educational institute providing professional courses in Greater Mumbai Region. The special emphasis is on **Outcome Based and Experiential Learning**. On one hand, the students are taken for Industrial Visits, and on the other hand the departmental events organized creates platform for the students to have industry interface. The academic activities concentrate on helping the students to gain an excellent theoretical knowledge base and in the development of skills to implement them. We are constantly reviewing our set up to update and improve while making sure that students gain thinking skills, analytical frameworks, entrepreneurial skills, interpersonal and communication skills. There is also an ample of scope in co-curricular and extracurricular activities at SCCT wherein the students are encouraged to show their talents. SCCT ensures that the students prove themselves to be not only well qualified

graduates but also very responsible and ideal citizens of our country. In SCCT, it is believed and practiced that excellence is a continuous process. Challenges and Opportunities are two sides of the same coin. Modern education, curriculum development and teaching methodologies have to keep pace with the demand of the economic environment. The manager, businessman and the entrepreneur of today needs many more weapons in armory. Holistic education should include all round development of a student. Overall development of the individual is the goal of education. We have seen an accelerating growth in the result percentage. We all have to ensure that there is no stone left unturned to equip the student of today for the challenges of life. Our aim is to achieve 100% results in all the streams, which will require tremendous self-motivation on the part of all concerned and will be fulfilling for the student as well as the faculty. It gives me immense pleasure to pen a few words as prologue to our in-house magazine ‘PHOENIX’ exclusively meant for churning out the latent writing talent which bears immense potentiality of sharpening your communication skill as part of your over all personality development. I congratulate all the contributors and the editorial board for bringing out such a beautiful magazine. On behalf of Sanpada College of commerce and technology family, I welcome all the students and wish you all the best for achieving greater success and scaling new heights in the coming session. **Wishing you all the best...!**



Prof. Sheela Warbhuwan Sakhare
Vice-Principal
(Degree College)

Dear Students,

We live today in a world that is so very different from the one we grew up in, the one we were educated in. The world today is changing at such an accelerated rate and we as educators need to pause and reflect on this entire system of education.

The constant growth in information and communication related technologies in the recent past has brought about remarkable changes in various aspects of human life and led to the creation of a knowledge based society where knowledge is the most powerful tool for success. In the context, of being familiar to the latest technical advances in various fields has become an extreme need of the hour. Hence, apart from delivering excellent academic content and development of skills through practical experiences, the students are encouraged to develop interpersonal skills through interaction with knowledgeable resource persons. Various modules are chalked out to make them "industry ready". Placement of young energetic budding students is

of prime importance to all of us. A systematic development and overall confidence building through bridge courses and weekly programs is unique of our institution.

We impart education to match the advancement in technology and globalization and march our children ahead with SCCT ethos of moral values and principles. We endeavour constantly to in still these qualities in our children. Our focus will always remain on raising efficient, confident and highly knowledgeable person with global thinking and a futuristic mind set. I expect all my students to have a champion's attitude and a unquenchable thirst for knowledge. Our aim at Sanpada College of Commerce and Technology is to impart top quality education in a multicultural environment with the best facilities and a dedicated teaching staff to bring you the best of knowledge.

A committed and supportive management dedicated Professor's blend harmoniously to create a child –centric college. Teamwork is the hallmark of SCCT. I am sure through collaborative efforts we can achieve more to benefit our students who are the future of tomorrow.

To be successful in life, have ambitions and define your goals clearly. Discipline and hard work is the key to success. Be regular in your classes and focus on your goals. Your concerted efforts with the able guidance of your teachers would definitely provide you a blissful and successful life.

At SCCT will give you the power to dream, to aspire and to soar towards what you define as success.

With sincere and warm regards.

Co-ordinator's Message



Dr. Roselin Linitta George
Co-ordinator

Sanpada College of Commerce and Technology, is committed to foster in its students, the pursuits of individual excellence and participate in full range of academic, social and physical activities, and to make them evolve as all-rounders. Our College has stood above the rest in its approach to education and in its pedagogies. The aim of the college always has been to bring out the best in the students and make them better citizens. Our students come here with a great hope and we guide them achieve their dreams. The college always tries to impart in the students the academic excellence, a sense of duty, discipline and above all moral and humanitarian values which are a need of the time. We are dedicated, not only in bringing out the best in students, but also to groom their character. A student should not only be well versed in the academics but also learn from the everyday life in society by upholding moral righteousness. At SCCT, students will have a good exposure to all the academic aspects and interpersonal skills.

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CONFERENCE HALL

- Well Furnished
- Fully Air Conditioned
- Management & College Meetings

COMPUTER LAB



- 3 Lab
- 150 Computers
- 20 Mbps Internet Speed
- Master Software (Erp), Adobe, Corel draw, Photo-shop, Tally, Ms Campus Agreement, Open Source Software
- 5 Projector
- 8 Printer
- 2 Scanner

CANTEEN



The college has a spacious and well furnished canteen, serves all vegetarian dishes and snacks to the students

COMMON ROOM

- Girls & Boys Common Room
- Well Furnished
- Facilitated With Attendant

EXAMINATION ROOM

Well Equipped With:
CCTV Camera, A/C, Xerox Machine and Printer

LECTURE HALLS OF THE COLLEGE



- Total No. Of Halls: 28
- Comfortable Benches
- Well Ventilated
- Spacious and well maintained rooms

GYMKHANA



Institute has well qualified instructor to guide and organize sports events. The institute has excellent facilities for :

- Cricket,
- Volley ball,
- Football,
- Kabbadi,
- Badminton
- Gymnasium etc.

SEMINAR HALL

190 seating capacity, Projector, A.C, Speakers/Mike, Sound System, Podium

PHOTOGRAPHY LAB

Fully Equipped, Dark – Room, Digital camera with flash, Digital Lights, Photo Enlarger, Computer with Photo-shop software

PLAYGROUND



A modern sports complex providing facilities for both indoor and outdoor games, cricket ground, volley- ball court, kabbadi, basket- ball court, foot- ball round, Table Tennis, Carom, Chess etc.

