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KET'S V.G. VAZE COLLEGE OF ARTS, SCIENCE AND COMMERCE

COLLEGE EXECUTIVE COMMITTEE

Mrs. Jyoti Bhadkamkar :	Member
Mr. Gaurav D. Sathaye :	Member
Dr. M. R. Kurup :	Member
Mr. A. D. Bhorkar :	Member
Mrs. M.D. Dewasthale :	Member
Dr. B. B. Sharma :	Secretary

COLLEGE ADMINISTRATION

Dr. B. B. Sharma :	Principal
Mrs. M.D. Dewasthale :	Vice Principal (Degree College)
Mrs. Meenaxi A. Gokhale :	Vice Principal (Junior College)
Mrs. Madhuri Bajpai :	Supervisor Junior College

LOCAL MANAGING COMMITTEE

Dr. M R Kurup :	Secretary, KET
Mrs. Jyoti Bhadkamkar :	Member
Dr. Anjana Chandrashekhar :	Management Nominee
Mr. Gaurav D. Sathaye :	Management Nominee
Mr. A. D. Bhorkar :	Management Nominee
Mr. J. S. Sutar :	Teacher Member
Dr. Preeta Nilesh :	Teacher Member
Mr. Anil Naik :	Teacher Member
Mrs. Kranti S. Ghadigaonkar :	Non-Teaching Staff Member
Dr. B.B. Sharma :	Secretary

SCHOOL COMMITTEE

Mrs. Jyoti Bhadkamkar :	Member
Dr. M R Kurup :	Member
Mr. Mihir S. Bhadkamkar :	Member
Mr. A. D. Bhorkar :	Member
Dr. B. B. Sharma :	Secretary
Mrs. Abeajita Roy :	Teacher Member
Mrs. Meenaxi A Gokhale :	Special Invitee
Mrs. Madhuri Bajpai :	Special Invitee

Phone Numbers -

College Office :	2163 1421/23
Principal – Direct :	2163 1004
Fax :	2163 4262
Library :	2163 2871
ISDN (Infotech) :	2163 7850
VCTS :	2163 3844
Staff Common Room :	2163 5980
Scientific Research Centre :	2163 1755, 2163 0391 / 93, 2163 5404
Trust Office :	2163 2979
E-mail: College :	ketvaze@bom3.vsnl.net.in / vazeoffice@rediffmail.com
Principal :	principal@vazecollege.net
ISDN :	vazeinfo@bom4.vsnl.net.in
Website : College :	www.vazecollege.net
SRC :	www.kelkarresearchcentre.org
PGDPCM :	www.kelkarperfumerycosmetics.org



1.0 Introduction

1.1 Location & facilities: The Kelkar Education Trust, in memory of its founder trustee, late Shri Annasaheb Vaze, established Vinayak Ganesh **Vaze College** of Arts, Science & Commerce in 1984. Popularly known also as **Kelkar College**, it is located in Mithagar area of Mulund East, a northeastern suburb of Mumbai. The College complex is located on a 2.5 acre plot. With a fully built-up space of about 1,90,000 sq. ft., it offers all modern amenities needed for all - round development of the students' personality. Prospective students, parents and visitors can travel to Mulund Railway Station and from the East side one can come to the College by Rickshaw or BEST bus. TMT/BEST Bus services are also available to and fro Thane and Vaishali Nagar, Mulund West. The College offers all modern facilities such as Library, Reading rooms, audio-visual library, Air conditioned auditorium equipped with 16 mm projector, overhead/slide/LCD projectors, InfoTech centre, gymkhana, gymnasium, canteen, conference room, student's common room, cultural activity room, multimedia room and many more.

1.2 Goals : The aim of the college is to provide total education. Hence, in addition to the regular academic schedule as prescribed by the University/Government, emphasis is laid on an integrated development of critical ability, work ethics and personality building. This is expected to prepare an individual to absorb the complex socio-economic and cultural environment, and meet future challenges. And, it should be noted that discipline is expected out of every student wishing to seek admission into the college.

1.3 Affiliation & Accreditation and Awards : The College received permanent affiliation from the University of Mumbai in 1990 and UGC recognition thereafter. The college was ranked among the **top 20 colleges in India** in a survey conducted by ORG-MARG and published in INDIA-TODAY magazine dated June 23, 1997. Further, Vaze College holds the distinction of being the first affiliated Arts, Science and Commerce institution in the State of Maharashtra to be assessed for Accreditation by the National Assessment and Accreditation Council (NAAC), set up by UGC. The college has been bestowed with the top (**5-Star**) Grade in 1998. The NAAC report acknowledged that the "**college is a high quality institution with high academic reputation and high standard of discipline.**" Vaze College is again the first affiliated college in Maharashtra re-accredited by NAAC in 2005 with 'A' grade. It is the only college affiliated to University of Mumbai which has received **College with Potential for Excellence (CPE)** Award from University Grants Commission New Delhi in Sept 2004. It also received **Best College Award 2004-05** along with cash prize of Rs. 50,000/- from University of Mumbai.

1.4 Donation/Capitation Fee: The College or the Management does not accept any donation or capitation fees for admission, and admission is given as per standard and transparent norms. People are requested not to fall a victim to those who promise admission against donation. Any rumour regarding the donation being accepted against admission is false and needs to be instantly reported to the Principal/Chairman.

1.5 Professional Courses: The College admits students for the following professional / Degree courses at first year B.Com. and BSc.

- | | |
|--|----------------------------------|
| 1) B.Sc. (IT) (Information Technology) | 2) B.Sc. (Biotechnology) |
| 3) B.Com. (Accounting and Finance) | 4) B.Com (Banking and Insurance) |
| 5) B. M. M. (Bachelor of Mass Media) | |

P.G. Programmes

- (i) M.Sc. (IT) (2yrs.) (ii) M.Sc. (Biotech) (2yrs.) (iii) PGDPCM (2yrs.)

UGC has sanctioned the following career oriented Certificate / Diploma / Advance Diploma Courses under the dual Degree programme.

College has started Certificate courses in

- 1) Management of Retail Business
- 2) Stock Market Operations
- 3) International Business



1.6.1 Post Graduation and Research: Besides the regular B.A, B.Sc. and B.Com. courses, the college has been recognized for M.Sc. – Chemistry & Zoology (Papers & Research) and M.Sc. Botany by Research. MSc in Information Technology was started in the academic year 2004-05. The College is also a recognized center for Ph.D. programme in Zoology, Botany & Economics. MSc (Biotechnology) was started in the academic year 2005-06.

1.6.2 Laboratory for Advanced Research in Natural and Synthetic Chemistry : The Kelkar Education Trust set up a Laboratory for Advanced Research in Natural and Synthetic Chemistry in July 2004. A new laboratory equipped with modern instrumentation has been set up to undertake research with pharmaceutical, cosmetic, agrochemical, perfumery and flavour applications. The laboratory has been recognized by DST (DSIR), Government of India, New Delhi. The University of Mumbai has approved the laboratory for admitting students for research in applied chemistry leading to M.Sc. and Ph. D. degree of Mumbai University. In addition, assistance is being provided to industries in the development of compounds with pharmaceutical, perfumery, agrochemicals and its applications.

1.7 Scientific Research Centre: The Kelkar Education Trust has set up a Scientific Research Centre in Biotechnology. A highly sophisticated laboratory has been set up to undertake research in areas relating to medicinal, aromatic, cosmetic and environmental biotechnology. The Centre, which has been recognized by DST, Government of India and the University of Mumbai as a '**Recognized Institution**' for Research, is focused towards application of technology in the chosen field. Students will be admitted at the Centre for M.Sc. (by research) and Ph.D. in Life Sciences (**Bio-technology**). For details, contact Dr.S.S. Barve at the Centre, located in the College Building.

1.8 Cosmetology Research and Testing Laboratory: A state-of-the art Cosmetology Research and Testing Laboratory has been set up for promoting entrepreneurship and industry interface. The Centre aims at providing services from "*Conceptualization to Production*" of herbal cosmetics. The services available at the Centre are as follows:

1. Screening of herbs for potential cosmetic activity.
2. Standardization and validation of herbal extracts and products.
3. Development of formulations.
4. Safety and efficacy testing of cosmetics.
5. Conducting manpower development programmes for the industry.
6. Independent assessment and certification of cosmetic formulations.

1.9 Our Infrastructure :

Library : The Library has over 30,000 books, national and International Journals, Internet facility, Computerised access to reference books and spacious reading rooms.

Exceptional infrastructure : A upto date auditorium with all the audio visual aids like LCD projector, overhead projector, Slide projector, film projector, Television and Teleconferencing facility. The Infotech laboratories have ISDN connection and provided with pentium computers and the relevent software, scanners, Printers etc. A Local area network connects Linux and windows - NT servers to various terminals. A modern Siemens intercom system is installed for effective verbal communication.

