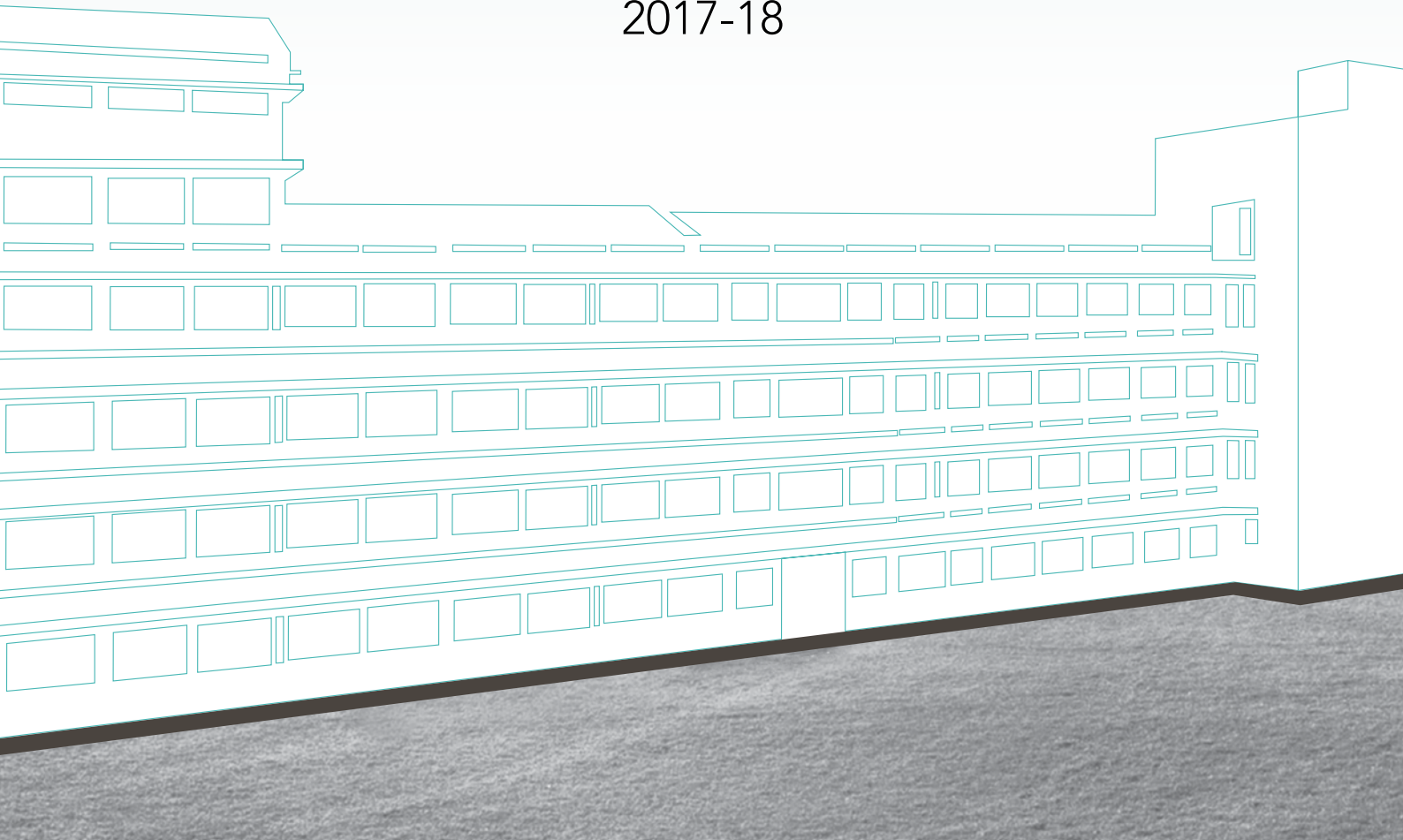




Your guide to  
**KESSC**  
2017-18



Kandivli Education Society's  
**B. K. Shroff College of Arts &  
M. H. Shroff College of Commerce**  
NAAC Accredited 'A' Grade • An ISO 9001 : 2008 Certified



# Vision

Empowering the youth to build their destiny by moulding their character and respecting their right to learn and power to earn.

# Mission

- ♦ To promote an individually rewarding and socially benefiting academic culture
- ♦ To make the college a hub of value based activities
- ♦ To enable students to adapt to the ever-changing technology in order to be globally competent

# Quality Policy

KES' Shroff College is committed to a culture of quality initiatives, assurance systems and enhancement measures in academic, research and administrative arena by...

- ♦ being an exemplar in delivering education through the use of best practices in teaching, learning and research.
- ♦ developing a student centric institution, fostering the talent of its students and preparing them to make a positive contribution to self and society
- ♦ aligning the activities of the various departments, associations and committees with the college's vision, mission, aims and objectives
- ♦ establishing and monitoring key performance indicators
- ♦ ensuring open and transparent system of administration

...Thus ensuring excellence and ascertaining accountability and responsibility.

# OUR AIMS & OBJECTIVES

- To ensure a high standard of education
- To impart value based education with emphasis on self discipline and character building
- To enforce and maintain academic discipline in the campus
- To promote a healthy student-teacher relationship
- To improve the quality of teaching through evaluation of teachers by students
- To reduce the students' dependence on coaching classes
- To ensure accountability of the teachers by making them punctual to classroom instruction and by being non-partisan in treating the students
- To enrich the students' personality by encouraging their participation in curricular and extracurricular activities
- To promote sports culture
- To maintain the credibility of the examination system
- To ensure transparency and just and fair College administration by avoiding partial or discriminatory treatment of students
- To make the College a model institution of excellence in all respects



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**Satish Dattani**  
President



**Vinod Vora**  
Vice President



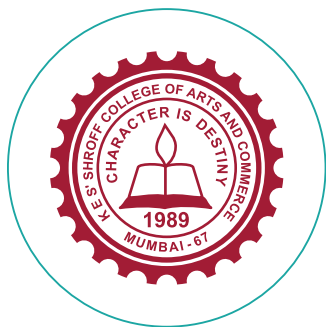
**Mahesh Chandarana**  
Hon. Secretary



**Rajnikant Ghelani**  
Hon. Jt. Secretary



**Navin Sampat**  
Hon. Treasurer



## Kandivli Education Society Office Bearers

### Managing Committee Office Bearers

Satish J. Dattani	President
Vinod N. Vora	Vice President
Mahesh D. Chandarana	Hon. Secretary
Rajnikant D. Ghelani	Hon. Jt. Secretary
Navin V. Sampat	Hon. Treasurer

### Trustees

Mahesh K. Shah	Mahesh K. Shroff
Dilipkumar M. Laijawala	Tejas D. Shroff
Ramanlal M. Shah	Gita R. Bhatia
Rajendra M. Danthi	Mohan C. Gajria
Bharat J. Dattani	Bhanuprasad L. Suthar
Kiran L. Patel	Dipti B. Padia
Dr. Lalchand M. Pancholia	Kaushik G. Laijawala
Tikamdas P. Bhatia	

### Members

Hansaben G. Shroff	Bijal A. Dattani
Vinod K. Shah	Dinkar M. Joshi
Hasmukh V. Sanghavi	Ranjana R. Pethani
Haresh J. Matani	Sanjay B. Shah
Ramprasad K. Sheth	

## KES' B. K. Shroff College of Arts & M. H. Shroff College of Commerce

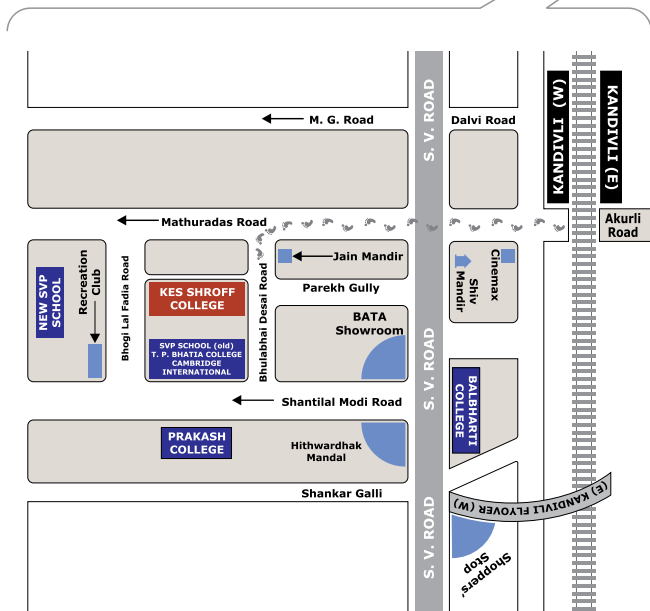
### Local Managing Committee

Satish J. Dattani	Chairman
Vinod N. Vora	Member
Mahesh D. Chandarana	Member
Rajnikant D. Ghelani	Member
Mahesh K. Shah	Member
Tejas D. Shroff	Member
Dr. V.S. Kannan	Member
Vaibhav Ashar	Member
S. V. Sovani	Member
Trupti Y. Mody	Member
Dr. Lily Bhushan	Member-Secretary

### Jr. College Committee

Satish J. Dattani	Chairman
Mahesh D. Chandarana	Member
Ramanlal M. Shah	Member
Ramprasad K. Sheth	Member
Shaunak Vyas	Member
Mahesh Sawant	Member
Dr. Lily Bhushan	Ex-officio Secretary

# Geographical Location of the College in Mumbai





# WHY KES SHROFF COLLEGE

## Top reasons why you should choose **KES' Shroff College**

State of the art infrastructure spread over 2.26 acres of land

Proximity to railway station

Excellent academic standards and discipline

Well qualified, dedicated and committed faculty

Open and transparent system of administration

Student centric and eclectic atmosphere

Air-conditioned library with kindle lab, internet facility and e-books, CDs and healthy collection of reference and text books

Classrooms equipped with modern teaching aids

Air-conditioned computer labs

Provision of Language lab, Commerce lab and Finance lab

Huge play ground with facilities of playing cricket, football, volleyball, kabaddi, boxing etc.

Seminar rooms, Audio visual room / studio, AC auditorium

Air-conditioned Gymkhana with indoor game facility and well equipped gymnasium

Excellent canteen facility

Provides holistic development of students

Value addition to students by organizing seminars, intercollegiate festivals and course on life skills

National and international exposure to students by way of undertaking industrial visits, excursion, field trips and international tours





## The KESSC welcomes YOU

**W**elcome to K E S Shroff College of Arts & Commerce, where technology, innovation, excellence come together to create a dynamic exciting and stimulating learning environment for our students. Our forte is value based education and strong and healthy student– teacher relationship. We emphasis on self discipline and character building.

To meet the broader challenges, our teachers take care as to what our students need to learn today to prepare for tomorrow. We enrich our student's personality by encouraging their participation in curricular and

extracurricular activities. We not only maintain the credibility of the examination system, but also ensure transparency and just and fair college administration by giving equal treatment to all students.

I can assure that your experience at KES' Shroff College of Arts & Commerce will certainly culminate in achieving your academic, personal and career goals. We will continue to fire your imagination, creativity and shape your future.

Wish you Good Luck!

- Dr. Lily Bhushan  
Principal





# Our Infrastructure





# Our Faculty



## Degree College (Commerce)

Principal Dr. L. Bhushan, MA, PhD  
Vice Prin. Dr. V. S. Kannan, MCom, PhD, HOD-Commerce  
Rajshree Dakhane, MSc, DCST  
Dr. Mallika Hegde, MCom, PhD  
Sumant Sovani, MA  
Nandini Katti, MA  
Sangeeta Unadkat, MCom, HOD - Accountancy  
Sanjay Deore, MCS  
Jigna Vyas, MCom  
A. Madhavi, MSc, MPhil  
Deepti Apte, MA  
Arun Chandane, MA (Eco.), MA (Pol.Sc.), MPhil, BEd  
Sushma Kulkarni, BCom, LLM (Advocate)  
Priya Gawade, BSc, MBA  
Amrut Rumde, MCom  
Ranjana Yavagal, MCom, BEd, MPhil  
Samita Sengupta, MA, MPhil, BEd  
M.V. Thrivikraman, MCom, MPhil  
Jose Augustine, MA, MPhil  
Srinivasan Iyer, MCom, MPhil  
CA Megha Sharma, MCom, MBA  
Sanjay Mishra, MSc (Maths), MSc (Stats), BEd  
S. N. Bhagwat, BCom, MPed

## Degree College (Arts)

Mahesh Lavate, MA, BEd  
Dattu Kajale, MA (History), MA (Pol. Sci.), BEd  
Dr. Urmila Singh, MA (Hindi), BEd, PhD  
Dinesh Menon, MA (Socio.), BEd.