LIBRARY



- Total Number of Books in the Library : 19,442
- Total Number of Titles : 2,951
- News Papers (Hindi, English, Urdu, Marathi) are available
- Magazines & Journals are available for students / Faculties
- OPAC (Online Public Access Catalogue) facility (E-Granthalaya software). Computers are kept in the computer lab for the OPAC facility. Students can refer to Previous Years Question Papers in the Library
- Project Reports are available for Reference.
- Manuals / Booklets / Prospectus are available.

STAFF ROOM



- 4 Staff Rooms
- Spacious
- Lockers for teachers

MAIN ADMINISTRATIVE OFFICE

Fee Collection, Railway Concession, Admission/ Enrollment/Eligibility

HOSTEL

HOSTEL FACILITY FOR STUDENTS
PLOT NO 14, SECTOR 16A, CLOSE TO STATE BANK OF INDIA, NEAR SANPADA RAILWAY STATION, SANPADA (E) 400705
Email: hostel@oes.edu.in

ORIENTAL EDUCATION SOCIETY'S
SANPADA COLLEGE OF COMMERCE & TECHNOLOGY





FACILITIES

- ✓ HEALTHY AND HYGIENIC FOOD FOR BREAKFAST & DINNER
- ✓ FRESH AND CLEAN ENVIRONMENT
- ✓ LOCATED CLOSE TO ORIENTAL COLLEGES CAMPUS, SANPADA
- ✓ FULLY FURNISHED FOR COMFORTABLE LIVING
- ✓ 24*7 CCTV SURVEILLANCE
- ✓ ATTENTIVE SECURITY PERSONNEL
- ✓ FULL SPEED WIFI FACILITY.
- ✓ HOT WATER FOR BATH IN EACH ROOM
- ✓ 66 SPACIOUS AND VENTILATED ROOM AVAILABLE FOR
- ✓ ACCOMMODATING 210 STUDENTS, SEPARATE WINGS FOR BOYS & GIRLS
- ✓ AT PRESENT 110 STUDENTS ARE STAYING 100 MORE STUDENTS CAN BE ACCOMMODATE.
- ✓ DAILY CLEANING AND HOUSEKEEPING SERVICES ARE AVAILABLE

Contact Us:
9304777762 / 8424886120
www.scct.edu.in www.oes.edu.in



ORIENS



INSPIRON



CONVOCAION CEREMONY



CONVOCAION CEREMONY



MEDIA GALVANIZER & BOMBAY ODYSSEY



SPORTS

- ▶ Soft skills and personality development classes every week
- ▶ Intra Collegiate Commerce Festival - "Trinova"
- ▶ Intra Collegiate Management Festival - "Cognite"
- ▶ Intra Collegiate IT Festival "Inspiron"
- ▶ Intra Collegiate BMM Seminar cum workshop & Film festival- "Media Galvanizer and Bombay Odyssey"
- ▶ Industrial Visit once a Semester
- ▶ Carrier Counseling and Guidance
- ▶ Live Industrial IT projects
- ▶ Separate computer practical lab
- ▶ Guest lecture, Seminar & field visits
- ▶ Different clubs for subjects
- ▶ Tutorial classes to enhance communication skills
- ▶ Use of management games, role plays and movie clips
- ▶ Cultural and sports events
- ▶ Annual Day- "Oriens"- Cultural and sports events
- ▶ Life skill coaching
- ▶ Crash courses for third year classes
- ▶ 100% job assistance- Campus Recruitment
- ▶ Convocation Ceremony
- ▶ Bulletin Board



TRINOVA



COGNITE

JUNIOR COLLEGE

Eligibility for Admission to F.Y.J.C (XI) Classes - SSC (X) From Maharashtra of Secondary and Higher Secondary Education or its equivalent.

Admission to the F.Y.J.C (STD XI) Science & Commerce class should be online and students seeking admission should fill in the application form, available from the college office and submit the below mentioned documents with admission form.

A) For the Maharashtra State Board of Secondary and Higher Secondary Education

1. Two Photo Copies of Original Marks Sheet of SSC with attestation
2. Two Photo Copies of School Leaving Certificate with attestation.
3. Xerox copies of Residential Proof like Ration Card/Telephone Bill/Electricity Bill/Election Cards of parents or guardians Passport/ Aadhar card.
4. Certified photo copy of Caste Certificate, if any (for backward category only)
5. One recent coloured passport sized photograph, to be affixed on the application form.
6. Two Xerox copies of Aadhar card of students (compulsory)
7. One recent coloured stamp sized photograph for identity card.

B) For CBSE, ICSE and other board/other district.

1. Two Photo Copies of Original Mark Sheet of SSC with attestation.
2. Original Leaving Certificate or Transfer Certificate should be counter signed by the education officer for those students, who have passed class X from other than Mumbai city.
3. Two Photo Copies of School Leaving Certificate with attestation.
4. The Original Migration Certificate along with two photo copies of migration certificate with attestation
5. Two copies of passing certificate with attestation.
6. Xerox copies of Residential Proof like Ration Card /Telephone Bill/ Electricity Bill/ Election Cards of parents or guardians Passport/Aadhar card.
7. Two Xerox copies of Aadhar card of students (compulsory)
8. Certified photo copy of Caste Certificate , if any (for backward category only)
9. One recent coloured passport sized photograph, to be affixed on the application form
10. One recent coloured stamp sized photograph for identity card.
11. Students passing class X or equivalent examination from open school board should submit previous leaving certificate and authority letter.

Note: * Attestation should be done by the competent authority.

*Online Admission will be confirmed on submission of all original documents.

FYJC (XI) and SYJC (XII) Science

A) General Science	B) Bifocal Science
English	English
Hindi/I.T	Physics
Physics	Chemistry
Chemistry	Mathematics & Statistics
Mathematics & Statistics	Computer Science - I
Biology	Computer Science - II
Environment Education (EVS)	Environment Education (EVS)
Health Education (P.T)	Health Education (P.T)

FYJC (XI) & SYJC (XII) Commerce

English	Economics
Hindi/I.T.	Secretarial Practice/Mathematics
Book Keeping & Accountancy	Environment Education (EVS)
Organization of Commerce & Management	Health Education (P.T)

Examination (FYJC)

1. FYJC Unit Test (25 Marks)
2. Terminal Examination (50 Marks)
3. Second Unit Test (25 Marks)
4. Final Examination (100 Marks)

Examination (SYJC)

1. First Unit Test (25 Marks)
2. Terminal Examination (50 Marks)
3. Second Unit Test (25 Marks)
4. Preliminary Examination (100 Marks)

DEGREE COLLEGE

1. Eligibility for Admission to F.Y.B.COM : HSC (XII) Form Maharashtra State Board of Secondary & Higher Education or its equivalent.