2.0 Admission Guidelines :

Parents/students are requested to go through the Prospectus and the Guidelines and Admission Notices put up on the College Notice Board, before seeking admission in the College. Admission is as per merit and other norms as laid down by the University, the Government or the Management, from time to time. The Principal reserves the right to amend/ modify the guidelines regarding admission, as and when such amendments/ modifications are received from the Government/University or the Management, as the case may be. They will be notified accordingly on the College Notice Board at the time of admission. He also reserves the right to refuse admission in case such an admission, in his opinion, is likely to adversely affect the overall discipline in the college. Students are advised to write their phone numbers in the admission form.



3.0 Campus Recruitment Program / Placement Cell :

The Career Guidance & Placement Cell is involved in facilitating campus placements for final year students of all faculties. Several reputed companies like Lehman Bros, JP Morgan Chase, Quinnox Consultancy Services Ltd., Tata Consultancy Services, Patni Computers, IBM, Edelweiss Capitals, Accenture, Genesen Laboratories Ltd., Adventity, Syntel, etc. visited the campus last year and nearly 200 students secured placements through on campus selection process. The cell also organises workshops on group Discussions, Personal Interviews & Resume writing for the benefit of the students, besides arranging lectures on various career options.

4.0 Discipline and Code of Conduct :

4.1 Discipline

1. Self Discipline is the best discipline. All students are expected to observe rules and regulations currently in force to enable the smooth working of the college.
2. Students are prohibited to do anything inside or outside the college that will interfere with its orderly administration or affect its public image. No outside influence, political or any other, should be brought in to the college directly or indirectly.

4.2 Code of Conduct

1. Students should always carry their valid college Identity card whenever in college or representing the college at any other place. Further, it should be produced whenever demanded by any of the college staff.
2. During the conduct of lectures, students should not loiter in and around the college premises.
3. The college does not enforce a dress code. However, all students are expected to observe decorum with regards to both clothing and behaviour.
4. While representing the college at any other place, the student's behaviour should not be detrimental to the image of the college.
5. In case of any problem, personal or academic, students should report to the Prof-in-charge of their respective class, Junior College Supervisor or the Vice-Principal, who will help them solve their problems.
6. Students shall not bring any outsiders to the college premises.
7. Students shall not collect any fund from other students or from outsiders without the written permission of the Principal.
8. Students shall not organize picnics, excursion, trips etc. without prior **written permission** of the Principal.
9. The powers relating to the disciplinary action in the college will rest with the Principal and his decision in this respect shall be final. Any one who violates the code of conduct will be severely dealt with accordingly.
10. Students should not write on benches/walls and should help in maintaining the learning environment neat and clean.

11. Use of mobile phones is prohibited in college premises and any violation will be treated as Misconduct

4.3 Ragging Prohibited: Government of Maharashtra has notified Ragging as a cognizable offence. Anyone reported to be involved in any form of ragging, will be severely dealt with. Therefore, students are required to restrain from indulging in any form of ragging.

4.4 Counselling Cell: It has been observed that some of the students have personal problems, causing stress and strain. The college has set up a counselling cell to help such students to cope with these problems. The students/parents are requested to make use of this facility and all matters will be kept confidential. Please contact Prof. Neeta Kulkarni, Prof. Neeta Sawant or Junior college supervisor in this regard.



5.0 Classwise Fees : Degree Unaided Courses Fee Chart (2011-2012)

Particulars	Information Technology			BIOTECH		
	FY IT	SY IT	TY IT	FY	SY	TY
TUITION FEES	10000	10000	10000	8000	10000	12000
LIBRARY FEES	1200	1200	1200	300	500	500
GYMKHANA FEES	200	200	200	200	200	200
OTHER FEES/EXTRA CULTURE ACTIVITIES	250	250	250	250	250	250
EXAMINATION FEES	1320	1320	1770	585	585	810
MARK LIST	0	0	0	50	50	50
ENROLMENT FEES	220	0	0	220	0	0
Disaster Relief Fund	10	10	10	10	10	10
INDUSTRIAL VISIT FEES	0	0	0	0	0	0
ADMISSION PROCESSING	200	200	200	200	200	200
UTILITY FEES	250	250	250	250	250	250
MAGAZINE FEES	100	100	100	100	100	100
ID/LIB CARDS	50	50	50	50	50	50
STUDENTS GROUP INSURANCE	33	33	33	33	33	33
STUDENT WELFARE FUND	50	50	50	50	50	50
DEVELOPMENT FEES	500	500	500	500	500	500
VICE CHANCELLOR'S FUND	20	20	20	20	20	20
UNI SPORTS & CULTURAL ACTIVITY	30	30	30	30	30	30
E-SUVIDHA	50	50	50	50	50	50
E-CHARGES	20	20	200	20	20	20
PROJECT FEES	0	0	1000	0	0	0
COMPUTER PRACTICALS	1000	1500	2500	1000	1000	1000
LABORATORY FEES	6000	6000	6000	1200	1200	1200
CAUTION MONEY	150	0	0	150	0	0
LIBRARY DEPOSIT	250	0	0	250	0	0
LABORATORY DEPOSIT	400	0	0	400	0	0
FEE (A)	22303	21783	24413	13918	15098	17323
DIMENSIONS (COLLEGE FESTIVAL)	20	20	20	20	20	20
ASSOCIATIONS	60	60	60	60	60	60
ALUNMI ASSOCIATION FEE	25	25	25	25	25	25
Sub. Total (B)	105	105	105	105	105	105
TOTAL (A+B)	22408	21888	24518	14023	15203	17428

Note : * Document verification Rs. 400/- Applicable only to students from other than Mumbai University / Board

* Fee revision is under consideration of University of Mumbai. Fees is likely to change for 2011-12 for certain courses.

- Mode of payment of fees : Students are required to pay the fees according to the fee chart preferably by demand draft of nationalised bank or scheduled bank in favour of "Principal, KET's V.G.Vaze College S F C."
- I.T. Univ. Exam Fee Sem V & Sem VII 760 each & Convocation Fee 250 & B.T. Univ. Exam Fee.



Particulars	Banking & Insurance			Accounting & Finance			BMM		
	FY	SY	TY	FY	SY	TY	FY	SY	TY
TUITION FEES	10000	10000	10000	10000	10000	10000	10000	10000	10000
LIBRARY FEES	600	600	600	600	600	600	300	300	300
GYMKHANA FEES	200	200	200	200	200	200	200	200	200
OTHER FEES/EXTRA CULTURE ACTIVITIES	250	250	250	250	250	250	250	250	250
EXAMINATION FEES	1320	1320	1470	1320	1320	1470	1320	1320	1470
MARK LIST	0	0	100	0	0	100	0	0	100
ENROLMENT FEES	220	0	0	220	0	0	220	0	0
Disaster Relief Fund	10	10	10	10	10	10	10	10	10
INDUSTRIAL VISIT FEES	0	0	0	0	0	0	0	0	0
ADMISSION PROCESSING	200	200	200	200	200	200	200	200	200
UTILITY FEES	250	250	250	250	250	250	250	250	250
MAGAZINE FEES	100	100	100	100	100	100	100	100	100
ID/LIB CARDS	50	50	50	50	50	50	50	50	50
STUDENTS GROUP INSURANCE	33	33	33	33	33	33	33	33	33
STUDENT WELFARE FUND	50	50	50	50	50	50	50	50	50
DEVELOPMENT FEES	500	500	500	500	500	500	500	500	500
VICE CHANCELLOR'S FUND	20	20	20	20	20	20	20	20	20
UNI SPORTS & CULTURAL ACTIVITY	30	30	30	30	30	30	30	30	30
E-SUVIDHA	50	50	50	50	50	50	50	50	50
E-CHARGES	20	20	20	20	20	20	20	20	20
PROJECT FEES	1200	1400	2200	1400	1400	1200	1200	1200	1700
COMPUTER PRACTICALS	2000	1000	1000	1000	1000	1000	1000	1000	1000
LABORATORY FEES	1000	1000	1000	1000	1000	1000	1000	1000	1000
CAUTION MONEY	150	0	0	150	0	0	150	0	0
LIBRARY DEPOSIT	250	0	0	250	0	0	250	0	0
LABORATORY DEPOSIT	400	0	0	400	0	0	400	0	0
FEE (A)	18903	17083	18133	18103	17083	17133	17603	16583	17333
DIMENSIONS (COLLEGE FESTIVAL)	20	20	20	20	20	20	20	20	20
ASSOCIATIONS	60	60	60	60	60	60	60	60	60
ALUNMI ASSOCIATION FEE	25	25	25	25	25	25	25	25	25
Sub. Total (B)	105	105	105	105	105	105	105	105	105
TOTAL (A+B)	19008	17188	18238	18208	17188	17238	17708	16688	17438

Note : * Document verification Rs. 400/- Applicable only to students from other than Mumbai University / Board

* Fee revision is under consideration of University of Mumbai. Fees is likely to change for 2011-12 for certain courses.