## Visiting Faculty (Arts)

Rupali Wani, MA, BEd  
Pramod Rai, MA

## Self Finance Courses

Principal Dr. L. Bhushan, MA, PhD  
Vice Prin. Dr. V. S. Kannan, MCom, PhD, HOD-Commerce  
Vaibhav Ashar, MCom, CPCM  
Dr. Vanitha Esaimani, MCom, PGDFM, MPhil, PhD  
Umadevi Kokku, MCom, PGDFM  
Vishesh Shrivastava, BE (Electronic & Tele.), MBA, MSc (IT)

Sweta Mishra, MBA (Finance), MCom, BEd  
Vidhi Rajora, MA, BEd, MPhil  
Anubhuti Singh, MSc (Computer Science), MBA, BEd  
Pankaj Tiwari, MSc (Computer Science), MCA, MBA  
Rachana Bhayani, MCom, MA, MPhil, BEd  
Jatin Patel, MCom  
Vikas Mishra, MCom, PGDFM, BEd  
Manish Singh, MCA, MSc (Computer Science)  
Pranav Shastri, BE (Computer Science), MSc (IT)  
Rajalakshmi Anand, MA, MPhil (Eng.)  
Sanjay Mishra, MSc (Maths), MSc (Stats), BEd  
Florence Noah Christian, MSc (Maths)  
Eesha Deshpande, MCom (Accountancy)  
Ganga Warriar, MCom, MPhil  
Ameya Rane, MCom, MS (Accounting), DTM, GDCA  
Preeta Rajiv Sivaraman, MCA, BEd  
Samrat Shrivastava, MCom, BEd  
Megha Hemdev, CFA (USA), MCom, BS (Finance)  
Suman Yadav, MSc (IT)  
Manoj Singh, MCA, MPhil, PGDCA  
Kalichand Govardhan, LLB, LLM  
Shubham Saxena, MMS  
Mansi Goradia, MCom  
Megha Khedekar, MCom, MPhil, BEd  
Ankush Shah, MA (CJ)  
Kiran Nigam, MBA  
Rakhi Pitkar, MCom (Accountancy)

## Visiting Faculty (Self Finance Courses)

CA Pallav Shah, FCA, CS, MCom  
S. Venkatesh, BCom, CAIIB (Banking)  
Shobha Venkatesh, BCom, DTax, PGDBM  
Jose Augstine, MA, MPhil  
Sanjay Deore, MCS  
Arun Chandane, MA (Eco.), MA (Pol.Sc.), MPhil  
Rajesh Gupta, MBA  
Atul Phulsunder, MA, BEd  
Dr. Devnani Gordhan, BSc, Law  
Preeti Oza, MA, MPhil, PGD (Journalism and Mass Comm)  
Sarita Nair, PGDBM  
CA Rohit Vishwakarma, MCom  
Sujal Shah, BE (Engineering), PGDM

Nicolette Sen, BCom, Dip in Advertising and Public Relations  
Mansi Shah, Adv Dip in Mass Media Advertising  
Vishal Parekh, MMM  
Tanvi Rao, MA  
Dr. Pinky Dhruv, MPhil MBA, PhD  
Sindhu Menon, MCom  
Pooja Singh, MCA, MSc (Computer Science)  
Neetu Sharma, MA (Geography)  
Bhavna Singh, BA, BEd  
Pushkar Dhongde, MCom, MMS  
Viral Dave, BA, LLM  
Neha Doshi, MCom, PGDFM, MPhil,  
Jay Mamotara, MSc  
Anuja Samant, MA (History)  
Anand Upadhyay, MSc (IT)  
Rajesh Tendulkar, LLM, LLB, B.Com  
CA Jitendra Rathod, BCom  
Sachin Vedpathak, MBA, B.Com  
Neha Shroff, LLM, LLB, B.Com  
Alok Hardikar, MCom

### MCom

Dr. V. S. Kannan, MCom, PhD, HOD-Commerce  
Dr. Bharat Pithadia, MCom, LLB, PhD  
Jose Augustine, MA, MPhil  
Sangeeta Unadkat, MCom  
Jigna Vyas, MCom  
CA Pallav Shah, FCA, CS, MCom  
Vaibhav Ashar, MCom, CPCM  
Umadevi Kokku, MCom, PGDFM  
Sweta Mishra, MBA (Finance), MCom, BEd  
Rupali Jain, MCom, MPhil, PGDM  
Dr. Preeti Tripathi, MCom, PhD  
Samrat Shrivastava, MCom, BEd  
Vijaya Jacqulin, MCom, MPhil, BEd, PhD

### Coordinators

Dr. V. S. Kannan	Chief Coordinator - Self Finance Courses: BAF, BBI, BFM, BMS, BIM, BES, BFTM, MFTM, BSc (IT), BMM, BA
Vaibhav Asher	Asst. Coordinator - BAF, BFM, BIM
Sweta Mishra	Asst. Coordinator - BBI
Vishesh Shrivastava	Asst. Coordinator - BSc (IT), MSc (IT)
Umadevi Kokku	Asst. Coordinator - BMS, BES
Vidhi Rajora	Asst. Coordinator - BMM, BFTM, MFTM
Mahesh Lavate	Asst. Coordinator - BA
Dr. Lily Bhushan	Coordinator - MA (Business Economics)
Sangeeta Unadkat	Coordinator - MCom
Nandini Katti	Coordinator - PCP, IDOL, University of Mumbai

### Junior College (Commerce)

B.B. Ram, MA, DHE  
N.A. Dubash, MCom, DHE  
B.M.Jadav, BCom, FCA  
H.M. Shaikh, MA, BEd  
B.N.Bagwan, MCom, DHE  
Rajeev Mishra, MSc, BEd  
Simmi Dhawan, MA, BEd  
Shaunak Vyas, MCom, BEd  
Yogesh Tripathi, MSc, BEd  
Dipti Buch, MA, BEd  
Kiran Sharma, MCom, BEd  
Jyoti Singh, MA, BEd  
Prakash Pagare, MPED, BPED  
Saroj Singh, MA (Eng.), MA (Eco.), BEd  
Lavanya Anikhindi, MA, MEd  
Akruti Mehta, MSc, MPhil, BEd  
Pushpa Yadav, MA, BEd, BPED  
Yogita Bhagwat, MCM  
Sanjana Punjabi, MCom, BEd  
Geeta Yadav, MA (Hindi), MA (Pol. Sc.), BEd  
Tejal Shah, MCom, BEd  
Atul Phulsundar, MA, BEd  
Urvesh Dhami, MCom, MPhil, BEd, DBS  
Agnes Billimoria, MA (Eco/Socio.), MA (Eng), BEd  
Kinnari Shah, MCom, BEd, MBA  
Ami Patel, MSc, BEd  
Aqueela Tahseen, MSc, BEd  
Darshit Kanabar, MCom, BEd  
Neelu Soni, MA, MPhil  
Vandana Yadav, MCom, BEd  
Manali Bhosale, MSc, BEd  
Kalindar Yadav, MSc, BEd  
Samrat Shrivastva, MCom, BEd  
Sangeeta Acharya, M.A B.Ed  
Sheetal Sankhe, M.Com B.Ed  
Snehal Ruwala, MCom  
Aditi Naik, MA, BEd  
Rajendra Chaurasiya, MCA  
Shrikant Singh, MCA  
Ketki Karnik, BCom, B1 Level in the French language  
Priyanka Tavares, MSc (Zoology), BEd  
Nidhi Lotiya, MCom, BEd  
Serena Tuscano, MA, BEd

### Junior College (Arts)

B.B. Ram, MA, DHE  
Rajeev Mishra, MSc, BEd  
Simmi Dhawan, MA, BEd  
Prakash Pagare, MPED, BPED

Yogita Bhagwat, MCM  
Dattu Kajale, MA (History), MA (Pol. Sci.), BEd  
Pushpa Yadav, MA, BEd, BPED  
Mahesh Lavate, MA, BEd  
Afrin Halai, MA

### Library Staff

Dr. Alka Wadhwa, Librarian  
MA (Phil.), MA (SOL, Preksha Mediation & Yoga), MLISc, PhD,  
Rebecca D'Souza, BA, BLISc, Asst. Librarian

Vinayak Gawade, BCom, MLISc, NCTVT, Clerk  
Vijayalaxmi Vishwakarma, BCom, Clerk  
Priyanka Parte, BCom, Clerk  
Ashok Kadam  
Parshuram More  
Sanjay Bhatkar  
Milind Patil  
Laxman Ghadigaonkar  
Vijay Kuli

### Administrative Staff

Trupti Mody, BCom, DCS,  
Off. Suptd.  
Neena Shah, BCom,  
Head Clerk  
Mahesh Sawant, BA,  
Senior Clerk  
Vijaya Redkar, BA,  
Senior Clerk  
Devendra Shinde, BA, MLISc  
Lalit Katkar, BA  
Sanika Bandekar, BCom  
Deepali Pandit, BSc, HDSE  
Meghna Patil, BCom  
Rupali Pathre, BCom  
Vibha Parekh, BCom  
Ruchita Rane, BCom  
Nilam Prabhu, BAF

Dinesh Kare, BCom  
Pradeep Gotekar, BSc (IT)  
Nikhil Khot, BCom  
Prapti Khedekar, BCom  
Sheetal Khade, BCom  
Samiksha Magam, BSc (Maths)  
Abhijeet Patil, BCom  
Divya Khodse, MA  
Arti Thakur, BA  
Santosh Dhotre, BCom  
Yogita Khatal, BCom  
Sandesh Mahadik, BCom  
Sinu Pathak, MCom  
Mamta Raval, Bcom,  
Receptionist  
Virendra Champaneri,  
Maintenance In-charge

Arvind Herekar,  
Designing Executive  
Vishwas Nair, MBA  
Ramdas Bhilare, Lab. Asst.  
Ashish Kadam, Lab. Asst.  
Ashish Desai, Lab. Asst.  
Tukaram Khade  
Zullur Nai  
Ramakant More  
Bhaskar Jadhav  
Subhash Kale  
Ganesh Pagare  
Pramod Shelar  
Pravin Dhadve  
Jitendra Sawant  
Santosh Pawar  
Santosh Jaiswal

Mohan Bhand  
Dipak Pawar  
Bharat Kanke  
Sanju Dalmet  
Sachin Chindarkar  
Nandankumar Jha  
Milind Pagare  
Sudhir Gavade  
Ravindra Jadhav  
Manjula Gori  
Satish Patil  
Suraj Yadav  
Arun Ansode  
Shivaji Bhamble  
Ganesh Nachnekar  
Ashok Ambekar

### Students' Council

Dr. Lily Bhushan Chairperson  
Dr. V. S. Kannan Vice Chairman  
Sumant Sovani NCC Officer  
Sanjay Deore NSS Programme  
Officer  
Jatin Chauhan General Secretary  
Vishal Gupta Member  
Ronak Chavda Member  
Nayan Nagosh Member  
Monika Agnihothri Member  
Nimisha Patel Member  
Prajapati Bahubali Member  
Mistry Pooja Member  
Gayatri Wagela Member  
Sakshi Dhanuka Member  
Karan Chitroda Member

Manisha Chudasama Member  
Harshit Gala Member  
Shikha Shah Member  
Disha Jain Member  
Hardik Dhabalia Member  
Waghela Bharat Member  
Abhishek Oza Member  
Jay Solanki Member  
Jairaj Bhatt Member  
Swapnil Dey Member  
Anjali Shah Member  
Tanvi Dedhia Member  
Aarti Mehta Member  
Nupur Bhatt Member  
Aishwarya Kanke Member  
Kinjal Dekmani Member  
Divya Mishra Member

Devangi Umatiya Member  
Rao Sheetal Member  
Mehul Oswal Member  
Maitri Patlani Member  
Pranay Ruparelia Member  
Rajesh Gupta Member  
Sahil Dhabalia Member  
Raj Gada Member  
Hirel Sachala Member  
Vibhuti Salunkhe Member  
Ekta Shah Member  
Charmi Shah Principal's Nominee  
Damini Panchal Principal's Nominee

### Officers under the RTI Act

Dr. Lily Bhushan, Appellate Officer  
Sumant Sovani, Public Information Officer  
Sangeeta Unadkat, Asst. Public Info. Officer



# Junior College

**Admission to FYJC is given on merit and seats are reserved as per government policy**

Category	% of Seat
Minority Students (Gujarati)	50
Management	5
Servicemen/Ex-servicemen	5
In-house students	20
Sports / Cultural	2
Open	13
Disabled	5
<b>Total</b>	<b>100</b>

## Eligibility for Admission to FYJC Arts / Commerce :

A student who has passed the SSC Examination conducted by the Divisional Board of Secondary Education in the State of Maharashtra is eligible for

Admission to FYJC (Arts / Commerce).

OR

A student who has passed an examination from other board considered equivalent to the SSC Examination conducted by the Divisional Boards in the State of Maharashtra is eligible for admission to FYJC (Arts / Commerce). In such cases where the candidate is not a student of any of the divisional Boards of Maharashtra State needs to procure an eligibility certificate from the Maharashtra State Secondary and Higher Secondary Board, Vashi, Navi Mumbai.