2. Eligibility for Admission to F.Y.BAF : A Candidate for being eligible for admission to the degree course of Bachelor of Accounting & Finance Should have passed XII standard examination with minimum 45% of the aggregate for open category & 40% Marks in Aggregate in case of Reserved Category of the Maharashtra Board of Higher Secondary Education or its equivalent. Students of Science & Commerce are eligible to take admissions.

3. Eligibility for Admission to F.Y.BBI : A Candidate for being eligible for admission to the degree course of Bachelor of Banking & Insurance Should have passed XII standard examination with minimum 45% of the aggregate for open category & 40% Marks in Aggregate in case of Reserved Category of the Maharashtra Board of Higher Secondary Education or its equivalent. Students of Science & Commerce are eligible to take admissions.

4. Eligibility for Admission to F.Y.BMS : A Candidate for being eligible for admission to the degree course of Bachelor of Management Studies Should have passed XII standard examination with minimum 45% of the aggregate for open category & 40% Marks in Aggregate in case of Reserved Category of the Maharashtra Board of Higher Secondary Education or its equivalent. Students of Arts, Science & Commerce are eligible to take admissions.

5. Eligibility for Admission to F.Y.B.SC.IT : A Candidate for being eligible for admission to the degree course of Bachelor of Science in Information Technology Should have passed XII standard examination with minimum 45% of the aggregate for open category & 40% Marks in Aggregate in case of Reserved Category of the Maharashtra Board of Higher Secondary Education or its equivalent. Students of Science & Commerce (with Mathematics Subject in XI & XII Standard) are eligible to take admissions.

6. Eligibility for Admission to F.Y.B.SC (COMPUTER SCIENCE) : A Candidate for being eligible for admission to the degree course of Bachelor of Science (Computer Science) Should have passed XII standard in Science Stream examination Conducted by Maharashtra of Higher Secondary Education with Mathematics & Statistics as one of the subject or its equivalent.

Admissions to the degree classes start in day of declarations of Results of the HSC Examinations. The Mumbai Divisional Board Students Seeking Admissions Should fill in the Application form, Available from the College office & Submit the below mention Documents with Admission Form.

Students are Welcome to Seek guidance from the college office regarding admissions Procedure. No Excuses of ignorance will be entertained or accepted if candidate misses an opportunity.

7. Eligibility for Admission to F.Y.BMM : A Candidate for being eligible for admission to the degree course of Bachelor of Mass Media Should have passed XII standard examination of the Maharashtra Board of Higher Secondary Education or its equivalent. Students of Arts, Science & Commerce are eligible to take admissions.

Documents Required for Admission:

1. Self-attested Xerox copies of 10th & 12th Pass Mark sheet
2. Leaving Certificate/ Transfer Certificate (Other Board)
3. 10th Passing Certificate (Xerox)
4. Attested Copies of caste certificate and validity if applicable for SC/ST/VJNT/OBC/SBC candidates.
5. Address proof (Aadhar Card/ Ration Card/ Electricity Bill)
6. 2 Passport size Photographs
7. 2 Xerox copy of Migration & Passing certificate (in case of CBSC, ICSE and any other Board).

Under Choice Based Credit, Grading and Semester System (CBSGS)

COURSE STRUCTURE

For The Academic Year 2020-21

F.Y.B.Com			
No.	Semester- I	No.	Semester- II
1	Accountancy & Financial Management -I	1	Accountancy & Financial Management -II
2	Commerce -I	2	Commerce -II
3	Business Economics -I	3	Business Economics -II
4	Business Communication -I	4	Business Communication -II
5	Environmental Studies-I	5	Environmental Studies-II
6	Foundation Course -I	6	Foundation Course -II
7	Mathematical & Statistical Techniques-I	7	Mathematical & Statistical Techniques-II

S.Y.B.Com			
No.	Semester- III	No.	Semester- IV
1	Accountancy & Financial Management -III	1	Accountancy & Financial Management -IV
2	Financial Accounting & Auditing -V (Introduction to Management Accounting)	2	Financial Accounting & Auditing -VI (Auditing)
3	Commerce -III	3	Commerce -IV
4	Business Economics -III	4	Business Economics -IV
5	Advertising/ Computer Programming I	5	Advertising / Computer Programming II
6	Foundation Course -III	6	Foundation Course -IV
7	Business Law -I	7	Business Law -II

T.Y.B.Com			
No.	Semester- V	No.	Semester- VI
1	Financial Accounting & Auditing VII -Financial Accounting	1	Financial Accounting & Auditing IX -Financial Accounting
2	Financial Accounting & Auditing VIII - Cost Accounting	2	Financial Accounting & Auditing X - Cost Accounting
3	Business Economics - V	3	Business Economics - VI
4	Commerce - V	4	Commerce - VI
5	Direct & Indirect Taxation Paper - I	5	Direct & Indirect Taxation Paper - II
6	Export Marketing Paper - I	6	Export Marketing Paper - II
7	Computer System & Application Paper - I	7	Computer System & Application Paper - II

Under Choice Based Credit, Grading and Semester System (CBSGS)

COURSE STRUCTURE

For The Academic Year 2020-21

FYBAF			
No.	Semester- I	No.	Semester- II
1	Financial Accounting (Elements of Financial Accounting)-1	1	Financial Accounting (special accounting areas II)
2	Cost Accounting (Introduction & Elements of Cost Accounting)-1	2	Business Mathematics
3	Financial Management (Intro.To Financial Management)	3	Innovative financial service
4	Business Communication -I	4	Business Communication - II
5	Foundation Course -I	5	Auditing (Introduction and Planning I)
6	Commerce (Business Environment)-I	6	Business Law I
7	Business Economics -I		

SYBAF			
No.	Semester- III	No.	Semester- IV
1	Financial Accounting III	1	Financial Accounting IV
2	Cost Accounting II	2	Management Accounting
3	Taxation I	3	Taxation II
4	Information technology in Accountancy I	4	Information Technology in Accountancy -II
5	Commerce II (financial market)	5	Management (Introduction to Management)
6	Business law II	6	Business Law -III
7	Business law II	7	Research Methodology