- Mode of payment of fees : Students are required to pay the fees according to the fee chart preferably by demand draft of nationalised bank or scheduled bank in favour of "Principal, KET's V.G.Vaze College S F C."
- Univ. Exam Fee of Sem V & Sem VII Rs. 660/- each & Convocation fee Rs. 250/-



5.0 MSC Fee Chart (2011-2012)

Particulars	MSC BIOTECH		MSC I.T.		PGDPCM	
	I	II	I	II	I	II
TUITION FEES	15000	15000	15000	15000	27000	27000
LIBRARY FEES	1000	1000	1000	1000	1500	1500
GYMKHANA FEES	200	200	200	200	500	500
OTHER FEES/EXTRA CULTURE ACTIVITIES	250	250	250	250	200	200
UNIV. EXAMINATION FEES	600	850	600	850	3000	3000
MARK LIST	50	50	50	50	0	0
Registration Fee	1025	0	1025	0	825	0
Disaster Relief Fund	10	10	10	10	10	10
ADMISSION PROCESSING	200	200	200	200	0	0
UTILITY FEES	250	250	250	250	300	300
MAGAZINE FEES	100	100	100	100	50	50
ID/LIB CARDS	50	50	50	50	25	25
STUDENTS GROUP INSURANCE	33	33	33	33	33	33
STUDENT WELFARE FUND	50	50	50	50	25	25
DEVELOPMENT FEES	500	500	500	500	1000	1000
VICE CHANCELLOR'S FUND	20	20	20	20	0	0
UNI SPORTS & CULTURAL ACTIVITY	30	30	30	30	30	30
E-SUVIDHA	50	50	50	50	0	0
E-CHARGES	20	20	20	20	20	20
PROJECT FEES		2000		2000	2000	2000
COMPUTER FEE	500	500	0	0	2000	2000
LABORATORY FEES	20000	20000	15000	15000	15500	15500
On the Job training	0	0	0	0	3000	3000
MISC	0	0	0	0	500	500
Other Fee	0	0	0	0	2000	2000
INDUST. VISIT FEES	0	0	0	0	1500	1500
CAUTION MONEY	150	0	150	0	300	0
LIBRARY DEPOSIT	250	0	250	0	300	0
LABORATORY DEPOSIT	400	0	400	0	600	0
FEE (A)	40738	41163	35238	35663	62218	60193
DIMENSIONS (COLLEGE FESTIVAL)	20	20	20	20	20	20
ASSOCIATIONS	60	60	60	60	60	60
ALUNMI ASSOCIATION FEE	25	25	25	25	0	0
Sub. Total (B)	105	105	105	105	80	80
TOTAL (A+B)	40843	41268	35343	35768	62298	60273

Note : * Document verification Rs. 400/- Applicable only to students from other than Mumbai University / Board

* Fee revision is under consideration of University of Mumbai. Fees is likely to change for 2011-12 for certain courses.

- Mode of payment of fees : Students are required to pay the fees according to the fee chart preferably by demand draft of nationalised bank or scheduled bank in favour of "Principal, KET's V.G.Vaze College S F C."



5.1 Reserve Category Fee Chart (2011-2012)

- For more information please see last page

Particulars	I. T. / B. T. / BI / AF / BMM			MSc IT / B. T.	
	FY	SY	TY	I	II
TUITION FEES	0	0	0	0	0
LIBRARY FEES	0	0	0	0	0
GYMKHANA FEES	0	0	0	0	0
OTHER FEES/EXTRA CULTURE ACTIVITIES	0	0	0	0	0
EXAMINATION FEES	0	0	0	0	0
MARK LIST	0	0	0	0	0
ENROLMENT FEES	0	0	0	0	0
DISASTER RELIEF FUND	10	10	10	10	10
INDUSTRIAL VISIT FEES	0	0	0	0	0
ADMISSION PROCESSING	200	200	200	200	200
UTILITY FEES	0	0	0	0	0
MAGAZINE FEES	0	0	0	0	0
ID/LIB CARDS	50	50	50	50	50
STUDENTS GROUP INSURANCE	33	33	33	33	33
STUDENT WELFARE FUND	50	50	50	50	50
DEVELOPMENT FEES	0	0	0	0	0
VICE CHANCELLOR'S FUND	20	20	20	20	20
UNI SPORTS & CULTURAL ACTIVITY	0	0	0	0	0
E-SUVIDHA	50	50	50	50	50
E-CHARGES	0	0	0	0	0
PROJECT FEES	0	0	0	0	0
COMPUTER PRACTICALS	0	0	0	0	0
LIBRARY FEES	0	0	0	0	0
CAUTION MONEY	0	0	0	0	0
LIBRARY DEPOSIT	0	0	0	0	0
LABORATORY DEPOSIT	0	0	0	0	0
FEE (A)	413	413	413	413	413
DIMENSIONS (COLLEGE FESTIVAL)	20	20	20	20	20
ASSOCIATIONS	60	60	60	60	60
ALUNMI ASSOCIATION FEE	25	25	25	25	25
Sub. Total (B)	105	105	105	105	105
TOTAL (A+B)	518	518	518	518	518

Note : * Document verification Rs. 400/- Applicable only to students from other than Mumbai University / Board

* Fee revision is under consideration of University of Mumbai. Fees is likely to change for 2011-12 for certain courses.

- Mode of payment of fees : Students are required to pay the fees according to the fee chart preferably by demand draft of nationalised bank or scheduled bank in favour of "Principal, KET's V.G.Vaze College S F C."



5.3 Refund of Fees :

For unaided programmes, except for PGDPCM the refund of fees will be as per following guidelines.

The students who desire to cancel the admission will be given the original documents on the same day and will be entitled to receive the refund of fee paid after deducting the amount as indicated below.

DEGREE COLLEGE : (0.2859)

Refund of Tuition, Development and all other fees after cancellation of admissions :

The candidates who have taken admission in under graduate courses in Government College, in Government, aided and unaided courses conducted by affiliated college, and recognized Institutions may request for refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter. The percentage of fee the course shall be refunded to the candidate after deducting charges as follows :-

Table - 1: Fee Deduction on cancellation of admission

	Period and Percentage of deduction charges					
	(i)	(ii)	(iii)	(iv)	(v)	(vi)
	Prior to commencement of academic term and instruction of the course	Up to 20 days after the commencement of academic term of the course.	From 21 st day up to 50 days after commencement of the academic term of the course.	From 51 st day up to 80 days after the commencement of academic term of the course or August 31 st whichever is earlier.	From September 1 st to September 30 th	After September 30 th
Deduction Charges	Rs. 500/- Lump Sum	20% of the total amount of fees.	30% of the total amount of fees.	50% of the total amount of fees.	60% of the total amount of fees.	100% of the total amount of fees.

NOTE : The total amount considered for the refund of fees from the commencement of academic term of the courses includes the following :

- 1) All the fee items chargeable for one year are as per relevant University circulars for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities).
- (ii) The Fee charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam fee and Enrollment fee) are non-refundable if payment is made by the college prior to the date of cancellation.
- (iii) Fee collected for Identity card and Library card, admission form and prospectus, enrollment and any other course specific fee are not refundable after the commencement of the academic term.
- (iv) All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation.

Provided that wherever admissions are made through centralized admission process for professional and/ or for any other courses by other competent Authorities, the Refund Rules are applicable if specified by such authorities (as per the rules of relevant agencies) for the 1st year admission. In case of admission to subsequent years of the course, 0.2859 is applicable for cancellation of admission.

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

Further that 0.2859-A & 0.2859-B have been repealed and the amended 0.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Under Graduate Courses has been brought into force with effect from the academic year 2008 - 2009

The refund of fees will start from 1st August and will be by cheque only. If the refund is not claimed within the financial year of the admission it shall stand forfeited. For PGDPCM Course the Rule for refund of fees is as follows :



Refund Rule FOR PGDPCM Course -

- Those who cancel the admission within a week of taking admission will be refunded 90% of the total fees Paid.
- Those who cancel admission after the first week but within thirty days will be refunded 50% of total fees paid. However, in case the seat is filled within ten days of cancellation 80% of total fees paid will be refunded.
- No refund of fees if admission is cancelled after 30 days of admission
- **It is likely that university may introduce credit system patterns for first year of all the UG courses from the academic Year 2011 - 12.**

6.0 CODES SUBJECT COMBINATIONS

FYBSC – IT (Semester Scheme)

4311	PSC	Maths – I	ECT	FDC	IP (Semester – I)
4321	Web	Maths – II	MM	DBMS	DCN (Semester – II)

SYBSC – IT

4411	C.M.	CG	ADV. SQL	OPP.C++ ES (Semester – III)
4421	SE	MOS	Mult.Media	Java & DS QT (Semester – IV)

TYBSC – IT

4511	Internet Security	Visual Basic 6	SQL – 2	Adv. Java	MIS/MRP (Semester – V)
4512	Internet Security	Visual Basic 6	SQL – 2	Web. Tech	MIS/MRP (Semester – V)
4521	C#	Internet Technologies	CRM	IT Laws & Patents	Project (Semester – VI)

MSc.