At the time of admission, students must enclose along with application form the following documents (as per the directive issued by the Director of Education, Government of Maharashtra):

1. Original School Leaving Certificate  
- The Original School Leaving Certificate will not be returned to student. Hence students are advised to keep sufficient number of true copies of it. However if student cancels admission before the end of first term the school leaving certificate will be returned.
2. Original copy of SSC Mark sheet together with two attested photo

copies of the same. The original mark sheet will be returned to the student after about 3-4 months. Hence they should keep sufficient number of true copies of it.

3. Eligibility Certificate (Original or Provisional) in case of the student who has passed SSC Examination not conducted by Maharashtra State Board of Secondary Education.
4. Caste Certificate issued by competent authority wherever applicable.

## Fees :

As prescribed by the Government. The details have been mentioned on the College Notice board and the College website <http://www.kesshroffcollege.com>. A student of SYJC shall be required to pay the examination fees separately at the time of filling the HSC Examination application form.

## Freeship for Girls (Commerce) (Only For Aided Section) :

As per the policy of Government of Maharashtra, the girl students of the Jr. College are exempted from paying the term and tuition fees. The girl students on admission to the College are required to submit a declaration signed by their parents to the College office. This benefit of exemption is given subject to fulfilling the following conditions :

1. To girls whose parents are residents of Maharashtra State for at least 15 years.
2. To the family of three children 4th and subsequent child born after 15th August, 1968 shall not be eligible for the benefit of exemption.

3. Two Xerox copies of the first and the last page of the ration card should be enclosed with the declaration form.

## Timings of Junior College :

Commerce : 12:20 p.m. to 6:00 p.m.

Arts : 11:40 p.m. to 4:00 p.m.

Office Hours : 2:00 p.m. to 5:00 p.m.

## Attendance Requirement :

As per the MSS & HSC Board's Regulation No. 88(1), a student is required to keep 75% attendance in each term. The students are required to keep 75% attendance at the lectures delivered in the first term and the second term, separately. The deficiency upto 15% can be condoned by the Board on medical grounds (supported by a medical certificate within reasonable time limit) and further 10% deficiency in attendance between 50 and 59% for exceptional cases, as per the recommendation of the Principal.



## Subjects Offered :

Arts	
Compulsory Language	English
Optional Subjects	Hindi/IT
Compulsory Subjects	
Economics	
Political Science	
History / Psychology	
Geography / Maths & Stats	
Environment Education	
Physical Education	

## Scheme of Examination :

### Standard of passing :

A student of FYJC is required to take two tests and two terminal examinations i.e. Mid-Term Tests I & II and the Terminal Examinations I & II. The rules of promotion for finalizing the result of FYJC as prescribed by the Maharashtra State Board of Secondary and Higher Secondary Education, Pune 411010 vide Circular No. 50/BR High Sec/26 dated 29 December, 1983 and Circular No. SB / BR, High Sec / Exam dated 17 March, 2007 are as follows:

- A candidate must secure minimum 35 % marks in each of the seven subjects offered.
- Result of the FYJC is decided by giving equal weightage to all the tests and examinations as per the formula mentioned below:

(a)	Terminal Examination I : Written 50 marks
(b)	Terminal (Annual) Examination II : Written 80 + Oral / Practical / Project 20 Total Marks = 100
(c)	Mid Term - I (25 marks) Mid Term - II (25 marks) = 50 marks

Note :

The final result of the student is decided on the basis of average marks obtained in each subject by the formula

$$\frac{a + b + c}{2}$$

- If a candidate appearing in all seven subjects, fails in one or more subjects, his/her deficiency of marks in maximum three subjects are not more than 15 marks but not exceeding 10 marks, in any one subject, shall be condoned, for the purpose of passing the examination.

Commerce	
Compulsory Language	English
Optional Subjects	Gujarati / Hindi / French / IT / Banking - I / Marketing - I
Compulsory Subjects	
Economics	
Book Keeping and Accountancy	
Organization of Commerce & Management / Banking - II / Marketing - II	
Secretarial Practice/Maths & Stats	
Environment Education	
Physical Education	

This rule of condonation will not be applicable in EVS and Physical Education subject. Minimum passing marks are 18 out of 50.

- In case a student, who could not appear at the Terminal Examinations I & II, due to ill health, (on submitting medical certificate) or such other reason beyond his/her control (giving reason to the satisfaction of the Principal) is allowed to take a re-examination for promotion to Std. XII. If a candidate fails to take the re-examination arranged, then his/her result shall still be decided as per the formula

$$\frac{a + b + c}{2}$$

It means that though the absentees are given the advantage of appearing for the exam they missed, as per the rules, their average marks will be calculated in the same way as for all other students.

- Grade I (With Distinction) :** A minimum of 75% on the aggregate

**Grade I :** A minimum of 60% on the aggregate but less than 75%

**Grade II :** A minimum of 45% on the aggregate but less than 60%

**Grade Pass :** To all other successful candidates

Provided further that if the aggregate total marks obtained by a candidate is less than the total of marks required for obtaining the Grade I, by not more than 3 marks, such candidate shall be given the three marks, in computing his/her aggregate of marks, for the purpose of awarding the Grade I.

Additional benefits for sports students as per the Board circular dated 8th June, 2007.

The students who take part in sports at

state, national or international levels shall be eligible to get 25 marks in the college exams as well as in H.S.C. Board exams either for passing or for improving their percentage.

### Malpractice during Exams :

As per the guidelines for the conduct of exams issued by the Maharashtra State Board of Secondary and Higher Secondary Education vide booklet no. C - 2 / BRC . F - 6 / E, a student is not supposed to carry any written material, electronic gadgets like mobiles, digital diaries, etc. to the exam hall. Any suspicious information scribbled on any object carried by the student (or on any body parts) to the exam hall will be recorded under copy case. The objectionable material will be confiscated and after scrutiny by the Exam Committee the performance of the student in the said subject of the respective exam will be declared null and void.





# Bachelor of Commerce (B.Com.)

## Aided Course - BCom

### Eligibility :

A candidate for being eligible for admission to the three year course leading to the Bachelor of Commerce must have passed the Higher Secondary School Certificate (Std. XII) Examination conducted by the different divisional

boards of the Maharashtra State Board of Secondary and Higher Secondary Education.

OR

Must have passed the Higher Secondary School Certificate (Std. XII) Examination with vocational subjects/minimum competency based vocational courses conducted by the different divisional boards of the Maharashtra State Board of Secondary and Higher Secondary Education.

OR

Must have passed an Examination of another University or Body recognized as equivalent to Higher Secondary School Certificate (Std. XII) Examination.

### Fees :

The details have been mentioned on the college Notice board and the College website <http://www.kesshroffcollege.com>.

### Total No. of seats :

720

### Reservation of Seats :

Reservations are as per the Government policy.

### Duration of Course :

3 Years

### Timings of Degree College :

Teaching Hours : 7.00 a.m. to 1.00 p.m.

Office Hours : 8.00 a.m. to 5.30 p.m.

### Subject Offered :

First Year
Foundation Course - I / NCC - I
Environmental Studies
Accounting & Financial Management-I
Mathematics and Statistics
Commerce-I
Business Communication
Business Economics - I

Second Year
Foundation Course – II / NCC - II
Business Law
Accounting & Financial Management-II
Commerce - II
Business Economics - II
Any one from Applied component group
(i) Advertising
(ii) Travel and Tourism
(iii) Public Relations

Third Year
Commerce - III
Financial Accounting and Auditing - III
Financial Accounting and Auditing - IV
Financial Accounting and Auditing - V
Business Economics - III
Any two from Applied component group
(i) Export Marketing
(ii) Computer Systems and Applications
(iii) Industrial Psychology
(iv) Banking Law and Practice
(v) Direct and Indirect Taxes
(vi) Investment Portfolio Management





# Bachelor of Arts (B.A.)

The College offers B.A. course to the students. This is a full time degree course. The course covers all the related topics for the field and gives rigorous training to the students. The students will go through a well defined study programmed for their all round development.

## Subject Offered :

First Year	
Compulsory Subjects :	
1.	Communication Skills
2.	Foundation Course / Foundation Course in NSS – I / Foundation Course in NCC – I / Foundation Course in Physical Education - I
3.	Geography
4.	Hindi (Compulsory)
Optional Subjects	
5.	Economics / Political Science / History
6.	Psychology / Sociology / Hindi Lit.

## Eligibility:

A candidate for being eligible for admission to the three year integrated course leading to the degree of Bachelor of Arts must have passed the Higher Secondary School Certificate (Std. XII) examination conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with the following subjects:

- English
- Any one of the Modern Indian Languages or Modern Foreign Languages or any Classical Language.
- Any four subjects carrying 100 marks each.

## Self Finance Course - BA

### Fees :

The details have been mentioned on the college Notice board and the College website <http://www.kesshroffcollege.com>.

### Total no. of seats :

120

### Reservation of Seats:

Reservations are as per the Government policy.

### Duration of Course:

3 Years

Second Year	
Compulsory Subjects :	
1.	Foundation Course
2.	Travel & Tourism
3.	Geography – II & III
Optional Subjects	
1.	Political Science / History
2.	Sociology / Hindi Lit.

Third Year	
Offered Subjects :	
1.	Geography
2.	Hindi Lit.
3.	Political Science
4.	Sociology



# B.Com. (Accountancy & Finance)

## Objectives :

- To create for the students 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.
- To prepare students to exploit opportunities, which are being newly

created, in the field of Accounting and Finance.

- To provide adequate basic understanding about Accounting and Finance among the students.
- To give an adequate exposure to operational environment in the field of Accounting and Finance.
- To inculcate training and practical approach by using modern technology amongst the students in the field of Accounting & Finance.

## Eligibility :

A candidate for being eligible for admission to the Degree Course in Accounting & Finance will have to pass XII Std. examination of the Maharashtra Board of Higher Secondary Education or its equivalent and secure not less than

## Self Finance Course - BAF

45% marks (40% in case of reserved category) in aggregate at one and the same sitting.

## Total no. of seats :

240

## Reservation of Seats :

Reservations are as per the Government policy.

## Fees :

As prescribed by the University of Mumbai. The details have been mentioned on the college Notice board and the College website <http://www.kesshroffcollege.com>

## Duration of course :

6 Semesters spread over 3 years. The Course shall consist of 40 subjects.

## Subject Offered :

First Year B.Com	
Semester - I	
No. of Courses	
1	Financial Accounting - I
2	Cost Accounting - I
3	Introduction to Financial Management - I
4	Business Communication - I
5	Foundation Course - I / Foundation Course in NSS - I / Foundation Course in NCC - I / Foundation Course in Physical Education - I
6	Commerce - I
7	Business Economics - I

Semester - II	
1	Financial Accounting - II
2	Auditing - I
3	Taxation - I (Indirect Taxes I)
4	Business Communication - II
5	Foundation Course - I / Foundation Course in NSS - I / Foundation Course in NCC - I / Foundation Course in Physical Education - I
6	Business Law - I
7	Business Mathematics
Note: Course selected in Semester I will continue in Semester II	

Second Year B.Com	
Semester - III	
No. of Courses	
1	Financial Accounting
2	Cost Accounting
3	Auditing
4	Indirect Taxation - II
5	Operation Research
*Any three courses from the above list of the courses	
6	Information Technology in Accountancy - I
7	Commerce - II
8	Business Law - II
9	Business Economics - II
Note: Course selected in Semester III will continue in Semester IV	

Semester - IV	
1	Financial Accounting - IV
2	Wealth Management
3	Auditing - III
4	Indirect Taxation - III
5	Management Accounting - I
**Any three courses from the above list of the courses	
6	Information Technology in Accountancy - II
7	Introduction to Management - I
8	Company Law - III
9	Research Methodology in Accounting and Finance
Note: Course selected in Semester I will continue in Semester II	

Third Year B.Com	
Semester - V	
No. of Courses	
1	Financial Accounting - V
2	Cost Accounting - IV
3	Financial Management - II
4	Direct Taxation - IV
5	International Finance - I
6	Financial Analysis and Business Valuation
*Any four courses from the above list of the courses	
7	Management Applications - II
8	Project Work I

Semester - VI	
1	Financial Accounting - VI
2	Cost Accounting - V
3	Financial Management - III
4	Taxation - V
5	Financial Accounting - VII
6	Security Analysis and Portfolio Management
**Any four courses from the above list of the courses	
7	Economics - III
8	Project Work II
Note: Course selected in Semester V will continue in Semester VI	

**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 03 credits. A project work may be undertaken in any area of Elective Courses/ study area.