TYBAF			
No.	Semester- V	No.	Semester- VI
1	Financial Accounting -V	1	Financial Accounting VII
2	Cost Accounting III	2	Cost Accounting IV
3	Financial Management II	3	Financial Management III
4	Taxation III	4	Taxation IV
5	Management Application	5	Business Economics III
		6	Project work

Under Choice Based Credit, Grading and Semester System (CBSGS)

COURSE STRUCTURE

For The Academic Year 2020-21

FYBBI			
No.	Semester- I	No.	Semester- II
1	Environment & Management of Financial Services	1	Principles & Practices of Banking & Insurance
2	Principles of Management	2	Business Law
3	Financial Accounting -I	3	Financial Accounting - II
4	Business Communication - I	4	Business Communication- II
5	Business Economics -I	5	Organizational Behaviour
6	Quantitative Methods - I	6	Quantitative Methods - II
7	Foundation Course -I	7	Foundation Course -II

SYBBI			
No.	Semester- III	No.	Semester- IV
1	Information Technology in Banking & Insurance - I	1	Information Technology in Banking & Insurance - II
2	Financial Markets - I	2	Corporate and Securities Law
3	Direct Taxation	3	Business Economics - II
4	Foundation Course III (An overview of Banking Sector)	4	Foundation Course III (An overview of Banking Sector)
5	Financial Management - I	5	Financial Management - II
6	Management Accounting	6	Cost Accounting
7	Mutual Fund Management	7	Customer Relationship Management

TYBBI			
No.	Semester- V	No.	Semester- VI
1	International Banking & Finance	1	Central Banking
2	Research Methodology	2	Project Work in Banking & Insurance
3	Financial Reporting & Analysis (Corporate Banking & Insurance)	3	Security Analysis and Portfolio Management
4	Auditing -I	4	Auditing - II
5	Strategic Management	5	Human Resource Management
6	Financial Services Management	6	Turnaround Management



Under Choice Based Credit, Grading and Semester System (CBSGS)

COURSE STRUCTURE

For The Academic Year 2020-21

FYBMS			
Semester - I		Semester - II	
Subject Name		Subject Name	
1	Introduction to Financial Accounts	1	Principles of Marketing
2	Business Law	2	Industrial Law
3	Business Statistics	3	Business Mathematics
4	Business Communication-I	4	Business Communication-II
5	Foundation Course-I	5	Foundation Course - Value Education & Soft Skill-II
6	Foundation of Human Skills	6	Business Environment
7	Business Economics-I	7	Principles of Management
SYBMS			
Semester - III		Semester - IV	
Subject Name		Subject Name	
Group A - Finance Electives			
1	Basics of Financial Services	1	Financial Institutions & Markets
2	Introduction to Cost Accounting	2	Auditing
Group B - Marketing Electives			
1	Consumer Behaviour	1	Integrated Marketing & Communication
2	Product Innovations & Management	2	Rural Marketing
Group C - Human Resource Electives			
1	Recruitment & Selection	1	Human Resource Planning & Information System
2	Motivation & Leadership	2	Training & Development in HRM
3	Information Technology in Business Management-I	3	Information Technology in Business Management-II
4	Environment Management	4	Business Economics-II
5	Business Planning & Entrepreneurial Management	5	Business Research Methods
6	Accounting for Managerial Decisions	6	Ethics & Governance
7	Strategic Management	7	Production & Total Quality management
TYBMS			
Semester - V		Semester - VI	
Subject Name		Subject Name	
Group A - Finance Electives			
1	Investment Analysis & Portfolio Management	1	International Finance
2	Commodity & Derivative Market	2	Innovative Financial Services
3	Wealth Management	3	Project Management
4	Direct Tax	4	Indirect Taxes
Group B - Marketing Electives			
1	Service Marketing	1	Brand Management
2	E-Commerce & Digital Marketing	2	Retail Management
3	Sales & Distribution Management	3	International Marketing
4	Customer Relationship Management	4	Media Planning & Management
Group C - Human Resource Electives			
1	Finance for HR Professionals & Compensation Management	1	HRM in Global Perspective
2	Strategic Human Resource Management & HR Policies	2	Organisational Development
3	Performance Management & Career Planning	3	HRM in Service Sector Management
4	Stress Management	4	Indian Ethos in Management
5	Logistics & Supply Chain Management	5	Operation Research
6	Corporate Communication & Public Relation Management	6	Project Work (Finance / Marketing / HR)

Note : * Are Elective Subjects

Note : Project work is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/difficult problem. Project work would be of 04 credits. A Project work may be undertaken in any area of Elective Courses/Study area selected



Under Choice Based Credit, Grading and Semester System (CBSGS)

COURSE STRUCTURE

For The Academic Year 2020-21

F.Y.B.Sc. Information Technology			
No.	Semester-I	No.2	Semester-II
1	Imperative Programming	1	Object Oriented Programming
2	Digital Electronics	2	Microprocessor Architecture
3	Operating Systems	3	Web Programming
4	Discrete Mathematics	4	Numerical and Statistical Methods
5	Communication Skills	5	Green Computing
S.Y.B.Sc. Information Technology			
No.	Semester-III	No.2	Semester-IV
1	Python Programming	1	Core JAVA
2	Data Structure	2	Introduction to Embedded System
3	Computer Network	3	Computer Oriented Statistical Techniques
4	Database Management System	4	Software Engineering
5	Applied Mathematics	5	Computer Graphics And Animation
6	Mobile Programming Practical		
T.Y.B.Sc. Information Technology			
No.	Semester-V	No.2	Semester-VI
1	Software Project Management	1	Software Quality Assurance
2	Internet of Things	2	Security in Computing
3	Advanced Web Programming	3	Business Intelligence
4	Linux administration System	4	Principles of Geographic Information System
5	Enterprise JAVA	5	Cyber Law
6	Project Dissertation	6	Project Implementation
		7	Advance Mobile Programming Practical

Note : * Are Elective Subjects

Under Choice Based Credit, Grading and Semester System (CBSGS)