4601	(IT)	Part I (by Papers)	4701	MSc. (IT)	Part II (by Papers)
5601	Biotech	Part I (by Papers)	5701	MSc. Biotech	Part II (by Papers)

FYBSC – Biotechnology

5301	FC	Chemistry	Botany	Biotechnology (Biotech degree)
5302	FC	Chemistry	Zoology	Biotechnology (Biotech degree)

SYBSC – Biotechnology

5401	FC	Chemistry	Biotechnology (Biotech degree)
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TYBSC – Biotechnology (Degree Course)

5501	Biotechnology	Environmental Science
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FYBCOM (Banking & Insurance)

6311	Semester – I	6321	Semester – II
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SYBCOM (Banking & Insurance)

6411	Semester – III	6421	Semester – IV
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TYBCOM (Banking & Insurance)

6511	Semester – V	6521	Semester – VI
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FYBCOM (Accounting & Finance)

7311	Semester – I	7321	Semester – II
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SYBCOM (Accounting & Finance)

7411	Semester – III	7421	Semester – IV
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TYBCOM (Accounting & Finance)

7511	Semester – V	7521	Semester – VI
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FYB. M. M (Bachelor of Mass Media)

8311	Semester – I	8321	Semester – II
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SYB. M. M (Bachelor of Mass Media)

8411	Semester – III	8421	Semester – IV
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TYB. M. M (Bachelor of Mass Media)

8511	Semester - V (Journalison)	8521	Semester - VI (Journalison)
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8512	Semester - V (Advertising)	8522	Semester - VI (Advertising)
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Post Graduate Diploma in Perfumery and Cosmetic Management

9101	PGDPCM Part I	9201	PGDPCM	Part II
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6.1 Attendance :

Students are required to maintain a minimum of 75 % attendance in respective semesters, failing which their terms will not be granted.



7.0 Degree Course :

7.1 *Bachelor of Science in Biotechnology, Mumbai University Degree Course: Admission to FYBSc Biotechnology Degree Course*

BSc Biotechnology Degree Course is an integrated Three-Year B Sc Degree Course. The College has State of the Art Biotechnology Laboratories and the Scientific Research Center in Biotechnology.

Course Objectives

- Biotechnology Degree Course is a High Utility Course
- It has immense potential to develop Specialized Skills and Knowledge
- To improve the competence of Students
- On the Job Training is made compulsory, enabling the students to comprehend the curriculum with the user sector practices.
- To provide Skills for Self Employment
- To train Students to suit the industry requirements
- To Apply High Technology in Teaching and Training
- To establish industry-Academic interface

Guidelines for Eligibility

Total Number of Seats: 35

Reservations as per the Government Rules.

There will be NO Common Entrance Test (CET)

The Candidates should have passed XII Std. HSC Examination or its Equivalent with Biology and Mathematics subjects with minimum 50% aggregate marks for the Open Category and 45% aggregate for the Reserved Category in one attempt.

Admissions will be granted Strictly on the basis of Merit.

The Merit will be decided on the basis of the following

Aggregate of Marks at HSC. Students must have opted mathematics at HSC level

In case a Students leaving for the Professional Course, his seat will be filled according to the corresponding Waiting List

Required Documentation for Admission

At the time of Admission the Students should submit the following Documents in Original along with duly Attested Xerox Copies of each Document

- 1 SSC Mark sheet & Passing Certificate
- 2 HSC Mark sheet
- 3 Caste certificate and Validity Certificate (if applicable)
- 4 Valid Documentary Evidence regarding Special Category Status
- 5 Leaving Certificate
- 6 Recent Three Passport Size Photographs

B Sc Biotechnology Degree Course :

FEE STRUCTURE :

B.Sc Biotechnology Degree Programme is an Unaided Course.

The Annual Fees : Ref. Fee Chart (3.0)

F Y BSc (Two Unit with Two Papers Each)

Students should opt Biotechnology and any TWO of the following Subjects with TWO Papers and TWO Practicals each from Botany, Chemistry, Physics and Zoology and Foundation Course Paper-I

SYBSc (Three Units with Three Papers Each)



Students shall opt Biotechnology along with any ONE of the Subjects selected by them at the FYBSc Level with THREE Papers and THREE Practicals each and Foundation Course Paper II

TYBSc (Six Units with Four Papers)

Students will opt Biotechnology as Principal Subject with FOUR Papers and Four Practicals and Applied Component with TWO Papers and TWO Practicals

BSc BIOTECHNOLOGY DEGREE COURSE SUBJECT PATTERN :

First Year BSc : Theory-TWO Papers of 75 Marks Each Practicals-TWO Practicals of 25 Marks Each and on the Job Training

Second Year BSc : Theory-THREE Papers of 75 Marks Each Practicals-THREE Practicals of 25 Marks Each and on the Job Training

Third Year BSc : Theory-FOUR Papers of 100 Marks Each Practicals-FOUR Practicals of 50 Marks Each and PROJECT

The Students will undergo On the Job Training during Vacations.

Faculty Biotechnology

- | | |
|---------------------------|-------------------|
| 1) Dr. Deepali Karkhanis | M.Sc., NET, Ph.D, |
| 2) Ms. Tanuja Sawant | M.Sc., |
| 3) Dr. Kshitij Satardekar | M.Sc., Ph.D. |

7.2 Post Graduate Programme :- M.Sc. (Biotech) by papers (Two years)

- i) No. of Seats** :- 20
- ii) Admission** :- On the Basic of B.Sc. (Biotech Marks and according to Merit)
- iii) Eligibility** :- A Candidate must have passed T.Y.BSc.(Biotech) 6 Units OR 3 Units of Biotech + 3 Units of any other Major Subject.
- iii) Duration** :- 2 Years
- iii) Pattern** :- Yearly

M.Sc. Biotech First Year

Subjects

- | | |
|---------------|--|
| Paper I | : Chemistry of Biomolecules |
| Paper II | : Microbiology and Immunology |
| Paper III | : Molecular Biology And Genetic Engineering |
| Paper IV | : Biophysics and Advanced Analytical
Techniques |
| Practical I | : Chemistry of Biomolecules |
| Practical II | : Microbiology and Immunology |
| Practical III | : Microbial Genetic Experiments |
| Practical IV | : Molecular Biophysics. |



M.Sc. Biotech Second Year

Subjects

Paper V	:	Computational Biotechnology
Paper VI	:	Plant and Animal Biotechnology
Paper VII	:	Environmental Biotechnology
Paper VIII	:	Social and Commercial Aspects of Biotechnology
Practical V	:	Biostatistics, Computer application, and Bioinformatics
Practical VI	:	Tissue culture, Environmental and Industrial Biotechnology
		Project & Dissertation

7.3 Bachelor of Science in Information Technology Mumbai University Degree Course: Admission to FYBSc Information Technology

BSc Information Technology Course is an integrated Three-Year B Sc Degree Course divided into Six Semesters.

Course Objectives :

- To synergize information Technology with all its ramifications.
- The focus of the programme is IT and Management of IT
- The programme contents are Theory and Practical oriented. Students will have to exert more in order to grasp the skills and concepts.
- Excellent facilities are provided for the Practicals on Computer related subjects. There are two state-of-the-art Info-Tech Laboratories
- Experts from industry and academic institutions are invited to support the teaching of IT courses.
- A Continuous Evaluation process through Assignments, Tutorials, and Periodic Tests is implemented.

Guidelines for Eligibility

Total Number of Seats: 60

Reservation as per Government Rules.

There will be NO Common Entrance Test (CET)

The Candidates shall have passed XII Std / HSC Examination or its Equivalent with Mathematics as one of the subjects with minimum 45% aggregate marks for the Open Category and 40% aggregate for the Reserved Category Candidates

OR

Diploma in Computer Engineering/Computer Science/Computer Technology/ Electrical, Electronics and Allied Branches.

Diploma recognized by the Board of Technical Education or any other Government body in Mechanical and Allied Branches, Civil and Allied Branches of Engineering with minimum 45% aggregate marks for the Open Category and 40% aggregate for the Reserved Category candidates are also eligible for admission to the First Year of the BSc(IT) Degree Course.

AND



Students with recognized Post HSC Diploma in Computer Engineering/Computer Science/Computer Technology by the Board of Technical Education or any other recognized government body are eligible for the direct admission to the Second Year BSc (IT) Course.

Admissions will be granted Strictly on Merit.

The Merit will be decided on the basis of the following

Marks in Mathematics at HSC. In case of tie aggregate of HSC Science or Commerce/

Marks in Mathematics at SSC/Marks in Science at SSC/Grand Total at SSC in order.