# B.Com. (Banking & Insurance)

## Objectives :

- To create for the students an additional avenue of self employment and also to benefit Banks, Insurance companies and industries by providing them with suitable trained persons in the field of Banking and Insurance.
- To prepare students to exploit opportunities, which are being newly created, in the field of Banking &

## Subject Offered :

First Year B.Com	
Semester - I	
No. of Courses	
1	Environment and Management of Financial Services.
2	Principles of Management
3	Financial Accounting - I
4	Business Communication-I
5	Foundation Course – I / Foundation Course in NSS – I / Foundation Course in NCC – I / Foundation Course in Physical Education – I (Any one course from the above list of the courses)
6	Business Economics-I
7	Quantitative Methods-I
Note: Course selected in Semester I will continue in Semester II	

Semester - II	
1	Principles and Practices of Banking & Insurance
2	Business Law
3	Financial Accounting - II
4	Business Communication-II
5	Foundation Course – II / Foundation Course in NSS – II / Foundation Course in NCC – II / Foundation Course in Physical Education – II (Any one course from the above list of the courses)
6	Organisational Behaviour
7	Quantitative Methods - II

- Insurance due to globalisation, privatisation and liberalisation.
- To provide adequate basic understanding about the Banking, Insurance and other financial services among the students.
  - To give an adequate exposure to operational environment in the field of Banking, Insurance and other related financial services.
  - To inculcate training and 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 Degree Course in Banking & Insurance will have to pass XII Std. examination of the Maharashtra Board of Higher Secondary Education or its equivalent and secure not less than

## Self Finance Course - BBI

45% marks (40% in case of reserved category) at one and the same sitting

## Total no. of Seats :

72

## Reservation of Seats :

Reservations are as per the Government policy.

## Fees :

As prescribed by the University of Mumbai. The details have been mentioned on the college Notice board and the College website <http://www.kesshroffcollege.com>

## Duration of course :

6 Semesters spread over 3 years. The Course shall consist of 38 theory papers and 2 Project works.

Second Year B.Com	
Semester - III	
No. of Courses	
1	Financial Management - I
2	Management Accounting (Tools and Techniques)
3	Organizational Behaviour
4	Customer Relationship Management
5	Information Technology in Banking and Insurance - I
6	Laws Relating to Banking & Insurance
7	Taxation of Financial Services

Semester - IV	
1	Financial Management - II
2	Financial Markets
3	Cost Accounting
4	Entrepreneurship Management
5	Corporate Laws & laws Governing Capital Market
6	Universal Banking
7	Innovations in Banking and Insurance

Third Year B.Com	
Semester - V	
No. of Courses	
1	Marketing in Banking & Insurance
2	Financial Reporting & Analysis
3	Auditing
4	Financial Services Management
5	Security Analysis and Portfolio Management
6	International Banking & Finance
7	Project Work - I (Banking)

Semester - VI	
1	Business Ethics and Corporate Governance
2	Strategic Management
3	Human Resource Management in Banking and Insurance
4	Turnaround Management
5	International Business
6	Central Banking
7	Project Work-II (Insurance)

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 each. A project work may be undertaken in any area of Elective Courses/ study area



# B.Com. (Financial Markets)

## Objectives :

- To create additional avenue of Self Employment to the students and to provide suitable and trained persons for Financial Services Sector.
- To prepare graduates to compete with the degree holders of Private and Foreign Universities.
- To make aware about the practical

aspect of the theoretical concepts.

- To establish strong co-ordination between the Services Sector and the Institutions of Higher Education.

## Eligibility :

A candidate for being eligible for admission to the Bachelor of Commerce (Financial Markets) Degree Course will have to pass XII std. examination of the Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate at (40% in case of reserved category) one and 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.

## Self Finance Course - BFM

## Total no. of seats :

60

## Reservation of Seats :

Reservations are as per the Government policy.

## Fees :

As prescribed by the University of Mumbai. The details have been mentioned on the college Notice board and the College website

<http://www.kesshroffcollege.com>

## Duration of course :

6 Semesters spread over 3 years. The Course shall consist of 38 modules of 100 marks each & 2 projects of 100 mark each.

## Subject Offered :

First Year B.Com	
Semester - I	
No. of Courses	
1	Financial Accounting - I
2	Introduction to Financial system
3	Business Mathematics
4	Business Communication - I
5	Foundation Course - I / Foundation Course in NSS - I / Foundation Course in NCC - I / Foundation Course in Physical Education - I
6	Business Environment
7	Business Economics - I

Semester - II	
1	Financial Accounting - II
2	Principles of Management
3	Business Statistics
4	Business Communication - II
5	Foundation Course - II / Foundation Course in NSS - II / Foundation Course in NCC - II / Foundation Course in Physical Education - II
6	Environmental Science
7	Computer Skills - I
Note: Course selected in Semester I will continue in Semester II	

Second Year B.Com	
Semester - III	
No. of Courses	
1	Debt Markets - 1
2	Equity Markets - 1
3	Commodities Markets
4	Investment Banking
5	Treasury Management
*Any three courses from the above list of the courses	
6	Taxation
7	Management Accounting
8	Business Law - 1
9	Money Market
Note: Course / Subject selected in Semester III will continue in Semester IV	

Semester - IV	
1	Debt Markets - 2
2	Equity Markets - 2
3	Commodities Derivatives
4	Merchant Banking
5	Personal Financial Planning
*Any three courses from the above list of the courses	
6	Computers in Investment
7	Corporate Finance
8	Business Law-2
9	Foreign Exchange Markets

Third Year B.Com	
Semester - V	
No. of Courses	
1	Treasury Management
2	Technical Analysis
3	Financial Derivatives
4	Organizational Behaviour
5	Marketing of Financial Services
6	Financial Analysis and Business Valuation
*Any four courses from the above list of the courses	
7	Corporate Accounting
8	Project Work I

Semester - VI	
1	Venture Capital and Private Equity
2	Mutual Fund Management
3	Financial Journalism
4	Strategic Corporate Finance
5	Econometrics for Finance
6	Securities and Portfolio Management
*Any four courses from the above list of the courses	
7	Corporate Restructuring
8	Project Work II
Note: Course / Subject selected in Semester V will continue in Semester VI	

**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

# B.Com. (Investment Management)

## Objectives :

- To create additional avenue of Self Employment to the students and to provide suitable and trained persons for Financial Services Sector.
- To prepare graduates to compete with the degree holders of Private and Foreign Universities.

- To make aware about the practical aspect of the theoretical concepts.
- To establish strong co-ordination between the Services Sector and the Institutions of Higher Education.

## Eligibility :

A candidate for being eligible for admission to the Bachelor of Commerce (Financial Markets) Degree Course will have to pass XII std. examination of the Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate at (40% in case of reserved category) one and 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.

## Total no. of seats :

60

## Reservation of Seats :

Reservations are as per the Government policy.

## Fees :

As prescribed by the University of Mumbai. The details have been mentioned on the college Notice board and the College website <http://www.kesshroffcollege.com>

## Duration of course :

6 Semesters spread over 3 years. The Course shall consist of 40 theory papers.

## Subject Offered :

First Year B.Com	
Semester - I	
No. of Courses	
1	Basic of Investment & Wealth Creation
2	Introduction to Accounting-I
3	Introduction to Financial System
4	Business Communication-I
5	Foundation Course – I / Foundation Course in NSS – I / Foundation Course in NCC – I / Foundation Course in Physical Education – I Any one course from the above list of the courses
6	Business Economics-I
7	Quantitative Techniques
Note: Course selected in Semester I will continue in Semester II	

Semester - II	
1	Introduction to Wealth Management
2	Introduction to Accounting - II
3	Introduction to Financial Markets
4	Business Communication - II
5	Foundation Course – II / Foundation Course in NSS – II / Foundation Course in NCC – II / Foundation Course in Physical Education – II Any one course from the above list of the courses
6	Introduction to Financial Intermediaries
7	Investment Banking

Second Year B.Com	
Semester - III	
No. of Courses	
1	Investment Banking
2	Marketing of Investment Products
3	Taxation in Investment Management Fundamental Analysis Study of Investment Strategies *Any three courses from the above list of the courses
4	Information Technology in Investment-I
5	Introduction to Derivatives
6	Cost & Management Accounting
7	Basics of Contract & Corporate Laws

Semester - IV	
No. of Courses	
1	Financial Management
2	Actuarial Analysis in Investment
3	Management of Investment Portfolio
4	Equity Research
5	Financial Statement Analysis *Any three courses from the above list of the courses
6	Information Technology in Investment-II
7	Valuation of Derivatives
8	Business Economics-II
9	Investment Laws

Third Year B.Com	
Semester - V	
No. of Courses	
1	Operation in Equity Market
2	Technical Analysis of Investment
3	Credit Risk Management
4	Alternative Investment
5	Treasury Management
6	Behavioral Finance *Any four courses from the above list of the courses
7	Fixed Income Analysis-I
8	Project on Internship Training

Semester - VI	
1	Operations in Currency and Commodity Market
2	Risk Management of Market Risk and Operation Risk
3	Ethics in Investment Markets
4	International Investment Management
5	Venture Capital and Private Equity
6	Financial Journalism *Any four courses from the above list of the courses
7	Fixed Income Analysis-II
8	Project work

**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 each. A project work may be undertaken in any area of Elective Courses/ study area.

# BMS (Bachelor of Management Studies)

## Objectives :

- To prepare students to exploit opportunities being newly created in the management profession field.
- To provide adequate basic understanding of management education to the students.
- To Integrate industry interaction in the form of guest lectures, summer internships, field visits, live projects.
- To Develop communication skills and team work skills through presentations and workshops.
- Encourages community service projects to help sensitise students to their environment.
- To create for students of University of Mumbai an additional avenue of self-employment and also benefit the industry by providing them with suitable trained persons.

## Eligibility :

A candidate, for being eligible for admission to the B.M.S. degree course shall have passed XIIth std. Examination conducted by the Maharashtra State Board of Higher Secondary Education or any examination recognized as equivalent thereto at one and the same sitting or Diploma in any Engineering branch conducted by the Board of Technical Education, Maharashtra State with two years or three years or four years duration after passing the Secondary School Certificate (S.S.C.) examination or any examination recognized as equivalent thereto and should have secured not less than 45% marks in case of students belonging to Open Category and not less than 40% marks in the case of students belonging to Reserved Category.

Students passing the H.S.C. or any other examinations conducted by Boards/Universities outside Maharashtra State, should first obtain and submit a provisional eligibility certificate from the Registrar, University of Mumbai, Eligibility Section, Vidyanagari, Santacruz (E), Mumbai - 400 098, before they seek admission to the Senior College. To apply for this one has to display the original Mark sheet at the office, along with 2 Xerox copies. After admission, for ' confirmation of the eligibility,

students should submit to the College Office, before the close of the first term, the Statement of Marks, the Passing Certificate and the Migration Certificate.

## The stream – wise weightage to be given is as under :

Stream	Percentage
Commerce	45 %
Arts	25 %
Science	25%
Diploma in Engineering and Other	5 %

## Total no. of seats :

258

## Reservation of Seats :

Reservations are as per the Government policy.

## Fees :

As prescribed by the University of Mumbai. The details have been mentioned on the college Notice board and the College website

<http://www.kesshroffcollege.com>

## Duration of course :

6 Semesters spread over 3 years. The Course shall consist of 39 modules comprising 38 theory papers and 1 project.





## Subject Offered :

### First Year

Semester - I	
1	Introduction to Financial Accounts
2	Business Law
3	Business Statistics
4	Business Communication - I
5	Foundation Course - I
6	Foundation of Human Skills
7	Business Economics-I

Semester - II	
1	Principles of Marketing
2	Industrial Law
3	Business Mathematics
4	Business Communication -II
5	Foundation Course - II
6	Business Environment
7	Principles of Management

### Second Year

Semester - III	
1	Managerial Economics – II
2	Principles of Marketing
3	Accounting for Managerial Decisions
4	Organization Behaviour and HRM
<b>Any one Elective Group to be selected by the learned</b>	
<b>Finance Group - Electives :</b>	
5	Basics of financial services
6	Corporate Finance
<b>Marketing group – Electives :</b>	
5	Consumer Behaviour
6	Strategic Management
<b>Human Resource Group - Electives :</b>	
5	Recruitment and Selection
6	Motivation and Leadership

Semester - IV	
1	Business planning and Entrepreneurial Management
2	Business Research Methods
3	Direct Taxes
4	Production and Total Quality Management
<b>Any one Elective Group to be selected by the learned</b>	
<b>Finance Group – Electives :</b>	
5	Advanced Costing and Auditing
6	Equity and Debt Market
<b>Marketing group – Electives :</b>	
5	Integrated Marketing Communication and Advertising
6	Rural Marketing
<b>Human Resource Group - Electives :</b>	
5	Training and Development in HRM
6	Change Management

### Third Year

Semester - V	
1	Logistics and Supply Chain Management
2	Ethics and Governance
3	Project Work
<b>Any one Elective Group to be selected by the learned</b>	
<b>Finance Group - Electives :</b>	
4	Investment Analysis and Portfolio Management
5	Commodity and Derivatives Market
6	Wealth Management
7	Strategic Financial Management
<b>Marketing group – Electives :</b>	
4	Service Marketing
5	E-Commerce and Digital Marketing
6	Sales and Distribution Management
7	Customer Relationship Management
<b>Human Resource Group - Electives :</b>	
4	Finance for HR Professionals and Compensation Management
5	Strategic Human Resource Management and HR Policies
6	Performance Management and Career Planning
7	Industrial Relations

Semester - VI	
1	Operation Research
2	Indian Ethos in Management
3	Corporate Communication and Public Relations
<b>Any one Elective Group to be selected by the learned</b>	
<b>Finance Group – Electives :</b>	
4	Risk Management
5	International Finance
6	Innovative Financial Services
7	Project Management
<b>Marketing group – Electives :</b>	
4	Brand Management
5	Retail Management
6	International Marketing
7	Media Planning and Management
<b>Human Resource Group - Electives :</b>	
4	HRM in Global Perspective
5	Organizational Development
6	HRM In Service Sector Management
7	Human Resource Planning and Information System





# BES (BMS / BCom Environmental Management)

## Objectives :

- To acquire knowledge, values, attitudes and practical skills for the management of environment.
- To participate responsibly in anticipating and solving environmental problems.
- To acquire a set of values for environmental protection and sustainability.