COURSE STRUCTURE

For The Academic Year 2020-21

F.Y.B.Sc. COMPUTER SCIENCE

No.	Semester-I	No.2	Semester-II
1	Computer Organization and Design	1	Programming With C
2	Progarmming With Python-I	2	Programming With Python-II
3	Free and Open Source Software	3	Linux
4	Database System	4	Data Structures
5	Discrete Mathematics	5	Calculus
6	Descriptive Statistics and Introduction to Probability	6	Statistical Methods and Testing of Hypothesis
7	Soft Skills Development	7	Green Technologies

S.Y.B.Sc. COMPUTER SCIENCE

No.	Semester-III	No.2	Semester-IV
1	Theory of Computation	1	Fundamentals of Algorithm
2	Core Java	2	Advanced Java
3	Operating System	3	Computer Networks
4	Database Management System	4	Software Engineering
5	Combinatorics and Graph Theory	5	Linear Algebra Using Python
6	Physical Computing and IoT Programming	6	.NET Technologies
7	Skill Enhancement Web Programming	7	Skill Enhancement Android Developer Fundamentals

T.Y.B.Sc. COMPUTER SCIENCE

No.	Semester-V	No.	Semester-VI
Elective-I (Any Two)		Elective-I (Any Two)	
1	Artificial Intelligence	1	Wireless Sensor Network and Mobile Communication
2	Linux Server Administration	2	Cloud Computing
3	Software Testing and Quality Assurance	3	Cyber Security
Elective-II (Any Two)		Elective-II (Any Two)	
4	Information and Network Security	4	Information Retrieval
5	Architecting of IoT	5	Digital Image Processing
6	Web Services	6	Data Science
Skill Enhancement		Skill Enhancement	
7	Game Programming	7	Ethical Hacking
Practical		Practical	
8	Project Implementation	8	Project Implementation

Under Choice Based Credit, Grading and Semester System (CBSGS)

COURSE STRUCTURE

For The Academic Year 2020-21

SEMESTER - I

1	EFFECTIVE COMMUNICATION - I
2	FOUNDATION COURSE - I
3	VISUAL COMMUNICATION
4	FUNDAMENTALS OF MASS COMMUNICATION
5	CURRENT AFFAIRS
6	HISTORY OF MEDIA

SEMESTER - III

1	CULTURE STUDIES
2	MEDIA STUDIES
3	CREATIVE WRITING
4	UNDERSTANDING CINEMA
5	INTRODUCTION TO PUBLIC RELATIONS
6	ADVANCED COMPUTERS

SEMESTER - V (ADVERTISING)

1	CONSUMER BEHAVIOUR
2	COPY WRITING
3	BRAND BUILDING
4	MEDIA PLANNING & BUYING
5	ADVERTISING IN CONTEMPORARY SOCIETY
6	AD DESIGN

SEMESTER - VI (ADVERTISING)

1	ADVERTISING AND MARKETING RESEARCH
2	AGENCY MANAGEMENT
3	CONTEMPORARY ISSUES
4	LEGAL ENVIRONMENT AND ADVERTISING ETHICS
5	FINANCIAL MANAGEMENT FOR MARKETING AND ADVERTISING
6	THE PRINCIPLES AND PRACTICE OF DIRECT MARKETING
7	DIGITAL MEDIA

SEMESTER - II

1	EFFECTIVE COMMUNICATION II
2	FOUNDATION COURSE - II
3	CONTENT WRITING
4	INTRODUCTION TO ADVERTISING
5	INTRODUCTION TO JOURNALISM
6	MEDIA, GENDER & CULTURE

SEMESTER - IV

1	INTRODUCTION TO ADVERTISING
2	ORGANISATION BEHAVIOUR
3	PRINT, PRODUCTION & PHOTOGRAPHY
4	INTRODUCTION TO JOURNALISM
5	RADIO & TELEVISION
6	MASS MEDIA RESEARCH

SEMESTER - V (JOURNALISM)

1	REPORTING
2	EDITING
3	FEATURE AND OPINION
4	JOURNALISM AND PUBLIC OPINION
5	INDIAN REGIONAL JOURNALISM
6	NEWSPAPER AND MAGAZINE MAKING

SEMESTER - VI (JOURNALISM)

1	PRESS LAWS AND ETHICS
2	BROADCAST JOURNALISM
3	NICHE JOURNALISM
4	ISSUES OF GLOBAL MEDIA
5	NEWS MEDIA MANAGEMENT
6	CONTEMPORARY ISSUES
7	DIGITAL MEDIA

SCHEME OF EXAMINATION

The Performance of the learners will be evaluated in two components. One component will be the Internal Assessment component carrying 25% Marks and the second component will be the Semester-wise end examination component carrying 75% Marks (except B.COM). The allocation of marks for the Internal Assessment and Semester End Examinations will be as Follow.

A) Internal Assessment 25% (25 marks) (for the BMS/BAF/BBI/BMM/I.T/C.S)

For Courses without Practical

Sr. No.	Particulars	Marks
1.	One Class test / case Study / Online Examination to be conducted in the given Semester*	20 Marks
2.	Active participation in routine class instructional Deliveries and overall conduct as a responsible learner, Mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	5 Marks

For Courses with Practical

Sr. No.	Particulars	Marks
1.	Semester End Practical Examination	20 Marks
	Journal	
	Viva	
	Laboratory Work	
	Active participation in routine class instructional Deliveries and overall conduct as a responsible learner, Mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	5 Marks

B) Semester End Examination (75 marks) (for the BMS/BAF/BBI/BMM/I.T/C.S)

- Duration - These examinations shall be of 2.5 Hours duration
- Theory Question Paper pattern
- There shall be five Questions each of 15 marks
- All Questions shall be Compulsory with Internal choice within the questions.
- Question may be subdivided into sub-questions a, b, or c, d and the allocation of marks depends on the weightage
- of the topic

Practical Exam : 50 Marks (For B.Sc.IT)

A certified copy journal is essential to appear for the practical Examination.

1	Practical Question	20
2	Practical Question	20
3	Journal	5
4	Viva Voce	5
1	Practical Question	40
2	Journal	5
3	Viva Voce	5

C) Semester End Examination - 100 Marks (FYB.com,SYB.Com & TY B.com)

- All papers are of 100 Marks (except F.C. paper)
- Duration- these examination shall be of 3 Hours (except F.C. paper)
- F.C Theory paper is of 75 marks & internal of 25 Marks.