Fee Structure

B.Sc (IT) is an Unaided Course.

The Annual Tuition Fees is : Ref. Chart (3.0)

Required Documentation for Admission :

At the time of admission the students should submit the following documents in original along with duly attested Xerox copies of each document :

- 1 SSC Mark sheet & Passing Certificate
- 2 HSC Mark sheet
- 3 Caste certificate and Validity Certificate (if applicable)
- 4 Valid Documentary Evidence regarding Special Category Status
- 5 Leaving Certificate
- 6 Recent Three Passport Size Photographs

Faculty Information Technology :

- 1) Mr. Rajendra B. Patil M.Sc., SET
- 2) Ms. Vandana Narvade M.Sc., M.Phil
- 3) Ms. Pournima P. Bhangale M.Sc., M.Phil (NET & SET)
- 4) Ms. Rakhee Rane M.Sc.,
- 5) Ms. Sayli Bhagat M.Sc.
- 6) Ms. Priti Chaudhari M.C.S., M.Phil

B Sc IT Course Syllabus :

FYBSc- IT

Semester I

Paper I	:	Professional Communication Skills
Paper II	:	Applied Maths - I
Paper III	:	Electronics & Communication Technology*
Paper IV	:	Fundamentals of Digital Computing*
Paper V	:	Introduction to C++ Programming*

Semester II

Paper I	:	Web Technology*
Paper II	:	Applied Maths - II
Paper III	:	Microprocessor & Microcontrollers*
Paper IV	:	DBMS*
Paper V	:	Digital Computer Networks

From the academic Year 2011-12, It is likely that credit system based patten for FYBSc will be introduced by university of Mumbai.

SYBSc - IT

Semester - III

Paper I	:	Logic and discrete Mathematics (CM)
Paper II	:	Computer Graphics
Paper III	:	Advanced SQL*
Paper IV	:	Object Oriented programming with C++
Paper V	:	Embedded Systems*

Semester IV

Paper I	:	Software Engineering
Paper II	:	Modern Operating Systems
Paper III	:	Multimedia*
Paper IV	:	Java & Data structures*
Paper V	:	Quantitative Techniques



TYBSc IT

Semester V

Paper I	:	Internet security
Paper II	:	Visual Basic - 6
Paper III	:	SQL - 2
Paper IV	:	Elective-I Select Any One of the Following I) Multimedia II) Embedded Support and Programming III) Web Design and internet Based Applications IV) Advance Java
Paper V	:	Elective-II Select Any One of the Following I) ERP Systems II) GIS

Semester VI

Paper I	:	C#
Paper II	:	Internet Technologies
Paper III	:	CRM
Paper IV	:	Elective-III Select Any One of the Following I) Strategic IT Management II) Total Supply chain Management III) Project Management IV) IT Laws and patents
Paper V	:	Project

7.4 Post Graduate Programme :-

M.Sc. (IT) by papers (Two years)

M.Sc. (IT) - Two year Programme

No of Seats : 20

Admissions : The admissions will be on merit (i.e. Percentage of aggregate marks secured for the qualifying examination or as directed by university of Mumbai.) Reservation criteria shall be followed as prescribed by government at the time of admission.

Eligibility : The candidate must have passed B.Sc. degree in Information Technology of the University of Mumbai or any recognised University with minimum 45 percent marks.

OR

B.Sc. in computer Science, Bachelor of Computer Science (B.Sc.) with minimum 45 percent marks.

OR

BE degree in any branch with 45 percent marks. OR B.Sc. (Mathematics) with minimum 45 % marks

B.Sc. (Physics) with minimum 45 % marks OR B.Sc. (Statistics) with minimum 45 % marks

B.Sc. (Electronics) with minimum 45 % marks

With mathematics as one of the subjects at 10+2 or its equivalent examination.

M.Sc. Information Technology

M.Sc. IT Second Years

Outline of Syllabus

M.Sc. IT First Years

Paper I	:	Computer Simulation and Modelling & Programming with components
Paper II	:	Mobile Computing and Advanced Computer Networks
Paper III	:	Image Processing & Speech Recognition
Paper IV	:	Data warehousing & mining and Advanced database systems.

Paper I	:	Software testing & information security
Paper II	:	Artificial intelligence & Robotics
Paper III	:	Elective I Parallel processing & distributed Computing
Paper IV	:	Elective II Multimedia systems and convergence of technologies & Java Technology

M.Sc. Part I will have practicals for each paper

M.Sc. Part II will have practicals for elective I and II and Project.



8.0 Post Graduate Diploma In Perfumery & Cosmetics Management (PGDPCM) (Affiliated to University of Mumbai)

Recognized by the UGC as Innovative Programme.

Goals And Objectives:

The main objective of the programme is development of directly employable manpower – middle level technical and managerial – for the fast growing cosmetic and perfumery industry in India and abroad.

The Perfumery and Cosmetology course, is the **first of its kind in India** where Perfumery and Cosmetic **Science & Commerce** is taught under one roof. It is a niche area where there is no integrated industry recognized training programmes or courses in the country. The skilled personnel are imported from other countries or the industry spends huge funds for training programmes.

On the curriculum side, the courses will give a dual competence to the students by imparting technical know-how as well as managerial training required by the perfumery and cosmetology industry.

The students are thoroughly acquainted with the classical as well as applied approach to both the techniques. Every theoretical detail will be supplemented by on-hand practical training. On the other hand, the management training engineers the persons into proactive managers. Thus the result will be that the students who will emerge as excellent management executives with adequate knowledge of the product in hand and its industrial manufacturing process. In addition to the flagship PGDPCM, the programme envisages short term Certificate Courses on topics like Herbal Cosmetics, Safety Testing, Efficacy Testing, Clinical Trial Procedures, Fragrance Application, Soaps and Detergents, Toiletries, Aroma Therapy etc at a later stage.

8.1 Nature Of Course:

The course is two-year full time and is established in academic year 2005-06.

Faculty

8.2 Visiting Faculty:

Entrepreneurs in the field and Professionals working in the industry with at least two years relevant experience



8.3 Specific Infrastructure:

The infrastructure requirements of the programme are as per the guidelines Industrial.

8.5 Library:

The college provides a full-fledged and exclusive library covering a wide range of books and journals on all the technical, theoretical and managerial aspects of perfumery and cosmetics industry. The library also provide selected access to the worldwide web for specific literature search relevant to the course.

8.6 Computing Facilities:

General computing facilities are made available to the students wherein they can access the Internet for general searches to facilitate their project work and also avail of the MS Office software for their daily assignments, tutorials and presentations.

8.7 Laboratories:

There are 4 air conditioned state of the art laboratories such as Perfumery Lab, Decorative Cosmetics Lab, Personal Care Lab and Instrumentation Lab. All the laboratories are Fully equipped with the necessary fittings, materials & instruments.

Curricular Procedures :

8.8 Admissions:

Number of seats for the course: 25 students per batch. Admission will be given on merit. Up to 20 percent of the seats may be reserved for candidates sponsored by the industry.

8.9 Eligibility:

Minimum qualification for eligibility is Graduation with Chemistry as one of the Major/Subsidiary subject or Bpharm or B.Tech.

8.10 Relaxation:

Students with Graduation in any subject will be considered provided they have acquired acknowledged professional experience of at least two years in the specific perfumery/ cosmetics industry.



8.11 Entrance / Aptitude Test:

An Entrance/Aptitude Test (written or viva) will be conducted if needed. In case of written test, there will be 60 Objective Type Questions, made up of General Aptitude (10) and Chemistry Aptitude 50. Each correct answer will carry 3 marks and each wrong answer will carry minus one (-1) mark. Basic knowledge of chemistry in the following areas will be tested:

Laws of chemical combination - mole concept - chemical and ionic equilibrium - chemical thermodynamics and energetics - theory of absorption and colloidal chemistry - principles and methods of purification of substances - chemistry of carbon compounds and IUPAC system - aromatic compounds - silicon - optical activity - carbohydrates, proteins and fats and synthetic fibers.

8.12 Syllabus:

The course syllabi is made up of 8 Technical Papers in Perfumery and Cosmetics equally distributed in two years and 8 Commercial / Managerial Papers equally distributed in two years as given in the prospectus.

8.13 Number of Lectures:

There will be two lectures per paper per week of 60 minutes duration. Papers with regular practical components will have three periods of practical per week. In case of Decorative Cosmetics, there will be one practical of three periods per month.

Examination And Grading:

8.14 Marking Scheme:

Perfumery Papers I & II: Annual Exam 50, Practical 40 and Project 10 Marks
Cosmetics Paper I to IV: Annual Exam 50, Practical 40 and Project 10 Marks
Fundamental & Applied Chemistry and Decorative Cosmetics and Management papers: Annual Exam 60 marks and Continuous Assessment 40 Marks.