## Eligibility :

A candidate, for being eligible for admission to the B.E.M. degree course shall have passed XIIth std. Examination

conducted by the Maharashtra State Board of Higher Secondary Education or any examination recognized as equivalent thereto at one and the same sitting or Diploma in any Engineering branch conducted by the Board of Technical Education, Maharashtra State with two years or three years or four years duration after passing the Secondary School Certificate (S.S.C.) examination or any examination recognized as equivalent thereto and should have secured not less than 45% marks in case of students belonging to Open Category and not less than 40% marks in the case of students belonging to Reserved Category.

Students passing the H.S.C. or any other examinations conducted by Boards/Universities outside Maharashtra State, should first obtain and submit a provisional eligibility certificate from the Registrar, University of Mumbai, Eligibility Section, Vidyanagari, Santacruz (E), Mumbai - 400 098, before they seek admission to the Senior College. To apply for this one has to display the

## Self Finance Course - BES

original Mark sheet at the office, along with 2 Xerox copies. After admission, for confirmation of the eligibility, students should submit to the College Office, before the close of the first term, the Statement of Marks, the Passing Certificate and the Migration Certificate.

## Total no. of seats :

60

## Reservation of Seats :

Reservations are as per the Government policy.

## Fees:

As prescribed by the University of Mumbai. The details have been mentioned on the college Notice board and the College website

<http://www.kesshroffcollege.com>

## Duration of course :

6 Semesters spread over 3 years. The Course shall consist of 38 theory papers and 2 projects.

## Subject Offered :

First Year	
Semester - I	
1	Introduction to Environment Management
2	Principles of Management
3	Organizational Behaviour
4	Managerial Economics
5	Financial Accounting
6	Business Communication

Semester - II	
1	Ecology & Environment
2	Human Resource Management
3	Introduction to Cost Accounting
4	Economic Environment of Business
5	Production Management & Materials Management
6	Business Statistics

Second Year	
Semester - III	
1	Environmental Economics – I
2	Marketing Management
3	Research Methods in Business
4	Global Warming & Climate Change
5	Natural Resources & Management
6	Financial Management

Semester - IV	
1	Environmental Safety, Health & Management
2	Environmental Pollution & Management
3	Environmental Economics – II
4	Customer Relationship Management
5	Occupational Health & Safety
6	Management Information Systems
7	Project Submission – I

Third Year	
Semester - V	
1	Environmental Impact Assessment
2	Strategic Management
3	Entrepreneurship Management
4	Environmental Legislation
5	Project Management
6	Business Ethics

Semester - VI	
1	Corporate Social Responsibility
2	Solid & Hazardous Waste Management
3	Environment & Eco – Tourism
4	Corporate Governance
5	Environmental Problems, Hazards & Mitigation
6	Corporate Governance
7	Project Submission –II

# BMM

## (Bachelor of Mass Media)

## Self Finance Course - BMM

### Total no. of seats :

120

### Reservation of Seats :

Reservations are as per the Government policy.

### Fees :

As prescribed by the University of Mumbai. The details have been

mentioned on the college Notice board and the College website

<http://www.kesshroffcollege.com>

### Duration of course :

6 Semesters spread over 3 years. The Course shall consist of 36 theory papers and an internship of 4 weeks duration. (Summer Holidays)

### Objectives :

- To Use basic principles of advertising, marketing, journalism to enable students to understand their surroundings.
- To Integrate practical aspects of theory learned by industry interactions in form of guest lectures, summer internships, field visits, live projects etc
- To Develop communication, presentation skills, creativity thorough seminars & workshops.
- To give the students an opportunity of combining theoretical curriculum with practical applications through detailed research, lucid writing skills, oral presentation skills and mastery of various mass communication media in a global information.

### Eligibility :

A Candidate for being eligible for admission to the Degree Course in Mass Media will have to pass XII Std. examination of the Maharashtra Board of Higher Secondary Education or its equivalent from Science, Arts or Commerce Stream and secure not less than 45% marks (40% in case of reserved category) in aggregate at first attempt.

The stream – wise weightage to be given is as under :

Stream	Percentage
Commerce	25 %
Arts	50%
Science	25%

### Subject Offered :

#### First Year

##### Semester - I

1	Effective Communication Skills Paper -1
2	Fundamentals of Mass Communication
3	Introduction to Computers
4	Landmark events in 20th Century
5	Introduction to Sociology
6	Introduction to Economics

##### Semester - II

1	Effective Communication Skills Paper - 2
2	Political Concepts & Indian Political System
3	Principles of Management
4	Introduction to Psychology
5	Principles of Marketing
6	Introduction to Literature

#### Second Year

##### Semester - III

1	Introduction to Creative Writing
2	Introduction to Culture Studies
3	Introduction to Public Relations
4	Introduction to Media Studies
5	Understanding Cinema
6	Advanced Computers

##### Semester - IV

1	Introduction to Advertising
2	Introduction to Journalism
3	Print Production and Photography
4	Radio and Television
5	Mass Media Research
6	Organizational Behaviour

#### Third Year

##### Advertising (Special Group)

##### Semester - V

1	Advertising in Contemporary Society
2	Copywriting
3	Advertising Design
4	Consumer Behaviour
5	Media Planning & Buying
6	Brand Building

##### Semester - VI

1	Advertising & Marketing Research
2	Legal Environment & Advertising Ethics
3	Financial Management for Marketing & Advertising
4	Agency Management
5	Principles & Practice of Direct Marketing
6	Contemporary Issues
7	Digital Media

### OR

#### Third Year

##### Journalism (Special Group)

##### Semester - V

1	Reporting
2	Editing
3	Feature & Opinion
4	Journalism & Public Opinion
5	Indian Regional Journalism
6	Newspaper - Magazine Making

##### Semester - VI

1	Press Laws and Ethics
2	Broadcast Journalism
3	Business & Magazine Journalism
4	Internet and Issues in the Global Media
5	News Media Management
6	Contemporary Issues
7	Digital Media

# Bachelor of Arts (Film, Television & New Media Production) Programme

## Self Finance Course - BFTM

### Objectives :

To prepare students in the production aspects of Film Television & New Media, as required by the present media environment all across globe.

To empower the students in the production & managerial aspects of the media business with due emphasis on latest production techniques, along with marketing and branding management of various media products and associated services.

To inculcate competencies thereby enabling to undertake professional work.

To take the students through the entire pipe line of production process with regards to the content creation for various media pads, providing the students an insight in to the correlation that exists between content creation and associated commercial aspects of media business.

### Eligibility :

A Candidate for being eligible for admission to the Degree Course in Mass Media will have to pass XII Std. examination of the Maharashtra Board of Higher Secondary Education or its equivalent from Science, Arts or Commerce Stream and secure not less than 45% marks (40% in case of reserved category) in aggregate at first attempt.

The stream - wise weightage to be given is as under :

Stream	Percentage
Commerce	25 %
Arts	50 %
Science	25%

### Total no. of Seats :

60

### Reservation of Seats:

Reservations are as per the Government policy.

### Fees :

As prescribed by the University of Mumbai. The details have been mentioned on the college Notice board and the College website

<http://www.kesshroffcollege.com>

### Duration of Course :

6 Semesters spread over 3 years. The Course shall consist of 31 papers.

### Subject Offered :

First Year	
Semester - I	
1	Initiation to Literature & Creative Writing
2	Understanding Effective Communication
3	Introduction to History of Art - I
4	Basics of Photography
5	Introduction to Cinema & Film Appreciation
6	Basics of Practical Film Making - I

Semester - II	
1	Writing for Visual Media
2	Concept of Story Boarding
3	Introduction to History of Art - II
4	Basics of Cinematography - I
5	Understanding Television Formats & Genres
6	Basics of Practical Film Making - II

Second Year	
Semester - III	
1	Introduction to Direction for Television
2	Importance of Sound & Sound Special Effects
3	Current Affairs
4	Concepts of Post Production & Computer Graphics - I
5	Basics of Cinematography - II
6	Intermediate Practical Film Making - I

Semester - IV	
1	Introduction to Direction For Films
2	Introduction to Media Theory
3	Concepts of Post Production & Computer Graphics - II
4	Basics of Visual Special Effects & Compositing
5	Understanding Advertisement Film Making
6	Intermediate Practical Film Making - II

Third Year - Advertising (Special Group)	
Semester - III	
1	Media Laws - An Overview
2	Overview - Media Business
3	Basics of Marketing & Publicity Design
4	Introduction to Trends and Technology in Film & Television
5	Advanced Practical Film Making
6	Introduction to Media 'Project Management'

Semester - IV	
1	Final Project [Portfolio & Thesis]



# Examination Pattern and passing standards for BCom, BCom - B&I, BCom - A&F, BCom - FM, BCom - EM, BCom - IM, BMS, BMM, BA, BA (FTM)

There will be two examinations in a year, one at the end of the each semester and will be termed as [external exam-I (October) and External exam-II (March)] Semester end Exam.

## Scheme of Examination :

The Scheme of Examination shall be divided in two parts.

- A) Theory Paper: 100 marks
- B) Practical / Tutorial: 50 marks
- C) Project work (Semester VI): 200 marks

## Passing Standards :

Minimum Requirement

Internal: 10 out of 25marks (40%)

External: 30 out of 75 marks (40%)

## (a) The performance grading of the student shall be of the seven point ranking system as under

Grade	Marks	Grade Points
O	70 & above	7
A	60 - 69.99	6
B	55 - 59.99	5
C	50 - 54.99	4
D	45 - 49.99	3
E	40 - 44.99	2
F (Fail)	39.99 or below	1

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

## (b) Carry forward of the marks :

- (i) A student 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 assessment shall be carried over but he/she shall be entitled for grade obtained by him/her on passing of the complete course.
- (ii) A student who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Assessment in the form of projects for that course. However, his/her marks of the Semester End examination shall be carried over and he/she shall be entitled for grade obtained by him/her on qualifying the course. The evaluation for students who fails in Internal Assessment will consist of one project of 25 marks which will be divided into 15 marks for the documentation of the project, 5 marks for the presentation and 5 marks for the viva.

## (c) Allowed to Keep Terms (ATKT) :

- (i) A student shall be allowed to keep term for Semester II irrespective of numbers of heads of failure in Semester I.
- (ii) A student shall be allowed to keep term for semester III if he/she passes each of Semester I and Semester II OR a student fails in not more than two papers of Semester I and Semester II taken together where the total marks does not exceed 200.
- (iii) A student shall be allowed to keep term for semester IV irrespective of number of heads of failure in Semester III. However the student has to pass each of Semester I and II in order to appear for Semester IV
- (iv) A student shall be allowed to keep term for Semester V if he /she passes Semester I, Semester II, Semester III, and semester IV OR a student shall pass Semester I and Semester II and fails in not more than two theory papers of Semester III and Semester IV taken together.
- (v) A student shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V.
- (vi) The result of Semester VI shall be kept in abeyance until the student passes each of Semester I, Semester

II, Semester III, Semester IV and Semester V.

## Additional Examination

### (A) Class test or assignment for Internal Assessment :

- (a) A student who is absent for two class tests and the assignment will be declared failed in the internal Assessment Scheme.
- (b) A student who is absent for two class tests and has appeared for the assignment will be allowed to appear for the addition class test of 20 marks.
- (c) A student who has appeared for both the class test but remains absent for the assignment will be allowed to appeared for the additional assignment and the Internal Assessment will be calculated as out of 40 marks

### (B) Semester End Examination :

- (a) There will be one additional examination for semester I, II, III and IV for those who have failed or remained absent
- (b) The absent student will be allowed to appear for the examination by the head of the institution after following the necessary formalities.