D) From Academic year 2016-17 question papers are set & send through online by university

Responsibility of Assessment

- The assessment of Part "A" and "B" i.e. Internal Assessment & Semester End Examination as mentioned above for the Semester I to IV shall be processed by the Colleges and issue the grade cards to them after the conversion of marks into grade as per the procedure mentioned in this manual. The format of the grade card is given in the manual to maintain the uniformity across all colleges for the examinations conducted by the colleges on behalf of the University.
- The assessment of Part "A" i.e internal Assessment as mentioned above for the Semester V & VI Shall be processed by the Colleges / Institutions of their learners admitted for the programme while the university shall conduct the assessment of Part "B" i.e the Semester End Examination for Semester V & VI.

PASSING STANDARDS & PROMOTIONS

STANDARD OF PASSING :

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e 30 out of 75) Separately, to pass the course and minimum of Grade E in each Subject, wherever applicable ,to pass a particular semester End Examination together.For B.COM (i.e 40 out of 100) all papers are of 100 marks except F.C paper is of 25:75 marks

PERFORMANCE GRADING :

The **PERFORMANCE GRADING** of the learners shall be on the TEN point ranking system as under:

GRADE	MARKS	GRADES POINT
O	80 & Above	10
A+	70 TO 79.99	9
A	60 TO 69.99	8
B+	55 TO 59.99	7
B	50 TO 54.99	6
C	45 TO 49.99	5
D	40 TO 40.99	4
F	39.99 & BELOW	0

The performance grading shall be based on the aggregate performance of Internal Assessment and Semester End Examination.

CARRY FORWARD OF THE MARKS IN CASE IF THE LEARNER FAILS IN ONE OR MORE COURSES :

1. A learner who passes in the Internal Examination but fails in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
2. A learner who passes in the Semester End Examination but fails in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However his/her marks of the Semester End Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

1. For Courses without Practical.

In case of learner who is reappearing for the Internal Examination,the Examination,will consist of one project of 25 marks which will be divided into 13 marks for the documentation of the project,06 marks for the presentation and 06 marks for the Viva voice and the interaction.

2. For Courses with practical

In case of learner who is reappearing for the Internal Examination for subjects with Practical ,the examinations will consist of practical examination of 25 marks which will be divided into 13 marks for the machine work/labroatory work,06 marks for the Viva Voice Examination and 06 marks for the journal.

ALLOWED TO KEEP (ATKT) & ELIGIBILITY FOR ADMISSION TO HIGHER SEMESTER :

ELIGIBILITY TO TAKE ADMISSION	SEM -I	SEM -II	SEM -III	SEM -IV	SEM -V	SEM -VI	STATUS
FOR S.Y	PASSED	PASSED					ELIGIBLE
	FAILED ONLY IN 2 PAPER	FAILED ONLY IN 2 PAPER					ELIGIBLE
	FAILED IN MORE THAN 2 PAPER	FAILED IN MORE THAN 2 PAPER					NOT ELIGIBLE
FOR T.Y	PASSED	PASSED	PASSED	PASSED			ELIGIBLE
	PASSED	PASSED	FAILED ONLY IN 2 PAPER	FAILED ONLY IN 2 PAPER			ELIGIBLE
	FAILED ONLY IN 2 PAPER	FAILED ONLY IN 2 PAPER	PASSED	PASSED			ELIGIBLE
	PASSED	FAILED IN SEM-II PAPER	PASSED	FAILED IN SEM-IV PAPER			NOT ELIGIBLE
	FAILED IN SEM-I PAPER	PASSED	FAILED IN SEM-II PAPER	PASSED			NOT ELIGIBLE

IMPORTANT NOTE :

- 1) According to Mumbai university,circular No43/2015 Additional Exam has been scrapped
- 2) A.T.K.T exam will be conducted in the Month of October & April of Every year for all semester i.e Semester i,II, III,IV.
- 3) First & Second year students who fail in any paper in semester - II & IV (March/April) from the academic year will have to appear for their A.T.K.T exam in October/ November.If Students fail in more than 2 Subjects they will lose a year.
- 4) According to Mumbai University circular no 43/2015 it is informed that the system of scaling down for all Stream are scrapped.

PROCEDURE FOR SUBMISSION OF A.T.K.T FORM : The student who is appearing for A.T.K.T examination should Follow the following procedure .

- 1) Fill the A.T.K.T Exam form
- 2) Form will be available at Main office
- 3) Students should pay the ATKT Fees
- 4) Complete the ATKT form
- 5) And submit it to stream coordinator of exam department
- 6) The students should submit the form within the time as specified
- 7) Late form will not be accepted
- 8) If students do not submit their form to exam department his /her entry will not be mentioned in the system and will be marked as absent.
- 9) No forms after the due will be entertained on any grounds whatsoever.

Following Documents To Be Attached With The Form :

- 1) Form ATKT
- 2) Mark sheet (Photo copy)
- 3) Fee receipt of A.T.K.T (original)
- 4) Two Passport Size Photograph



ORDINANCES 6086 RELATING TO THE ATTENDANCE FOR LEARNERS

O_ 6086 Attendance for learners

- 1) There shall be the Attendance Committee, for smooth conduct of this ordinance, in every college/institute/ Department of The University comprising of at least three members.
- 2) Every bonafide learner shall ordinarily be allowed To keep terms for the given semester in program of this entrolment, only if he fulfills at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures ,practical's tutorials etc. whrein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s further it is mandatory for every learner to have min 50% attendance for each course & average attendance has to be 75%
- 3) The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular /co -curricular activity /competition/camp/workshop/convention symposium/seminar etc. where the said learner is officially representing the college/University/District /State/Country with the permission of the Principal/ Director/Head of the College/Institute / University Department or by the direction of the University Officer as the case may be wherein for the purpose of Computing the average attendance the periods missed for what is envisaged here-in above, at Sr.No 2, Shall be deemed to have been attended by the said learner.
- 4) At the end of the semester on recommendation of the attendance committee the Principal /Director/Head of the College Institute/University Department shall display list of the learners who are not allowed to keep terms, allowing them to appeal to the Principal within 3 days from the date of display of the notice.
- 5) The learners whose terms are not granted by the college can appeal to the controller of examinations, if desired, in a prescribed form and by paying fees prescribed by the Management Council within 3 days from the receipt of this intimation and that the controller of examinations shall arrange a hearing of the learners along with their concerned Principals, represented in person or through a teacher nominated by them before the committee.