8.15 Continuous Assessment:

Internal or Continuous Assessment will include Occasional Practical, Tutorials, fieldwork, industry visit, original product development, Project work, Assignments, GD, Viva, etc. The respective faculty members will announce the scheme in the beginning of the academic year. While the Annual Examination is treated as one head of passing, the Practical, Project and other forms of assignments taken together will be treated as one-head of passing.

8.16 Standard of Passing:

A student will be declared Pass and eligible for the PGDPCM provided he/she secures 40 percent marks each in Internal / Continuous Assessment (including project taken together) and Annual Examinations separately and 40 percent marks in aggregate.



8.17 On-The-Job Training:

At least three months of Industrial exposure (on the job training etc) is a condition for the award of the Diploma either during the course or immediately after the course. The scheme will be finalized in consultation with the collaborating industry.

Faculty Members

PGDPCM (Post Graduate Diploma in Perfumery and Cosmetics Management)

1. Ms. Renuka Thergaonkar - M. Tech, D.B.M.

2. Ms. Anuya Joshi - B.Sc, PGDPCM

8.18 GIST OF SYLLABUS

FIRST YEAR

Section I. PERFUMERY & COSMETICS

1 PERFUMERY, PAPER 1:

(50 Theory + 40 Practical + 10 Project)

- Raw materials in perfumery ➤ History of perfumes
- Indian and Global perfumery trends
- Analytical Chemistry and Separation Techniques relating to Perfumery
- Instrumental Analysis - GC, MS, HPLC, HPTLC, Supercritical Extraction relating to Perfumes

2. COSMETICS:

PAPER 1, (50 Theory + 40 Practical + 10 Project)

- Raw materials in cosmetics: Water, Oils, Fats, Waxes,
- Powders, Emulsifiers, Thickeners and gums
- Other raw materials

3. COSMETICS PAPER II :

(50 Theory + 40 Practical + 10 Project)

- Physiology of skin, hair and tooth
- Sensorial evaluation and psychophysiology
- Packaging materials in Cosmetics
- Analytical Chemistry and Separation Techniques relating to Cosmetics

4. FUNDAMENTAL AND APPLIED CHEMISTRY (60 Annual + 40 Continuous)

- Chemistry of surfactants ➤ Theory of emulsions
- Macromolecular chemistry ➤ Fragrance selection, stability and testing
- Environmental safety and industrial network
- Legislation and regulations for perfumes and cosmetics
- Safety testing and toxicology



Section II. THE COMMERCE / MANAGERIAL MODULES

1. OPERATIONS & PROJECT ANALYSIS (60 Annual + 40 Internal)

- Concepts & Theories of General Management
- Production Planning & Management ➤ Work Measurement
- Quality management & Assurance ➤ Capacity Management
- Operations Strategy
- Resource Planning in Service and Manufacturing Environments
- Inventory Control and Material Requirement Planning
- Project Feasibility, ➤ Project Report,
- Project Appraisal ➤ Project Management

2. HUMAN RESOURCE MANAGEMENT (60 Annual + 40 Continuous)

- Overview of Management.
- Motivation and behaviour of Individuals and groups in organisations.
- Principles and models of HRM and personal Management.
- Scientific recruitment, Selection, Appraisal and Reward of employees.
- Issue of control and effective handling and Management of employee grievances and discipline.
- Identification of training and development needs, Continuous Professional Development, lifelong learning, and personal development, e-Training and Succssion Planning.
- Employee participation, Representation, Commitment and Involvement
- Brief Introduction to labour laws as applicable to Industries in India.

3. **ANALYSIS AND MANAGEMENT OF INFORMATION (60 Annual + 40 Continuous)**

- Information vs Data; their uses in underpinning the decision making process in business.
- Data collection methods; primary and secondary data; electronic sources.
- Questionnaire Design and Survey methodology, Data storage.
- Methods of summarizing data using Business Graphics, Statistics and Tables.
- Hypothesis testing methods and its use in business, Advanced analysis methods including correlation, Regression, Forecasting and simple multivariate techniques, use of computers. Use of these methods in providing information for the decision maker, information systems.
- Basics of Computing systems, Terminology, Downsizing.
- Impact of systems management. Networking and Communication.
- The Electronic Office. Data base design – flat files and relational structures. Use of relational database tools.
- Systemxs development methodologies – SSADM, RAD. Outsourcing
- Identification of Business problems and development of I.T. solutions. Budget control. Timing. Security.
- Electronic Business and Electronic Commerce. Business models; Electronic Payment methods; Security issues, SSL and encryption methods, Legal and ethical issues. Managing CIT in organizations. Training and Development issues.

4. **BASIC ACCOUNTING AND FINANCE (60 Annual + 40 Continuous)**

- Basic Accounting Concepts and Conventions ➤ The Profit & Loss Account
- The Balance Sheet ➤ The Importance of Cash



- Cash & Fund flow statements ➤ Accounting for Limited Companies
- Financing the Business & Source of Finance

SECOND YEAR

Section I. **PERFUMERY & COSMETICS**

1. **PERFUMERY II (50 Annual + 40 Practical + 10 Project)**

- Basic Alcoholic Perfumery
- Functional Perfumery
- Manufacturing and Packaging processes of Perfumes
- Market trends in Perfumery.

2. **COSMETICS PAPER III (50 Annual + 40 Practical + 10 Project)**

- Basic Cosmetic Skin care products - Emulsions, Cream and Lotions
- Specialty products – Sun protection, Skin lightening etc
- Herbal Cosmetics, Cosmeceuticals and ISI Guidelines
- Manufacturing Processes of Cosmetics

3. **COSMETICS PAPER IV(50 Annual + 40 Practical + 10 Project)**

- Cosmetic Cleansing Preparations
- Soaps, Cleansing Preparation for skin, hair and teeth
- Cosmetic Product Development Sequence and Logic
- Techniques of Product Development
- Market Trends in Cosmetics and Toiletries
- Microbiological Testing, Efficacy Testing and Clinical Trials For Cosmetics

4. **DECORATIVE COSMETICS (60 Annual + 40 Continuous)**

- Colour science
- Pigments and dyes, Colour cosmetic formulations
- Beauty and salon treatment ➤ Aroma Therapy

Section II. **COMMERCE / MANAGEMENT**

1. **MANAGEMENT ACCOUNTING & COSTING (60 Annual + 40 Continuous)**

- Comparative & Common size statements ➤ Financial Ratios
- Management of Working Capital ➤ Budgeting
- Cost-Volume-Profit Analysis
- Relevant Costs for Decision Making
- Full costing and Marginal Costing Techniques
- Capital Investment Appraisal

2. **CONTEXT OF BUSINESS ENTERPRISE (60 Annual + 40 Continuous)**

- Globalisation-Forms of globalisation, implications and impacts of globalisation, globalisation and Indian Business.
- Corporate governance, Business growth and expansions and its consequences, corporate social responsibility,
- Forms of Multinational Corporations.
- Impact of WTO on labor Market issues and Patents.
- Dimensions of organisational culture, International Cultural Contrasts in value and Motivation.
- Regulatory and legal constraints on Business-law of contract; Company law, Labour laws, Liability civil and criminal
- Environmental and regulatory matters relating to Aroma trade & industry



3. **MARKETING MANAGEMENT (60 Annual + 40 Continuous)**

- What is marketing
- An examination of the ways in which environmental and competitive factors affect markets.
- The nature of market dynamics: customers, consumers and consumer decision- making.
- The market research process, methods and techniques used to understand and monitor markets.
- Identifying and satisfying market needs: segmentation, targeting and positioning
- The nature and uses of marketing information
- Marketing mix programmes: product policy, pricing, communications, distribution management, customer service
- Brand Management
- Marketing Strategies & Strategic Marketing Process
- Developing and implementing marketing planning decisions
- Customer Relations Management (CRM)

4. **ENTREPRENEURSHIP & STRATEGIC ENTERPRISE DEVELOPMENT (60 Annual + 40 Continuous)**

- Definitions, Characteristics of Entrepreneur
- Leadership, Product selection and Pricing,
- Location decision, Psychology of Winning,
- Management of Conflicts, Stress and Time,
- Successful Person Practices, Positive Thinking, Management of Resources,
- Business and Personal Taxation, Role of Government,
- Enterprise Sickness and Remedies
- Introduce to Enterprise Strategy: the Nature and Purpose of Enterprise Strategy; Competitive advantage; Value adding; the value chain; Value constellation; Economic concepts.
- Risk and Innovation: the economic analysis of risk taking; Introduction to the economics of innovation; Risk management; Technology; Government policy concerning innovation and enterprise
- Enterprise and the Environment: Industry analysis frame-works; the game theory perspective; industry attractiveness analysis; the impact of government
- Strategic analysis: Environmental audits; Resources and Capabilities; Sources of competitive advantage; Strategies and implementation; Organizational Economics and agency theory; Choice of Enterprise Boundaries – Horizontal, Vertical and Corporate.



