



MAHATMA EDUCATION SOCIETY

A TRUSTED NAME IN EDUCATION SINCE 1970



INSTITUTIONS CONDUCTED

SCHOOLS

(S.S.C. PROGRAMME)

- Chembur English Pre-Primary & Primary School - Chembur
- Chembur English High School - Chembur
- Chembur Marathi Madhyamik Shala - Chembur
- Powai Marathi Madhyamik Shala - Powai
- Mahatma School of Academics and Sports - Khanda Colony, New Panvel (Pre-Primary, Primary & Secondary, English & Marathi Media)
- HOC International School - Rasayani (English & Marathi Media)
- (CBSE PROGRAMME)
- Mahatma International School - Khanda Colony, New Panvel
- HOC International School - Rasayani

JUNIOR COLLEGES

- Chembur English Junior College - Chembur
- Mahatma Night Junior College - Chembur
- Mahatma School of Academics & Sports, Junior College of Arts, Science & Commerce - Khanda Colony, New Panvel
- HOC Junior College - Rasayani (Junior College of Arts, Commerce, Science with Vocational)

TEACHERS' TRAINING INSTITUTIONS

D.T.Ed. B.Ed. B.P.Ed. M.Ed. Ph.D.

- Approved by National Council for Teacher Education (NCTE) (Affiliated to the University of Mumbai & Recognised by Govt. of Maharashtra.)
- Mahatma Junior College of Education (D.T.Ed.) - Chembur (English & Marathi Media)
- Pillai College of Education & Research (B.Ed.) - Chembur
- Pillai College of Education & Research (B.Ed.) - Chembur
- Pillai HOC College of Education & Research (B.Ed.) - Rasayani
- Vidyadhiraja College of Physical Education & Research (B.P.Ed.) - Khanda Colony, New Panvel
- Pillai College of Education & Research (M.Ed.) - Chembur
- Pillai College of Education & Research (M.Ed.) - Chembur
- Pillai College of Education & Research (Ph.D Centre), Khanda Colony, New Panvel

INTERNATIONAL SCHOOLS & INTERNATIONAL JUNIOR COLLEGES

(CIPP, IQC/ISC/IE/IB) 'AS' / 'A' level and 'IB' Programme

DR. PILLAI GLOBAL ACADEMY
- Gori
- New Panvel

POLYTECHNIC (3-Year Diploma Programme)

AICTE Approved, Recognised by Govt. of Maharashtra & Affiliated to MSBTE

- Pillai HOC Polytechnic - Rasayani
- Diploma in Computer Engineering
- Diploma in Electronics & Telecommunication Engineering
- Diploma in Mechanical Engineering
- Diploma in Civil Engineering

DEGREE COLLEGES

Bachelor and Master

- (Affiliated to the University of Mumbai & Recognised by Govt. of Maharashtra.)
- Mahatma Night Degree College of Arts & Commerce - Chembur
- Pillai College of Arts, Commerce & Science - New Panvel
- Accredited 'A' Grade by NAAC (3rd Cycle)
- B.Com.
- B.Com. (Accounting & Finance)
- B.Com. (Financial Markets)
- B.M.S.
- B.Sc. (I.T.)
- B.Sc. (Computer Science)
- B.Sc. (Biotechnology)
- M.Sc. (I.T.)
- M.Sc. (Biotechnology)
- M.Com. (Business Management)
- M.Com. (Accounting & Finance)
- Pillai HOC College of Arts, Science & Commerce - Rasayani
- NAAC Accredited
- B.Com.
- B.M.S.
- B.Sc. (I.T.)
- B.Sc. (Computer Science)
- B.M.M.
- B.Sc. (Maths, Chemistry, Biology & Physics)
- B.A. (English Ancillary, History & Economics)

ARCHITECTURE

Bachelor and Master

- (Approved by the Council of Architecture & AICTE) (Affiliated to the University of Mumbai & Recognised by Govt. of Maharashtra.)
- Pillai College of Architecture - New Panvel
- Pillai HOC College of Architecture - Rasayani
- (B.Arch. 5-year degree course)
- M.Arch. (Urban Design)
- Pillai College of Architecture - New Panvel
- Ph.D.