(The existing Ordinances O.119/O.120 & O.125 are repealed)



Dear Student,

Welcome to the family of Oriental Education Society

Your investment of time as a student with us will prove not only rewarding but successful and bright for sure. Jointly, we will use every day for career enhancement and self development .

We are confident that our committed and knowledgeable faculties will remain a great source of information. Hard work and maintaining discipline is a must during and after your studies in this college. Let's understand some rules and expectations of the college which are designed to help us in serving you better.

Please fill the complete detail in the admission form, like full communication address, landline number, mobile number, job \office address of your father, your father's job profile, passport sized photograph of both mother and father, residential address proof.

Please furnish all the essential documents, in original with photocopy, while submitting admission form to the concerned authority.

DRESS CODE POLICY.

BOYS :-

- 1) Every Monday and Saturday college students pursuing professional courses (BMS,BAF,BBI) has to follow formal Dress code policy which includes:
 - a. Formal shirt plain or Checkers & Plain pants especially dark in colour. Black shoes and white socks should be worn on these days as foot wear & Plain sandals for girls.
- 2) For the remaining days students can wear casual dress but it does not include shorts Bermuda & deep neck T-Shirts & Sleeveless T-Shirts or 3/4 trousers and 3/4 pants or Bermuda or Capris for girls & boys both, Jogging Tracks and Gym outfits.
- 3) Jeans are allowed especially torn Jeans and Sleeper Chappals are strictly not allowed in college, however sandals are acceptable.
- 4) T-shirts carrying vulgar statements are strictly not allowed in college premises.
- 5) Body piercing & body art unless & until it is due to some religious belief or practice is not allowed in college premises. Proper permission should be taken by the student from the respective authority and proper documents should be shown by the student to support their reasons for doing the same. Students while entering the college premises are required to cover their Tattoo and remove their Piercing if proper documents are not submitted or approval is not granted by the Discipline committee.
- 6) Maintaining Funky Hairstyles and coloring them is not allowed in the college premises. Students maintaining such hairstyles need to correct themselves within 3 days of such notice given by the management, failure to do so will result in no-entry in the college premises unless the hairstyle is corrected.
- 7) Girls too should wear formal dress on Monday & Saturday.
- 10) Micro Minis & Sleeveless T-shirts Backless & deep neck tops by girls are not allowed in college.
- 11) We also advice not to carry expensive gold diamond chain/Jewellery/wrist watch/mobile etc. if such valuables are lost inside or outside the college campus, college or trust will not be responsible in any manner.
- 12) For BMM students , special dress code is mandatory

PUNCTUALITY POLICY

- 1) Students of B.COM, B.A.F, B.B.I., B.M.S, B.SC.(IT) & B.SC.(C.S.) are supposed to reach their Class by 7.30 am only. 10 min delay is acceptable but not on regular basis, the college gate will be closed by 7.40am . After that the gate will be opened only at 9.00 Am.
- 2) Failure to reach college will lead to strict disciplinary action against the concerned students.



Guidelines for the Students

- 3) BAMMC College timings – 11 A.M. TO 4.P.M.
- 4) Students those who will reach college after 7:40 will be marked or punched with a marker on their ID Card by the security personnel. After 5 such Instances, the id card of such students will be confiscated and without meeting their parents they will not be allowed to attend any further lectures in college.
- 5) Students remaining absent due to medical reason for less than 7 days need to provide medical certificate from a medical practitioner to their class teachers that they are fit to resume class.
- 6) Students remaining absent for more than 7 working days due to medical reason & were admitted in a hospital need to provide Medical documents such as (hospital bills, Diagnostic report treatment done & Discharge certificates from the respective hospital)
- 7) Students need to wear their ID Cards in the college premises, wearing ID card is compulsory. Without ID card students will not be able to avail facility of the institute such as entry to Library, Gymkhana and even Lectures.
- 8) Industrial visit is compulsory for BMS BBI Bsc.IT, BMM & BAF
- 9) Students will be allowed to appear in final exam only after clearing their dues towards the colleges and fulfilling attendance requirement as per university requirement.

BEHAVIOR POLICY

*Students are required to maintain their behavior of the highest standards which includes the following

- 1) Students are required to carry their ID Card Daily without which they will not be allowed to enter the college premises and if they are found roaming inside the college premises without an ID Card Necessary Disciplinary action will be taken against that student.
- 2) Maintaining Silence in college premises, Corridor & during the lecture.
- 3) Maintaining peace with students of other Faith, Religion inside & outside the college.
- 4) Not loitering in the corridor when the lecture is free.
- 5) Seeking permission from teacher or informing Class representative before leaving the class.
- 6) Should not disrespect or Argue with the Class teacher or Class Representative or any of the College Non- teaching Staff (Peon, Security Personnel, Canteen staff, Housekeeping & liftman).
- 7) Should not use mobile phones in class or college premises unless it is used as a learning aid for any subject or with prior permission of Subject teacher in his/her presence.
- 8) Should not trouble/intimidate or physically assault Classmate or any other college fellow.
- 9) Student should not be involved in any activity resulting in damaging the property of the college if found Guilty the entire expense of Damage will be collected from such student/s.
- 10) Students are not allowed to use the lift unless & until due to health reasons. To avail lift facility they need to apply in writing along with supporting medical documents and get it signed by the principal and always carry laminated minimized copy with them.
- 11) Copy cases will be handled as per the rules of University of Mumbai and Maharashtra state Board related examination

ATTENDANCE POLICY

- 1) Students are supposed to maintain minimum 75% attendance in order to be eligible for Internal as well as External Exams. Failure to do so will lead to disqualification form both the Exams and will not be fine as agreed will be collected from students.
- 2) Students Selected in the college team i.e Playing 15 for cricket and playing 18 for football are required to attend the first three lectures and after that they may leave for practice on the ground but they should carry a letter from the sports head and head coach confirming that they are in the playing final. Any shortage in attendance will not be



Guidelines for the Students

compensated and adjusted as these students if attend daily 3 lectures minimum they can meet their attendance requirement. Only when they are playing intercollegiate tournaments for college attendance will be considered for exams and other lectures.