9.0 Bachelor of Commerce (Accounting and Finance) Mumbai University Degree Course. There year B.com degree course divided in to six semesters.

The Degree shall be titled as Bachelor of Commerce (Accounting and Finance)

Faculty Members : Professional working in the industry /corporat houses/ Bank & Insurance/ Markets.

Objectives :

- a) To create for the students of University of Mumbai an additional avenue of self employment and also to benefit the industry by providing them with suitable trained persons in the field of accounting & Finance.
- b) To prepare students to explore new opportunities in the professional world of accounting & finance.
- c) To Provide adequate basic understanding about accounting and finance to the students.
- d) To give the students an adequate exposure to operational environment in the field of accounting and finance.
- e) To inculcate training and practical approach by using modern technology amongst the students in the field of Accounting & Finance.

Eligibility :

- a) A candidate for being eligible for admission to the Bachelor of Commerce (Accounting & Finance) Degree Course shall have passed XII std. Examination of the Maharashtra Board of Higher secondary Education or its equivalent and secured not less than 50% marks in aggregate at first attempt (45% in case of reserved category)
- d) Every Candidate admitted to the Degree Course in the Constituent/affiliated college/ recognized institution, conducting the course, shall have to register himself/herself with the University.

Required Documentation for Admission

At the time of Admission the Students should submit the following Documents in Original along with duly Attested Xerox Copies of each Document

- 1 SSC Mark sheet & Passing Certificate
- 2 HSC Mark sheet
- 3 Caste certificate and Validity Certificate (if applicable)
- 4 Valid Documentary Evidence regarding Special Category Status
- 5 Leaving Certificate

Duration of the Course and Related Information :

- a) The course shall be a full time course. The duration of the course shall be six semesters spread over in three years.
- b) Number of students: A batch shall consist of not more than 60 students.
- c) The course shall consist of 40 subjects.
- d) Total number of lectures per paper (subject) shall be minimum of 50 and a maximum of 55, each of 50 minutes duration.

Scheme of examination :

The Scheme of Examination shall be divided in two parts

- A) Internal Assessment : 40% i.e. 40 marks.
 - B) Semester End Examination : 60% i.e. 60 marks.
- leadership qualities in organizing related academic activities. - 05 Marks



A) Internal Assessment 40 Marks

The allocation of 40 marks shall be on the following basis :

- a) Two best of three periodical class tests held in the given semester - 20 Marks
- b) A better of the two assignments the based class presentations to be selflessly assessed by the teacher concerned - 10 Marks
- c) Active participation in routine class instructional deliveries - 05 Marks
- d) Overall conduct as responsible student, mannerism and articulation and exhibit of

B) Semester End Examination - 60 Marks

- a) Duration This examination shall be of 2 Hrs. duration
- b) Question paper pattern :
 - i) There shall be four questions each of 15 Marks
 - ii) All questions shall be compulsory with internal choice within the question.
 - iii) Questions may sub divided into a) and b) in necessary, for 8 & 7 marks respectively.

The responsibility of Examination evaluation during the first four semesters shall rest with the college/institution where in the students are admitted for the course. The college/Institution shall carry out the Internal assessment for the papers in semesters V & VI while the University shall conduct the Semester End Examination for these two semesters. The internal assessment marks of students appearing for Semester V and VI shall be sent to the University by the respective college/Institution before the commencement of the respective semester end examination.

Bachelor of Commerce (Accounts & Finance) :

Semester I

1. Financial Accounting Paper - I
(Elements of Fin. Accounting)
2. Cost Accounting Paper - I
(Introduction & Elements of cost)
3. Economics - Paper - I
(Micro Economics)
4. Commerce Paper - I
(Business Environment)
5. Information Technology Paper - I
(Information & Elements)
6. Business Communication Paper - I
(Introduction & Principals)
7. Foundation Course Paper - I
(Fundamentals of Environment Management)

Semester II

1. Financial Accounting Paper-II
(Special Accounting Areas)
2. Auditing Paper - I
(Introduction Planning & Technique of Auditing)
3. Financial Management Paper - I
(Introduction to Financial Management)
4. Taxation Paper - I
(Indirect Taxes - I)
5. Business Law Paper - I
(Business Regulatory Frame Work)
6. Quantitative Methods for Business
Paper - I
7. Business Communication Paper - II
(Application in Business)

Semester III

1. Financial Accounting Paper-III
(Special Accounting Areas)
2. Cost Accounting Paper - II
(Methods of Costing)
3. Auditing Paper - II
(Technique of Auditing)
4. Economics Paper - II
(Macro Economics)
5. Business Law Paper - II
(Company Law)
6. Management Paper - I
(Principles of Management)
7. Foundation Course - II
(Fundamentals of Investment Analysis)

Semester IV

1. Financial Accounting Paper - IV
(Special Accounting Areas)
2. Management Accounting Paper - I
(Introduction to Management Accounting)
3. Taxation Paper - II
(Indirect Tax)
4. Commerce Paper - II
(Financial Market Operations)
5. Business Law Paper - III
(Industrial Regulatory Framework)
6. Information Technology Paper - II
(Applications in Accounting & Finance)
7. Quantitative Methods for Business
Paper - II

Semester V

1. Financial Accounting Paper - V
2. Cost Accounting Paper - III
3. Financial Accounting Paper - VI
4. Management Accounting Paper - II
Financial Statement Analysis
5. Taxation Paper - III
Direct Tax Paper - I
6. Economics Paper - III
Indian Economy

Semester VI

1. Financial Accounting Paper-VII
2. Cost Accounting Paper - IV
3. Auditing Paper - III
Advanced Auditing
4. Financial Accounting Paper - VIII
5. Taxation Paper - IV
Direct Taxes - 2
6. Management Paper - II
(Management Applications)



10.0 Bachelor of Commerce : (Banking & Insurance) Mumbai University Degree Course. Three year B.Com course divided into six semesters.

The Title : The Degree shall be titled as Bachelor of Commerce (Banking & Insurance)

Faculty Members : 1. Ms. Seema Pawar - M.H.R.D.M., NET.

Visiting Faculty : Professionals working in the industry / corporate house/Banks & Insurance / Markets.

Objective of the Degree :

- a) To create for the students of University of Mumbai an additional avenue of employment and also to benefit Banks, Insurance companies & industries providing them with suitable trained persons in the field of Banking and Insurance
- b) To prepare students to exploit opportunities, being newly created, in the field of Banking & Insurance due to Globalisation, Privatisation & Liberalisation.
- c) To provide adequate basic understanding about the Banking, Insurance & other financial services, among the students.
- d) To give an adequate exposure to operational environment in the field of Banking Insurance & other related financial services.
- e) To inculcate training & practical approach among the students by using modern technologies in the field of Banking, Insurance etc.

Eligibility :

A candidate for being eligible for admission to the Bachelor of Commerce (Banking & Insurance) Degree Course shall have passed XII std. Examination or the equivalent and secured not less than 50% marks in aggregate at (45% in case reserved category) one & the same sitting. Every Candidate admitted to the Degree Course in the Constituent/affiliated college recognized institution, conducting the course, shall have to register himself/herself with the University.

Required Documentation for Admission

At the time of Admission the Students should submit the following Documents in Original along with duly Attested Xerox Copies of each Document

- 1 SSC Mark sheet & Passing Certificate
- 2 HSC Mark sheet
- 3 Caste certificate and Validity Certificate (if applicable)
- 4 Valid Documentary Evidence regarding Special Category Status
- 5 Leaving Certificate

Duration of the Course and Related information :

- a) The Course shall be a full time course. The duration of the course shall be six semesters spread over in three years.
- b) Number of students : A batch shall consist of not more than 60 students;
- c) The course shall consist of 38 subjects & 2 project.
- d) Total number of lectures per paper per semester (Subject shall be maximum of 60 each of 50 minutes duration)



Scheme of examination :

The Scheme of Examination shall be divided in two parts.

- A) Internal Assessment : 40% i.e. 40 Marks.
- B) Semester End Examination : 60% i.e. 60 Marks.
- A) Internal Assessment : 40 Marks

The allocation of 40 marks shall be as follows:

- a) Two best of Three periodical class tests held in the given Semester. - 20 Marks.
- b) A better of the Two assignments the based class presentations (Seminar) to be selflessly assessed by the teacher concerned. - 10 Marks.
- c) Group Discussion or Active participation in routine class instructional deliveries - 05 Marks
- d) Overall conduct as a responsible students, mannerism, articulation, exhibition of leadership qualities in organising related academic activities. - 05 Marks.