MANAGEMENT COURSE

MMS

- (Approved by AICTE) (Affiliated to the University of Mumbai & Recognised by Govt. of Maharashtra.)
- NBA Accredited
- 'A' Grade by DTE, Govt. of Maharashtra
- Pillai Institute Of Management Studies & Research - New Panvel
- (MMS: 2-year Post-Graduate Course)
- Executive MBA
- Pillai HOC Institute Of Management Studies & Research - Rasayani
- (MMS: 2-year Post-Graduate Course)

ENGINEERING COURSE

Bachelor, Master & PhD

(Approved by AICTE)

(Affiliated to the University of Mumbai & Recognised by Govt. of Maharashtra.)

NBA Accredited

Pillai College of Engineering - New Panvel

Accredited 'A+' by NAAC

- B.E. in Information Technology
- B.E. in Computer Engineering
- B.E. in Electronics Engineering
- B.E. in Mechanical Engineering
- B.E. in Electronics & Telecommunication Engineering
- B.E. in Automobile Engineering
- M.E. in Information Technology
- M.E. in Computer Engineering
- M.E. in Electronics Engineering
- M.E. in Mechanical Engineering (CAD/CAM, Robotics)
- M.E. in Mechanical Engineering (Thermal)

PhD (Technology)

Computer Engineering

Mechanical Engineering

Information Technology

Pillai HOC College of Engineering & Technology, Rasayani

Accredited 'A' Grade by NAAC

- B.E. in Mechanical Engineering
- B.E. in Electronics & Telecommunication Engineering
- B.E. in Automobile Engineering
- B.E. in Information Technology
- B.E. in Computer Engineering
- B.E. in Civil Engineering
- B.E. in Electrical Engineering
- M.E. in Mechanical Engineering (Machine Design)
- M.E. in Electronics & Telecommunication Engineering
- M.E. in Computer Engineering
- M.E. in Civil Engineering (Construction & Management)

PhD (Technology)

Civil Engineering

Computer Engineering

EXECUTIVE SPORTS MANAGEMENT

PILLAI / FIFA / CIES

EXECUTIVE PROGRAMME IN SPORTS MANAGEMENT

Read EduNation

THE DREAM OF AN INDIA EMPOWERED

Dr. K. M. Vasudevan Pillai

Founder: Mahatma Education Society

at www.drvasudevanpillai.com

PILLAI GROUP OF INSTITUTIONS
48 Institutions • Over 2000 Teachers • Over 30,000 Students



MAHATMA EDUCATION SOCIETY'S

MAHATMA NIGHT DEGREE COLLEGE OF ARTS AND COMMERCE

Chembur Naka, Mumbai - 400 071 Tel: 2522 4856 / 8414 Fax : 2522 9587

E-mail : principalmahatmandc@mes.ac.in • www.mahatmandc.ac.in

NAAC Re-accredited : Grade B++, CGPA: 2.89

Permanently Affiliated to the University of Mumbai

LEARN

PRINCIPAL

Dr. Padma Rangan
M.Sc. Ph.D



Prospectus

About Mahatma Education Society

Step into any one of Mahatma Education Society's institution and witness how it has kept in tune with the changing times. The vision and dedication of the late chairman Mr. M.P. Pillai coupled with the global outlook, tenacious struggle and undaunted spirit of the Chairman & CEO Dr. K.M Vasudevan Pillai and the exuberant, incessant strive for excellence of the secretary Dr Daphne Pillai have now expanded the Mahatma Education Society to a vast educational complex with 48 educational institutions from K.G to post graduate professional courses. The society has also rendered its infrastructure and expertise to open universities, namely IGNOU for distance education courses which are not catered by us on regular basis.

Today at the Chembur Campus we have,

- The Chembur English Pre-primary and Primary School,
 - Chembur English High School,
 - Chembur Marathi Madhyamik Shala,
 - Chembur Junior College
 - Mahatma Night Jr. College of Arts & Commerce
 - Mahatma Night Degree College of Arts and Commerce,
 - Mahatma Junior College of Education (D.Ed.),
 - Pillai College of Education and Research (B.Ed.) Chembur.
- In the year 1990, Mahatma School of Academics and Sports was established in Khanda Colony, New Panvel (West).

- The school houses English medium from KG to Std. X and Marathi medium .
- Mahatma Junior college of Arts, Science & Commerce.
- Mahatma International School from 2009 with the C.B.S.E. programme.

- The adjacent building caters to the education colleges:
- Vidyadhiraja College of Physical Education and Research offers the B.P.Ed. course.
 - The Pillai Comprehensive College of Education (D.Ed) since 2007.
 - Pillai College of Education & Research which provides the B.Ed. & M.Ed. courses
 - It is a centre for M. A. (Education) - affiliated to Mumbai University.