## Philosophy of Credit Assignment :

Generally there are four different types of courses in all the programmes conducted at University of Mumbai.

Compulsory Courses - 4 credits per course

Core/Special Courses - 3 credits per course

Applied Components - 3 credits per course

Foundation Courses - 2 credits per course

Skill Courses - 2 credits per course

The total credit value shall be 120 credits for all UG programmes across the faculties.

The total credit value shall be 80 credits for PG programmes under the faculty of Arts & Commerce and 96 credits in case of faculty of Science.

## Allocation of Time per Credit

The time duration per credit is divided into two parts,

- (i) Approximately fifty percent of the time will be spent on class room instruction including practical as prescribes by the University
- (ii) Rest of the time spent for assignments, Projects, journal writing, case studies, library work, industrial visits, attending seminars / workshops, preparations for examinations etc. will be considered as notional hours.



# B.Sc.(IT) (Information Technology)

## Objectives :

The BSc (IT) programme of the University of Mumbai is designed to provide basic inputs for a broad understanding of Information Technology and its interface. The focus is on Information Technology (IT) and IT. Management. Today smart, successful businesses use IT. to give them an extra- edge to stay ahead of the competition. IT. is soon becoming a 'driver' rather than an 'enabler' of business. It is used for processes like Office Automation, Management Information Systems for fast decision making, R & D, re-engineering and organizational transformation, The programme makes the student beyond computer skills to telecommunication systems and networking to e-commerce, internet security and Enterprise Resource Planning, This programme will give a strategic advantage to the future of the Indian Manager.

This is a full time course covering six

semesters over three years. The number of students will be 60 per batch. The course consists of theory and practicals, together with tutorials, assignments, case studies, projects, seminars and field-trips. In the Third Year (Semester V and VI), the College will offer Special Electives from these categories. Students will have to select one elective from each category.

## Eligibility :

- (A) Candidate for being eligible for admission to the degree course of Bachelor of Science in Information Technology (B.Sc.-IT), shall have passed XII standard examination of the Maharashtra Board of Higher Secondary Education or its equivalent with mathematics as one of the subject and should have secured not less than 45% marks in aggregate for open category and 40% marks in aggregate in case of Reserved Category candidates.
- (B) Candidate who have passed Diploma (Three years after SSC - Xth Std.) in Information Technology/ Computer Technology /Computer Engineering / Computer Science / Electrical, Electronics and Video Engineering and Allied Branches/Mechanical and Allied Branches/ Civil and Allied branches of Engineering are eligible for direct admission to the Second Year of the BSc (IT) degree course. However, the Diploma should be

recognized by the Board of Technical Education or any other recognized Government Body. Minimum marks required 45% aggregate for Open Category candidates and 40% aggregate for Reserved Category candidates.

OR

Candidates with post HSC-Diploma in Information Technology/Computer Technology/ Computer Engineering/ Computer Science and Allied branches will be eligible for direct admission to the Second Year of BSc (IT). However, the Diploma should be recognized by the Board of Technical Education or any other recognized Government Body. Minimum marks required 45% aggregate for Open Category candidates and 40% aggregate for Reserved Category candidates. Merit list is prepared on the basis of mathematics marks in H.S.C.

## Total no. of seats :

120

## Reservation of Seats :

Reservations are as per the Government policy.

## Fees :

As prescribed by the University of Mumbai. The details have been

## Subject Offered :

First Year	
Semester - I	
No. of Subjects	
1	Imperative Programming
2	Digital Electronics
3	Operating Systems
4	Discrete Mathematics
5	Communication Skills

Semester - II	
1	Object oriented Programming
2	Microprocessor Architecture
3	Web Programming
4	Numerical and Statistical Methods
5	Green Computing

Second Year	
Semester - III	
No. of Subjects	
1	Logic, Discrete Mathematical Structures
2	Computer Graphics
3	Advanced SQL
4	Object Oriented Programming with C++
5	Modern Operating Systems

Semester - IV	
1	Software Engineering
2	Embedded Systems
3	Multimedia
4	Java and Data Structures
5	Quantitative Techniques

Third Year	
Semester - V	
No. of Subjects	
1	Network Security
2	Software Testing
3	Linux Administration
4	Advanced Java
5	ASP.NET with C#

Semester - VI	
1	Internet Technologies
2	Data Warehousing
3	Project Management
4	IPR & Cyber Laws or Digital Signals & Systems or Geographic Information Systems
5	Project

mentioned on the college Notice board and the College website

<http://www.kesshroffcollege.com>

### Duration of Course :

6 Semesters spread over 3 years. The Course shall consist of 29 theory papers and one project in sixth semester

### Scheme of Examination :

The Scheme of Examination shall be divided in two parts.

- A) Theory Paper: 100 marks
  - i. Internal exam – 25 marks
  - ii. External exam – 75 marks
- B) Practical / Tutorial: 50 marks
- C) Project work (Semester VI) : 200 marks

### Passing Standards :

#### Minimum Requirement :

Internal : 10 out of 25 marks (40%)

#### External :

30 out of 75 marks (40%)

Practical/ Tutorial: 20 out of 50 marks (40%)

### Total Passing Marks :

60

### Passing Standards :

- a) A student is said to have passed if she/he secures

40% of marks allotted in each head of passing. Theory of 100 marks and TW Practical / Tutorial of 50 marks are treated as separate heads of passing. The performance grading shall be based on the aggregate performance of internal assessment and semester end examination.

- b) A student is said to have passed Semester I if the student passes in all heads of passing of the Semester.
- c) A student is eligible to be admitted to Semester II irrespective of no. of heads of failure in the First Semester.
- d) A student is eligible for admission to Semester III if, either the student passes Semester I & II.

OR

The student fails in a combination of Theory and/ or Practical taken in Semester I or Semester II or together, where the total marks does not exceed 200.

- e) A student is eligible to be admitted to Semester IV irrespective of no. of heads of failure in the Third Semester. However the student has to clear Semesters I and II in order to appear for Semester IV examination.
- f) A student is eligible for admission to Semester V if, either the student passes Semesters III & IV,

OR

The student fails in a combination of Theory and / or Practical taken in Semester III or Semester IV or together, where the total marks does not exceed 200.

- g) A student is eligible to be admitted to Semester VI irrespective of no. of heads of failure in the Semester V. The results of Semester VI should be kept in abeyance until the student clears III, IV and V Semesters in full. i) The class is awarded Semester wise for Semesters I, II, III and IV. However Semester V and VI will be taken together for award of class i.e., in the Final Year.

The performance grading of the student shall be of the seven point ranking system as under

Grade	Marks	Grade Points
O	70 & above	7
A	60 - 69.99	6
B	55 - 59.99	5
C	50 - 54.99	4
D	45 - 49.99	3
E	40 - 44.99	2
F (Fail)	39.99 or below	1

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



## M. Com. (Accountancy)

**Eligibility :** for Admission to MCom Part-I  
A candidate for being eligible for admission to MCom should have passed the BCom/BAF degree examination or its equivalent examination of another university. For Admission to MCom Part-II  
Students who have passed the MCom Part - I Examination held in April/May or those who have kept terms at MCom Part I Examination held in first half of the year are eligible for Admission to MCom Part II.

**Fees :** As prescribed by the University of Mumbai. The details have been mentioned on the college Notice board and the College website

<http://www.kesshroffcollege.com>

**Total No. of seats :** 120

**Reservation of Seats :** Reservations are as per the Government policy.

**Duration of Course :** 2 Years

**Timings of Classes :** Evening - 6.00 p.m. to 8.00 p.m.

**Passing Standards :** MCom I & II Examinations are conducted by the university. To pass the MCom examination, a candidate must obtain at least 40% marks in each of the papers prescribed for the examination.

**Subjects Offered :**

Part - I	
Compulsory Subjects	
1.	Strategic Management
2.	Economics of Global Trade & Finance
Specialized Subjects	
1.	Advanced Financial Accounting Paper-I
2.	Advanced Cost Accounting Paper-II
Part - II	
Compulsory Subjects	
1.	Research Methodology
Specialized Subjects	
1.	Advanced Financial Management Paper- III
2.	Advanced Auditing Paper - IV
3.	Direct & Indirect Tax Paper - V

## M. Com. (Management)

**Eligibility :** for Admission to MCom Part-I  
A Candidate for being eligible for admission to MCom should pass the BCom degree examination or its equivalent examination of another University. For Admission to MCom Part - II Students who have passed the MCom Part - I Examination held in April/May or those who have kept terms at MCom Part I Examination held in first half of the year are eligible for Admission to MCom Part II.

**Fees :** As prescribed by the University of Mumbai. The details have been mentioned on the college Notice board and the College website

<http://www.kesshroffcollege.com>

**Total No. of Seats :** 60

**Reservation of Seats :** Reservations are as per the Government policy.

**Duration of Course :** 2 Years

**Timings of Classes :** Evening - 6.00 p.m. to 8.00 p.m.

**Passing Standards :** MCom I & II Examinations are conducted by the university. To pass the MCom examination, a candidate must obtain at least 40% marks in each of the papers prescribed for the examination.

**Subject Offered :**

Part - I	
Compulsory Subjects	
1.	Strategic Management
2.	Economics of Global Trade & Finance
Specialized Subjects	
1.	Human Resource Management
2.	Marketing Strategies & Plans
Part - II	
Compulsory Subjects	
1.	Research Methodology
Specialized Subjects	
1.	Organisational Behaviour
2.	International Marketing
3.	Entrepreneurship Management

## M. A. (Business Economics)

**Eligibility :** Any graduate passing the common entrance exam

**Fees :** As prescribed by the University of Mumbai. The details have been mentioned on the college Notice board and the College website

<http://www.kesshroffcollege.com>

**Total no. of seats:** 60

**Reservation of Seats :** Reservations are as per the Government policy.

**Duration of course:** 2 years

**Subjects Offered :**

**First Year :**

SEMESTER I	
Group-I : Compulsory Papers	
1	Micro Economic Analysis
2	Macro Economic Analysis
Group-II : Optional Papers (Choose any two)	
1	Economics of Banking-I
2	Economics of Agriculture-I
3	Economics of Insurance-I
4	Statistics for Economics-I
5	Rural Economics-I
6	Econometrics-I

SEMESTER II	
Group - I : Compulsory Papers	
1	Micro Economic Analysis
2	Macro Economic Analysis
Group - II : Optional Papers (Choose any two)	
1	Economics of Banking-II
2	Economics of Agriculture-II
3	Economics of Insurance-II
4	Statistics for Economics-II
5	Rural Economics-II
6	Econometrics-II

**Second Year :**

Syllabus under consideration by University of Mumbai



## M. A. (Film, Television & New Media Production)

**Eligibility : Fees:** As prescribed by the University of Mumbai. The details have been mentioned on the college Notice board and the College website

<http://www.kesshroffcollege.com>

**Total no. of seats :** 60

**Reservation of Seats :** Reservations are as per the Government policy.

**Duration of course :** 2 years

### Subjects offered :

First Year	
Semester - I	
1	Language Studies
2	History of Art & Civilizations (Music, Dance, Theatre, Paintings Sculptures & Architecture)
3	Photography
4	Film Theory – Appreciation & Criticism
5	Screen & Script Writing
6	Practical Film Making - I

Semester - II	
1	Story Boarding
2	Direction for Television
3	Cinematography I
4	Post Production & Computer Graphics I
5	Advertisement Film Making
6	Practical Film Making - II

Second Year	
Semester - III	
1	Sound & SFX
2	Post Production & Computer Graphics II
3	Cinematography II
4	Direction for Films
5	VFX & Compositing
6	Practical Film Making III

Semester - IV	
1	Media Theory & Criticism
2	Business ethics and Legal environment
3	Project Management
4	Perspective Media Business
5	Marketing & Publicity Design
6	Practical Film Making IV

## M.Sc. (Information Technology)

**Eligibility :** B.Sc (IT) / B.Sc (Comp. Science) / B.Sc (Electronics)

**Fees :** As prescribed by the University of Mumbai. The details have been mentioned on the college Notice board and the College website