BACHELOR OF COMMERCE (BANKING & INSURANCE)

SEMESTER I	SEMESTER II	SEMESTER III
1.1 Environment & Management of Financial Services	2.1 Principles & Practices of Banking & Insurance	3.1 Law Governing Banking & Insurance
1.2 Principles of Management	2.2 Financial Accounting	3.2 Financial Management - I
1.3 Effective Communication-I	2.3 Effective Communication-II	3.3 Management Accounting (Tools & Techniques, Focus on Banking & Insurance)
1.4 Economics-(Micro)-I	2.4 Economics-II (Macro)	3.4 Customer Relationship Management in Banking & Insurance
1.5 Quantative Methods-(I)		3.5 Information Technology in Banking & Insurance
	2.5 Qunatative Methods-II	3.6 Organizational Behaviour
1.6 Introduction to Computer Systems	2.6 Business Law	3.7 Taxation of Financial Services
SEMESTER IV	SEMESTER V	SEMESTER VI
4.1 Universal Banking	5.1 Marketing in Banking & Insurance	6.1 Strategic Management (Banking & Insurance)
4.2 Financial Management-II	5.2 Financial Services Managements	6.2 Central Banking
4.3 Innovations in Banking & Insurance	5.3 International Banking & Finance	6.3 International Business Banking & Insurance
4.4 Corporate Law and Laws Governing Capital Markets	5.4 Financial Reporting & Analysis (Corporate Banking & Insurance)	6.4 Human Resources Management Banking & Insurance
4.5 Enterepreneurship Management	5.5 Security Analysis and Profolio	6.5 Business Ethics & Corporate Governance
4.6 Financial Markets (Equity, Debt, Forex and Derivatives).	5.6 Auditing	6.6 Turnaround Management
4.7 Cost accounting of Banking & Insurance	5.7 Special Studies in Banking (Projects)	6.7 Special Studies in Insurance (Projects)



10. BACHELOR OF MASS MEDIA (B.M.M.)

B. M. M. - Degree Course is integrated three year course started from academic year 2006-07

Faculty Members : 1) Mr. Shyam Choithani M.A. (English)

Visiting Faculty : Professionals working in the Industry / Corporate houses / Banks with five to ten years relevant experience.

OBJECTIVES :-

1. To provide students with a firm grounding in studies related to various mass media through understanding of society's diverse cultural foundations, and stimulate social responsibility,
2. To develop critical thinking, creativity and personal integrity.
3. To give the students an opportunity to combine theoretical curriculum with practical applications through detailed research, lucid writing skills, oral presentation skills and mastery of various mass communications media in a global information age.
4. To offer the students additional avenues in the job market, by giving them an opportunity of specializing in a variety of analytical and practical options in the communication industry.

ELIGIBILITY

A candidate, for being eligible for admission to the Degree course in Bachelor of Mass Media, shall have passed XII std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent from the Science, Arts, or Commerce Stream.

Required Documentation for Admission

At the time of Admission the Students should submit the following Documents in Original along with duly Attested Xerox Copies of each Document

- 1 SSC Mark sheet & Passing Certificate
- 2 HSC Mark sheet
- 3 Caste certificate and Validity Certificate (if applicable)
- 4 Valid Documentary Evidence regarding Special Category Status
- 5 Leaving Certificate

DURATION

The course shall be a full-time course. The duration of the course is 3 years and each year consists of two Semesters. First year Bachelor of Mass Media consists of Semester I and II : Second Year Bachelor of Mass Media consists of Semester III and IV : Third Year Bachelor of Mass Media consists of Semester V and VI :

Number of students - a batch shall consist of not more than 60 students

SCHEME OF EXAMINATION

1. The Examination shall be conducted at the end of each Semester
2. A paper shall carry 100 marks. The evaluation of the performance of the students in the papers shall be on the basis of both Internal Assessment (50%) and Semester End Examination (50%). Internal Assessment shall be on the basis of class assignments, projects, presentations, group discussions, seminar attendance, field visits, etc.
3. The Semester End Examination shall be a written theory paper held at the end of each



Semester and shall be of 2 hours duration.

4. The responsibility of evaluation during the first four Semesters Shall rest with the College / Institution on behalf of the University, wherein the students are admitted for the course. The College / Institution shall carry out the Internal Assessment for the papers in Semester V and VI, while the University shall conduct the Semester End Examinations for these two Semesters. The Internal Assessment marks of students appearing for Semester V and VI shall be sent to the University by the respective College / Institution at least ten days before the commencement of the respective Semester End examination.

FIRST YEAR

SEMESTER I

Effective Communication Skills - I
Fundamentals of mass Communication
Introduction to Computers
Landmark Events in 20th Century History of -
World, India & Maharashtra
Introduction to Sociology, the Sociolgy of news-
and social movement in India
Introduction to Economics

SEMESTER II

Effective Communication Skills - II
Political Concepts and Indian Political system
Principals of Management & Marketing
Introduction to Psychology
Translation Skills
An Introduction to English Literature

SECOND YEAR

SEMESTER III

Introduction to Creative Writing
Introduction to Culture Studies
Introduction to Public Relations
Introduction to Media Studies
Understanding Cinema
Advanced Computers

SEMESTER IV

Introduction to Advertising
Introduction to Journalism
Print Production and Photography
Radio and Television
Mass Media Research
Organisational Behaviour

THIRD YEAR

SEMESTER V

Advertising
Advertising In Contemporary Society
Copywriting
Advertising Design
Consumer Behaviour
Media Planning and Buying
Brand Building

OR

SEMESTER V

Journalism
Reporting
Editing
Feature and Opinion Paper - III
Journalism and Public Opinion Paper -IV
Indian Regional Journalism
Newspaper - Magazine Making

SEMESTER VI

Advertising
Advertising and Marketing Research
Legal Environment and Advertising Ethics
Financial Management for Marketing and Advertising
Agency Management
Principles and Practice of Direct Marketing
Contemporary Issues

OR

SEMESTER VI

Journalism
Press Laws and Ethics
Broadcast Journalism
Business & Magazine Journalism (Combination of Niche I & II)
Internet and Issues in Global Media
News Media Management
Contemporary Issues

STANDARD OF PASSING

A candidate shall have to obtain a minimum of 40% marks in aggregate of each theory paper to pass a particular semester provided that the candidate must have obtained a minimum of 35% of marks in semester end examination for each theory paper.

11. INDUSTRIAL VISIT

For selected Programmes of study one day industrial visit will be organised in the industrial belt of Maharastra State.



6.1 SPECIAL NOTE FOR RESERVED CATEGORY STUDENTS FOR FEES CONCESSION.

1. All FY/SY/TY and MSC-I of Un-Aided Courses Boys & Girls will get the fees concession at the time of admission and they have to submit Freeship/Scholarship Forms with all required Documents on or before 31st July of the academic year.
2. All SY/TY and MSC-II have to submit attested Zerox Copy of Mark sheet for continuation of Fees concession.
3. All ST Category Students have to submit Freeship/Scholarship Forms every year with required all document with Cast validity certificate (Caste Validity certificate is compulsory for ST category).

ELIGIBILITY FOR SCHOLARSHIP / FREESHIP :-

1. For SC/NT/OBC/SBC Income Limit for Scholarship is below Rs. 1,00,000/-
2. For ST Students Income Limit for Scholarship is below Rs. 1,45,000/-
3. For SC/NT/SBC/OBC Income Limit for Freeship is above Rs. 1,00,000/- & below Rs. 4,50,000/-
4. For ST Students Income Limit for Freeship is above Rs. 1,45,000/- & below Rs. 4,50,000/-
5. All Scholarship Students have to open Saving Accounts with Union Bank of India, Tata Colony, Mulund (East), Branch for online disbursement of amount from the Government, failing which the Scholarship will not be granted.
6. Students must write Mobile / Contact Number in the application form.
7. The college will not be responsible for any claim under Freeship / Scholarship in case students do not submit the required documents by 31st July of the academic year or the claim is rejected by Govt. such students will have to pay full fees of the academic year.
8. Students who have been admitted from other than Maharashtra State are not eligible to receive fees concession.
9. Students can only avail of any one scholarship or freeship from only one course or department of Government Authorities.
10. Freeship is not applicable to OBC Students for Self Financing Courses.

COMMON DOCUMENTS FOR FREESHIP / SCHOLARSHIP.

1. Application Form.
2. True Copy of Caste Certificate.
3. True Copy of Ration Card.
4. True Copy of Marksheet.
5. True Copy of School Leaving Certificate.
6. Previous Year Income Certificate from Tahsildar valid up to 31-03-2012 for Sholarship.
7. Previous Income Certificate (From No.16) for Freeship.
8. Non-Cremy Layer Certificate for NT/SBC/OBC for Freeship.

EXTRA DOCUMENTS FOR FREESHIP / SCHOLARSHIP.

1. Students whose father / mother have died are required to submit true copy of the death Certificate.
2. Students who have been admitted in this College from other districts, have to submit District Change Certificate.
3. Students who have taken a drop, are required to submit gap certificate from Court.