- 3) Non adherence to rules will lead to disqualification in Exams & Internals.
- 4) Punishment for breach of Rules & Guidelines.
 - 1) In case of first instance the student shall be given a verbal warning and the same shall be recorded in the discipline register
 - 2) for second instance the students has to bring his/her parents both mother & Father and an undertaking will be taken from them stating that if in future any instance of indiscipline is repeated by their ward, then their ward will be expelled from the college
 - 3) On the third Instance the college will expel such students with a very poor remark on their leaving certificate. with be expelled from the college.

NOTE: Policy of three warnings will depend on severity of the instances and case to case basis depending upon the background students and feedback from other teachers teaching that student.

MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999

Ragging means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes -

- (i) Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
- (ii) Asking a student to do any act or perform something which such student will not, in the ordinary course willingly, do.
- (iii) Ragging within or outside of any educational institution is prohibited.
- (iv) Whoever directly or indirectly commits, participates in abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
- (v) Ragging is an Punishable & Criminal Act.
- (vi) Any Student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

SCHOLARSHIP AND FREESHIP

Sr. No.	Name of the Scholarship	Eligibility	Necessary Documents
1	Government of India Scholarship (SC/ST/NT/VJ/OBC/SBC Students)	Who have passed the last examination and annual income is not more than Rs.1,00,000/- (For.NT/VJ/OBC/SBC) Rs.2,00,000/- (For SC/ST)	1. Caste Certified from collector office. 2. Income Certificate (from tahsil office) 3. Attested photocopies of marksheets in duplicate 4. Non Creamy Layer Certificate (For NT/VJ/SBC/OBC) 5. Attested photocopy of Ration Card 6. Passbook of Nationalized Bank. 7. Attested photocopy of Aadhar Card.
2	National Merit Scholarship	Who have passed H.S.C. examination securing more than 60% marks or who were receiving this scholarship in the last student must submit their progress report before July 30.	1. Income Certificate from the concerned authorities in duplicate 2. Attested photocopies of H.S.C. and previous year's marksheets in duplicate 3. Attested photocopy of Aadhar Card
3	State Government Open Merit Scholarship	Who have passed H.S.C. examination securing more than 60% marks .The Student must submit their progress report of the last year	1. Attested photocopies of H.S.C. and previous year's marksheets in duplicate 2. Attested photocopy of Aadhar Card
4	Physically Handicapped Scholarship	The Students who are physically handicapped having a certificate (Minimum40%) by the concerned Civil Surgeon and minimum 40% marks in last Examination.	1. Medical Certificate in the prescribed forms. 2. Income Certificate (from tahsil office) 3. Attested photocopies of previous year's marksheets in duplicate 4. Attested photocopy of Ration Card 5. Attested photocopy of Aadhar Card
5	Post Metric Scholarship for Learners of Minority Community (Muslim,Buddhist,Jains Parsis & Jews)	The minority students who have not secured not less than 50% marks or equivalent grade in the final examination and the annual income sources does not exceed Rs.2,00,000/-	1. Cast Certificate 2. Income Certificate (from tahsil office) 3. Attested photocopies of previous year's marksheets in duplicate 4. Domicile Certificate 5. Attested photocopy of Ration Card 6. Passbook of nationalized Bank. 7. Attested photocopy of Aadhar Card

Faculty is the principal driver of change through their direct involvement in every aspect of the institute: academics, governance, research, and consultancy. They combine the very highest standard of teaching and mentioning with diverse backgrounds as eminent entrepreneurs, policy makers, theoreticians and constants. The rich diversity of their backgrounds instills in the students a contiguous desire to achieve excellence.

Faculty members at SCCT Sanpada are committed to excellence in teaching, research, and to the advancement of the Technology, Commerce, Management, and Finance. faculty members are passionate and curious individuals who continue their own research while teaching at SCCT. They come from Maharashtra and other states of India, bringing with them a diverse wealth of knowledge.

Faculty members serve on executive committees and policy formulation boards of a rich variety of organizations in both private and public domains. these include corporations, financial institutions, cooperative societies, NGOs, academic institutions and international agencies. Such active involvement generates precious cross- fertilization and ensures that all academic programs are kept up to date.

Professors also make themselves available to students outside of the class room, even beyond office hours, such as meeting in the dining hall or before or after class. our faculties make a point of connecting with their students to create a fulling academic experience.

Degree College



Junior College



Administrative Staff



ORIENTAL EDUCATION SOCIETY

- 1.H.K. INSTITUTE OF MANAGEMENT STUDIES & RESEARCH – JOGESHWARI, MUMBAI.
- 2.H.K. COLLEGE OF EDUCATION – JOGESHWARI, MUMBAI.
- 3.H.K. COLLEGE OF PHARMACY – JOGESHWARI, MUMBAI.
- 4.ORIENTAL COLLEGE OF COMMERCE & MANAGEMENT – ANDHERI, MUMBAI.
- 5.OES INTERNATIONAL SCHOOL – ANDHERI, MUMBAI.
- 6.ORIENTAL COLLEGE OF EDUCATION & RESEARCH – ANDHERI, MUMBAI.
- 7.ORIENTAL COLLEGE OF PHARMACY – SANPADA, NAVI MUMBAI.
- 8.SANPADA COLLEGE OF COMMERCE & TECHNOLOGY – SANPADA, NAVI MUMBAI.
- 9.ORIENTAL COLLEGE OF LAW ,SANPADA ,NAVI MUMBAI.
- 10.ORIENTAL COLLEGE OF EDUCATION – SANPADA, NAVI MUMBAI.
- 11.ORIENTAL HOSTEL – PALM BEACH ROAD, SANPADA NAVI MUMBAI.
- 12.ORIENTAL SCHOOL OF BUSINESS – VASHI, NAVI MUMBAI.
- 13.OES INTERNATIONAL SCHOOL – VASHI, NAVI MUMBAI.
- 14.ORIENTAL INSTITUTE OF MANAGEMENT - VASHI, NAVI MUMBAI.

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