<http://www.kesshroffcollege.com>

**Total no. of seats :** 20

**Reservation of Seats :** Reservations are as per the Government policy.

**Duration of course :** 2 years

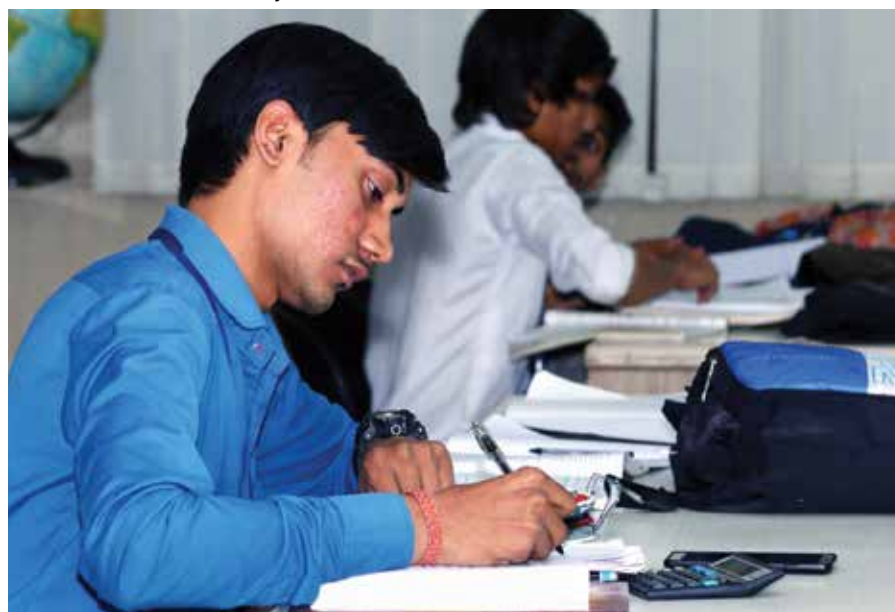
### Subjects offered :

First Year	
Semester - I	
1	Data Mining
2	Distributed System
3	Data Analysis Tools
4	Software Testing

Semester - II	
1	Mobile Computing
2	Advanced Computer Networks
3	Cloud Computing and Ubiquitous System
4	Advanced Database Systems

Second Year	
Semester - III	
1	Embedded Systems
2	Information Security Management
Elective - 1	
1	Visualization
2	Artificial Neural Networks
Elective - 2	
1	Digital Image Processing
2	Ethical Hacking

Semester - IV	
1	Artificial Intelligence
2	IT Infrastructure Management
Elective - 1	
1	Intelligent Systems
2	Real Time Embedded Systems
3	Computer Forensics
Elective - 2	
1	Design of Embedded Control Systems
2	Advanced Image Processing
3	Cloud Management
Project	



# Certificate Courses / Diploma / Advance Diploma Courses

- 1) Certificate Course in Retail Marketing
- 2) Certificate Course / Diploma / Advanced Diploma in Tax Procedure & Practice
- 3) Certificate Course / Diploma / Advanced Diploma in Tourism & Travel Management
- 4) Certificate Course / Diploma / Advanced Diploma in Computer Applications
- 5) Diploma in Event Management
- 6) Certificate Course in Business English Skills
- 7) Foundation Course in Yoga
- 8) Certificate Course in Saral Hindi



## Personal Contact Programme (PCP), University of Mumbai

The College is a Centre for the PCP of Institute of Distance Education, University of Mumbai. Lectures are held in the evening in the college from 5.30 p.m onwards on campus for FYBA, SYBA, TYBA, FYBCom, SYBCom, TYBCom, MCom-I and MCom-II. The lectures are held in the second term of the academic session.

# Admission Guidelines for all courses

## Documents Required :

At the time of admission the student must submit the following documents in original along with duly attested photocopies.

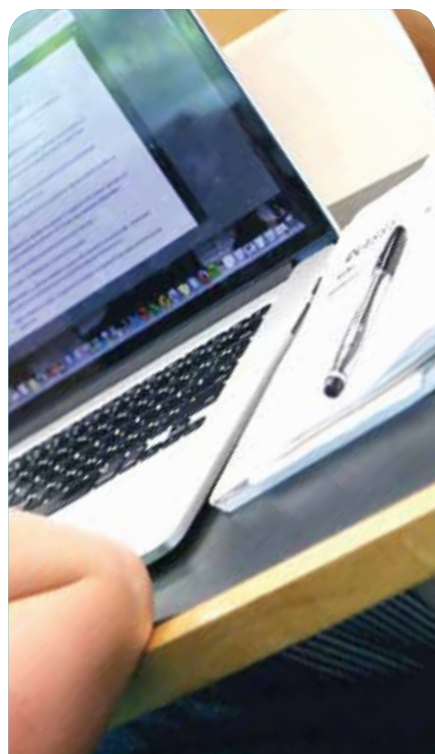
1. HSC Mark sheet.
2. Caste Certificate (if applicable).
3. Documentary Evidence category status: regarding special Category status.

## Special Category Consists of :

- Wards of Transferred State/Central Govt. and Private Sector employees, wards of employees of Defence Dept./ex-service personnel, wards of Freedom Fighters, physically handicapped candidates and students who have met with accidents.
- The award winners at the District/ State/National Level in Sports or cultural activities.

## Fees :

Once a student is admitted to the college, he/she is required to pay fees as prescribed by the University at the time of admission. A student will be required to pay examination fees separately at the time of examination.



## Refund of Fees (Ordinance 2859) :

The candidates who have taken admission in under graduate courses in Govt. Colleges, in Govt. aided and unaided courses conducted by affiliated colleges, 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 in 3rd week of August. The percentage of fees for the course shall be refunded to the candidate after deducting charges as follows:

Sr. No.	Period	Percentage of deduction charges
(i)	Prior to commencement of academic term and instruction of the course. (i.e. beginning of the academic term)	Rs. 500/- Lump sum
(ii)	Upto 20 days after the commencement of academic term of the course.	20% of the total amount of fees
(iii)	From 21st day upto 50 days after commencement of the academic term of the course.	30% of the total amount of fees
(iv)	From 51st day upto 80 days after the commencement of academic term of the course or August 31st whichever is earlier.	50% of the total amount of fees
(v)	From September 1st to September 30th	60% of the total amount of fees
(vi)	After September 30th	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

- All the fee items chargeable for one year are as per relevant University circular for different faculties (excluding the courses for which the total amount is fixed by other competent authorities).
- 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 Enrolment fee) are non-refundable if payment is made by the college prior to the date of cancellation.
- Fee collected for Identity card and Library card, admission form and prospectus, enrollment and other course specific fee **are not refundable** after the commencement of the academic term.
- 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, O.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.

## Refund of Fees :

Refund of fees to a student will be done according to the Ordinance 2859, 2859 A and 2859 B of the University of Mumbai.

## Academic Terms :

First Term : June to October

Second Term : November to April

## Attendance Requirement :

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 (to be nominated from other departments in case of the University Departments having less than 3 teachers), the Vice-Principal/ Senior Teacher (Convener) and at least two more teachers ensuring representation of the concerned faculties, nominated by the Principal/Director/Head.

- 2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfills at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practicals, tutorials etc. wherein 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) Without prejudice to what is stated here-in-above, the Principal/Director/ Head of the concerned College/ Institute/Department of the University shall be the competent authority to condone the absentee of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the said college/Institute/Department of the University, wherein it is mandatory on the said committee to



do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.

- 5) The attendance committee ensures that the attendance records are maintained in order and that the warning letters are issued to the defaulting learners at least twice in every semester & in the first week of every month for the previous month default list it display on college notice board. If they are falling short of attendance while also displaying the list of defaulters declaring their respective attendance for the month, the defaulting learners should also be called (along with the parent/ guardian wherever necessary) to meet the Convener, attendance committee in the middle of the semester with a view to make the consequences adequately clear

while understanding the difficulties if any and encouraging the learner to comply with the requirement of the attendance. Needless to say that the learners should be made aware of the provisions of the ordinances for



attendance at the time of admission and an undertaking may be obtained from them (countersigned by the parent/guardian wherever necessary) assuring regular attendance while understanding the consequences of defaulting.

- 6) 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/Director/ Head of the College/Institute/ Department of the University within 3 days from the date of display of the notice. After disposing the appeals the Principal/Director/ Head shall intimate the same to the In-charge of Examinations/ the Controller of examinations to withdraw the examination forms of such defaulting learner sunder intimation to those learners ensuring that this communication reaches the concerned at least 10 clear days before the commencement of the respective examinations.
- 7) The learners whose terms are not granted by the college/institute/ department of the University 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/ Directors/Heads of the Department, represented in person or through a teacher nominated by them before the committee (one each for every faculty) nominated by the Management Council comprising of 3 members including the convener. The respective committees shall convey their decisions to the controller of examinations which shall be final and binding on the learners once accepted and communicated by the controller of examinations.

### Verification of Marks :

As per Ordinance 237, a student of FYBCom or SYBCom class can seek verification of marks by making an application within 7 days of the declaration of the said examination result accompanied by a fee of Rs.25/- for



each paper.

Revaluation :

As per the University Circular no Exam/ Rev./ COE/784/2004 dt. 18th November, 2004.

R. 8450 College Unfair Means Inquiry Committee:

The College Unfair Means Inquiry Committee shall be constituted as per the prevailing ordinances of the University. The term of the committee shall be for five years subject to the provision of Section 42 and 43 of the Maharashtra Universities Act. The proceedings and working of the committee shall be maintained in the form of documents and minutes.

### Freeship and Awards :

1. Freeship to Backward class students by the Social Welfare Department, Govt. of India.
2. Freeship to economically weaker & meritorious students by the Management, Kandivli Education Society under the 'Each On Teach One' plan.
3. Freeship 'Educare' to economically weaker students by the Degree College teachers.
4. Freeship 'Eduhelp' to economically weaker students by the Degree College teachers
5. Freeship to 5 economically weaker students by KES College Alumni.
6. Cash award of Rs.1000/- for the topper in TYBCom examination by Kandivli Education Society.
7. Cash award of Rs. 501/- for the topper in HSC examination by Kandivli Education Society.
8. Cash award of Rs. 251/- each for the toppers of FYJC, FYBCom and SYBCom examination by the KES College.

**Note :** The Reserved Category Candidates (i.e. SC, ST, VJNT, DT, SBC & OBC) will be entitled to exemption of certain fees as prescribed by the Government, subject to submission of necessary documents along with the



application form, to be held eligible for such concession.

### Infrastructure

- Classrooms with unbreakable green boards and mike system
- Conference Room
- Boys' Common Room

- Girls' Common Room
- AV Room
- AC Seminar Hall
- Photography Room
- Playground
- A well furnished Canteen
- Water Coolers for students, staff and office
- A well equipped state of the art Gymkhana
- AC Library with separate reading rooms for students and teachers with Internet facility
- Air Conditioned Computer lab with internet facility
- Teaching aids: Audio-Visual Aids like OHP, TV, VCD, Music System, Sound System, LCD Projector

### Extra Curricular Activities

With a view to exploring the untapped potential and promoting an all round personality of students, we conduct a lot of extracurricular activities in the College. These activities conducted by the following associations develop organisational skills and leadership qualities among the students.

### Gymkhana

The College Gymkhana is managed by a Chairman and a Secretary. This Association aims at encouraging students to participate in both indoor as well as outdoor games and enhance their skills thereof. It conducts various tournaments, organises the Annual Sports Meet in the College and sends out students to represent the College at various intercollegiate competitions. The Gymkhana conducts three intercollegiate tournaments namely Cricket, Volleyball and Carrom in the second term.







### Cultural Association

It is an important association of the College managed by a Chairperson who is assisted by a Secretary. The association organises various competitive as well as non-competitive events, throughout the year. It motivates students to take part in Youth Festivals and Intercollegiate Cultural Competitions. The College Annual Day function - an important event - is the responsibility of this association. The College Annual Day function is a unique one in this College as the entire Cultural Programme is presented by our own students.

### Commerce Association

This association is managed by a Chairperson and a Secretary. Different activities are organised by this association to help the students to develop various skills. Outstation tours are also organised by this association.

### Cine & Dramatics Society

The Cine and Dramatics Society of the College screens educational, informative as well as art films. It often invites film celebrities to the College. It also promotes the dramatic skills of students. It is managed by a Chairperson and a Secretary.

### Debating Society

This Society organises debates and elocution contests on various social, political and current topical issues. Teams are sent to participate in different intercollegiate competitions. Its main objective is to develop communication and debating skills among the students. It is managed by a Chairperson and a Secretary.

### Career Guidance Cell

This cell is managed by a Chairperson and a Secretary. It guides students to choose the right career. It displays notices, vacancies, advertisements regarding job opportunities on the College Notice Boards from time to time. It also arranges for campus interviews.

### Youth Forum

With a view to help the students to widen their perception, understanding and knowledge; and develop their personality, this Forum invites guest speakers from diverse fields and arranges visits to factories. It is managed by a Chairperson and a Secretary.

### Nature Club

The College's Nature Club tries to promote awareness about conservation of the natural ecosystem and environmental problems relating to its degradation and pollution. It is managed by a Chairperson and a Secretary.



### Travel Club

The Travel Club of the college organises Educational Tours to different parts of the country. The objective is to make the students aware of the rich heritage of India and get them exposed to her varied cultural diversity.

### Social Impact Committee

The college realizes its role in the upliftment of society and has started the Social Impact Committee which inculcates the need to share with less privileged people in the students. Class IV employees, street dwellers and the orphans are benefited under this scheme.

### Legal Aid Clinic

It creates awareness in the students of their legal rights and also gives them guidance in the various complicated legal procedures.

### Arthcharit

This association under the department of economics is formed to enhance and impart research related activities in economics among the students and to create awareness about the economical problems in the country and the world.

### Mathema

To help in developing logical thinking, to eradicate fear and creating interest in Mathematics, to crack professional courses' entrance examinations and to ease the access of calculations using Vedic Mathematics is the aim of this association. A bridge course is conducted for the students who are weak in mathematical concepts.

### Cyber Crime Cell

In order to educate the students about the dangers of technology the has formed a cyber Crime Cell. This will help students to be aware of the risks while using social networking sites and mobile phones.

### NSS

The NSS unit in the College enrolls students as per the NSS guidelines and directions of the University of Mumbai. This Scheme gives an opportunity to students to develop organisational skills, leadership qualities and a sense of social consciousness. Various projects are undertaken by the NSS Volunteers. Camps are arranged during the vacations in nearby villages. An NSS student is required to complete 120 hours of work to be eligible for 10 grace marks.



### Department of Life Long Learning and Extension

For Knowledge to reach the unreached, to give an exposure to hidden talent is the objective of this committee. It also taps latent resources in the students along with creating an awareness to share their knowledge with the illiterate in society. University allots 10 grace marks (under ordinance 229) to the students who are part of this committee.



## NCC

The College has its own NCC (ARMY) Unit, which is affiliated to 3, Mah. Bat. NCC, 50 students can join NCC every year for NCC training, NCC mainly gives military training to the young students which enables them to develop their all round personality.

Note: The Principal appoints the Chairpersons of these Associations and is the ex-officio President of all the Associations in the College.

## The Library

The College library has a good collection of books, journals and periodicals. It remains open for study, reference work and issue of books from 7.00 a.m. to 7.00 p.m. from Monday to Friday and from 7.00 a.m. to 6.00 p.m. on Saturday.

## Book Bank Scheme

The College Library has a Book Bank Scheme. Under this scheme, socially and economically backward students are provided books free of charge for the academic year. There is a Book Bank Committee consisting of five teachers. The Librarian is the chairperson of this committee.

## The Students' Council

The Students' Council is formed under the Maharashtra Universities Act 1994. The Principal is the ex-officio Chairman of the Council, while the student-members elect one of them as its Secretary. The Students' Council helps the College administration in maintaining discipline and conducting various activities for the students.

## KES College Alumni

The College has an ex-students association called KES College Alumni. The Alumni, now a registered association, organises along with the college, the KES College Utsav - Chakrawyuha - following the College Annual Day function every year. It is an intercollegiate youth festival which gives an opportunity to students to unearth their hidden talents through their participation in various competitions. The KES College Alumni sponsors Intercollegiate Cricket Tournaments. It also sponsors freeships for students and runs the PCO.

## The College Magazine

The College magazine 'The Kandivlite' is published annually. An Editorial Board consisting of the Principal, Teachers

and Students' representatives looks after the publication of the magazine which is generally printed and given to the students free of charge with their mark sheets of the Annual examination results. Contributions in the form of essays, poems, articles, cartoons etc. are accepted from the students and the teachers as well.

## Our Publications

Department	Publication
BBI	BANCA
BMM	United Colours of KES
BMS	+ 1 Enigma
Cultural Association	Evoke
Library	KESSC's Reflections (E-Bulletin)

## Industrial Visits

A first hand knowledge and awareness to face the competitive business world around us is the prime objective of industrial tours and visits. An on-the-job experience and practical knowledge through primary sources is given regularly through local industrial visits and out-station tours specially to the students of unaided courses.

## Campus Recruitment

Various reputed companies, like Met Life Insurance, Wipro BPO, Apex Industries, ICICI, and Cholamandalam MS, HDFC Standard Life, Reliance Money, General Insurance Co. Ltd. have been conducting campus interviews in the college. These interviews have facilitated placements of students immediately after their graduation.

## Co-Curricular Activities

Workshops, Seminars, Projects, Exhibitions.

## Committees of the College

- (i) Examination Committee: The Principal in the College constitutes the Examination Committee consisting of five teachers; one among them is designated as the Chairperson of the Committee. This committee is responsible for the smooth conduct of examinations and ensures fair and timely declaration of results.
- (ii) Unfair Means Inquiry Committee : This Committee comprises of five teachers appointed by the Principal, out of which one among them is



designated as the Chairperson, All cases of unfair means practiced during the examinations are referred to this Committee to investigate the nature of offence and recommend the quantum of punishment thereof to the Principal.

- (iii) Attendance Committee: Monthly computerised attendance sheets of the defaulters are displayed on the Notice Boards regularly. The Attendance Committee of the College intimates the parents of the defaulting students, in each term.
- (iv) Discipline Committee: It consists of three senior teachers. It looks into acts of indiscipline among the students and is empowered to make recommendations as regards punitive action to be taken by the Principal. This committee is also empowered to recommend the norms of detention of students to the Principal.

#### Other Committees

- Purchase Committee
- Admission Committee
- Time Table Committee
- Book Bank Committee
- Stock Checking Committee
- Canteen Committee

#### Enforcement of Attendance:

Our college is a pioneer institute in introducing the computerised attendance system. The computerised defaulters lists are displayed division wise regularly at the end of every month on the Students Notice Board.

The students failing to fulfil the required attendance shall be DETAINED and shall not be permitted to take the Annual / Board examination. Warning letters from the Principal written to Parents of the defaulting students are given to the concerned students by the class teachers in the classrooms. The students must hand over these warning letters to their parents.

Students should note that fulfilling the attendance requirement alone will not qualify them to appear for the examination. Their academic performance should also be to the satisfaction of the principal.

#### Note

1. Attendance is taken in every period. The programming of the attendance in the computer is such that it records presence and absence of only those



periods where the attendance is actually called out i.e. if attendance is not taken in a particular period, then the question of students losing the attendance for that period does not arise since the computer does not add that period to the total periods for the purpose of attendance. For instance, if attendance is taken, say only for four periods out of six on a particular day, only four periods are added to the total that day and the presence and absence at those periods is recorded accordingly.

2. If a student's attendance record and / or academic performance is not satisfactory, he or she will not be admitted in the II term and the admission will be cancelled.

High Court Order : The Bombay High Court in its Order dated 21<sup>st</sup> February, 2000, upheld the attendance system of the College while dismissing the Petition filed by the detained SYJC students. The High Court observed that the students should not rush to the Court at the last moment and acts of indiscipline among them should not be accepted.

High Court Judgment : The Bombay High Court in its landmark judgment on 5th July, 2002, passed in the appeal filed by the Principal of this College against the order of the City Civil Court, upheld our system of enforcing the attendance and campus discipline. The



Judgment serves as a reference on attendance and campus discipline for all time to come. The Court held that the attendance should be counted in each term separately and that the attendance of the first and second terms cannot be clubbed to work out the aggregate attendance. The Court also held that the Principal is the final authority in enforcing discipline in the campus.

#### High Court Order

The Bombay High Court in its order dated 27<sup>th</sup> February, 2008, rejected a detained student's write petition making false claim that she was suffering from a chronic disease and summoned the doctor who issued the fake certificate. The court has upheld the college system of enforcing attendance and discipline the fourth time,

#### Acts of Indiscipline :

For the purpose of the Rules of Discipline and proper conduct, one or more of the following acts committed by the students shall be deemed to be acts of indiscipline :-

- (i) misconduct or misbehaviour;
- (ii) an act which causes interference of outside persons or bodies or agencies in the functioning of the College;
- (iii) dissemination and assertion of false statement or tampering of certificates and records, whether with a view to seeking admission in a college or University or securing any benefit whatsoever;
- (iv) use of title of the University or College or title which includes the name of the University or College for sending any letter or communication to the press or for distributing any document or literature or publication other than academic work without prior permission of the Principal;
- (v) an act which tends to lower down in the public estimate the image of the College;
- (vi) an act of unruly and disorderly behaviour at the competitions in sports and cultural activities or other social or educational programmes organised by the University or the College;
- (vii) an act involving moral turpitude;
- (viii) breach of Ordinances and Rules relating to attendance at lectures, tutorials, tests, terminal or preliminary examinations and



- progress thereof to the satisfaction of the Principal;
- (ix) an act in breach of an undertaking given under the rules of discipline;
  - (x) refusal to establish or reveal identity in the premises of the College;
  - (xi) an act which interferes with the personal liberty of another or subjects another to indignity or involves physical violence or use of abusive language;
  - (xii) resorting to ragging;
  - (xiii) consumption of alcoholic drinks, intoxicants and narcotic drugs, smoking, eating pan and spitting in the college premises; and
  - (xiv) an act which causes destruction or defacing of the property of the college or organizing raids and breaking into the premises of the college.

### General Rules & Regulations

- (i) Every student should obtain a laminated Identity Card on admission, A student shall always carry the Identity Card with him/her and present it on demand. No student will be allowed to enter the College premises without the Identity Card.
- (ii) The students shall attend lectures, tutorials and seminars according to the time table on all the working days. They will not abstain themselves from lectures, tutorials, seminars and examinations without prior permission of the Principal. Absence without prior leave may result in loss of term(s), since to keep a term a student has to complete to the satisfaction of the Principal the course of the study prescribed. The students are warned, that if their attendance at lectures, tutorials etc. is unsatisfactory, they will be detained. If students' attendance is poor or unsatisfactory in the 1st Term, the college reserves its right to cancel admission of such students and not admit them in the II<sup>nd</sup> Term.
- (iii) The college conducts terminal and preliminary examination specially for the third year students. These examinations are compulsory for the third year students and if the students fail at these exams, the college reserves its right to detain them.

- (iv) In case of illness, a student shall apply for leave as soon as possible with a doctor's certificate attached to the application and submit it to the Principal.
- (v) The students should not loiter in the corridor outside the classroom when the classes are engaged and cause nuisance and disturbance to others.
- (vi) Giving proxy attendance is a serious act of indiscipline.
- (vii) The students applying for certificates, testimonials, etc. and those requiring the Principal's attestation on any document or application should first contact the College Office.
- (viii) Ragging is strictly prohibited in the college premises and outside. The students indulging in ragging other students will be punished as per The Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999) Published in Maharashtra Govt. Gazette on 15th May 1999.' Such students will also be expelled from the college and F.I.R. will be lodged with the police against them. The students found guilty of ragging earlier will not be admitted to this college.

### Punitive Measures

- 0.125 C : The Principal of the college shall have powers to inflict any one or more of the following punitive measures for the purpose of maintenance of the rules of discipline and proper conduct among the students of the college :-
- (i) Administering warnings against recurrence of any act of indiscipline on the part of students;
  - (ii) Cancellation of admission;
  - (iii) Refusal to grant admission in future;
  - (iv) Cancellation of terms;
  - (v) Withholding or withdrawing of University examination form;
  - (vi) Expulsion from the college for a specified period not exceeding five years;
  - (vii) Rustication;
  - (viii) Imposition of fine not exceeding Rs.300/-
  - (ix) Non-refund of fees and deposits;
  - (x) Denial of the use of the gymkhana, library and other facilities for a specified period;





(xi) Withdrawal of benefits such as free studentships, scholarships, other concessions and reliefs.

Note :The Principal also reserves the right to suspend a student from the college for a specified period.

0.125 B : (Sec. 95(8) of the M.U.Act) : All powers relating to the disciplinary action against the students in a college, not maintained by the University, shall vest in the Principal of the college.

0.125 E : All decisions taken by the Principal in relation to the acts of indiscipline committed by the students shall be final and binding and no suit or other legal proceedings shall lie in any court of law against such decisions.

Dr. L. Bhushan

April 30, 2011

Principal

### Campus discipline

- Eliminating mass absenteeism from classrooms and enforcing attendance without fear and favour
- The Bombay High Court upheld our system of enforcing attendance and campus discipline four times
- High academic standard: our results of March /April, 2009 HSC (Com.) 98.71% HSC (Arts) 43.48%, BCom 90%,BAF 93.22%, BBI 95.74% and MCom 77.77%

- 25 students' Associations which conduct co-curricular and extracurricular activities
- Promoting healthy student-teacher relationship
- Ensuring accountability of teachers
- Improving the quality of teaching through evaluation of teachers by students
- Reducing the students' dependence on coaching classes
- Intercollegiate sports tournaments - Cricket,Volleyball and Carrom for boys and girls
- Annual Sports Meet and Annual Day function
- Publication of the college magazine The Kandivlite regularly every year
- Registered Alumni which sponsors freeships for students, Rolling Trophy for Cricket tournament, Intercollegiate cultural festival - Chakrawayuha
- Conducting academic programs like seminars and workshops and industrial visits for students
- Credibility of the examination system
- Open and transparent college administration
- College is effectively using the RTI Act to ensure transparency and accountability in the functioning of public authorities in general and educational authorities in particular





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Kandivli Education Society's  
**B. K. Shroff College of Arts &  
M. H. Shroff College of Commerce**

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