- Dr. K. M Vasudevan Pillai Campus, Sector 16, New Panvel established in 1992 presently houses:
- Pillai Centre for Software Technology
 - Pillai College of Arts, Commerce and Science
 - Pillai College of Engineering (PCE).
 - Pillai College of Architecture, (PICA)
 - Pillai Institute of Management Studies and Research (PIMSR)

- In the serene environment at Rasayani, Mahatma Education Society runs:

- HOC International School, English and Marathi Media, SSC:
 - HOC International School CBSE
 - HOC Junior College of Arts, Commerce and Science with vocational courses
 - Pillai HOC College of Engineering and Technology
 - Pillai HOC Polytechnic
 - Pillai HOC Institute of Management Studies and Research.
 - Pillai HOC College of Education and Research (B. Ed.)
- Dr. Pillai Global Academy located at Gorai & New Panvel are international schools that deliver:
- At the pre-primary and primary stage the CIPP (Cambridge International Primary Program)
 - At the secondary level, the students can choose between ICSE and the IGCSE Program.
 - In the Higher Secondary stage they have three options to choose from, ISC, IGCSE 'A' level and IBDP.

Our Founders

Dr. K. M. Vasudevan Pillai is the pivotal figure in the making of Mahatma Education Society. His experience, wisdom and foresight has led every institution of MES to the adherence of high standards of governance, academics and values. He has always sought to put the interest of the community and the nation before himself. With consummate skill and advocacy he has put forth the complexities of educational challenges in his

book 'EduNation-The dream of an India empowered'. Dr. Pillai has travelled worldwide with the purpose of discovering and bringing home the knowledge prevalent in enlightened institutions of learning in advanced countries. He gracefully disseminates knowledge that helps his students, his teachers and most of all the country. "Our greatest wealth will be the students we develop, in their success lies our reward".

Dr. Daphne Pillai, Secretary and Chairperson Management Board has always been a brisk partner helping Dr. Pillai to build institutions of pride that are truly global in standing. She guides the Principals and staff at Pillai Group of Institutions on the best practices which add commendable value to institutions as benchmarks of quality. She is of the opinion that among the greatest of all services that can be rendered by men to almighty God is the education and training of children. She believes that our foremost duty is to provide education in such a way that students can live and learn together and develop their full potential.

Our Institution

Mahatma Night Degree College of Arts and Commerce, Chembur, is a permanently affiliated college of the University of Mumbai. The college was established in 1986 and is located at Chembur, a central suburb of Mumbai. The college runs the three years (six semesters) B.Com Degree course under the CBSGS (choice based credit semester grading system) of the

University of Mumbai.

Catering to the needs of the economically under privileged students of the local area who are part time learners, employed during the day. Mahatma Night Degree College of Arts and Commerce, Chembur, has now completed 33 glorious years of service to society by contributing to the upliftment of these academically and economically challenged section of society by empowering and equipping the first generation learners to become better citizens.

The Mahatma Night Degree College is one of the oldest institutions among the 48 institutions under the umbrella of Mahatma Education Society, and is the “social arm” of the 'Pillai Group of Institutions'. At Mahatma Night Degree College, we understand the challenges that are in store for students, Our mission is to support students in meeting the challenges they face, and to help them achieve their goals .

Under the able guidance and leadership of our visionary Dr. K.M. Vasudevan Pillai , Chairman & CEO, Mahatma Education Society and Dr. Daphne Pillai, Secretary & Chairperson, Management Board of M.E.S, the college has made great strides in their social responsibility contributing to society at large.

Affiliation

The College is permanently affiliated to the University of Mumbai which is well known for its world class standard of Higher Education.

Accreditation

The College is re-accredited by The National Council for Assessment and Accreditation (NAAC), Bengaluru, with grade 'B++', with a CGPA of 2.89 in the third cycle of accreditation in December, 2017.

2(f) and 12(B) Status

The College is included by the University Grants Commission in the list of Colleges prepared under section 2(f) & 12 (B) of the UGC Act, 1956.

Vision

“Education for all”

Mission

*Percolation of education
to the economically
and academically
underprivileged and
to empower, enlighten and
thus equip them to
become responsible
citizens.”*

MESSAGE FROM THE PRINCIPAL

Welcome to Mahatma Night Degree College of Arts & Commerce ...

We offer students the three year undergraduate Bachelor of Commerce (B.Com.) degree program, affiliated to Mumbai University. The course is now divided into six semesters since 2010 under the CBSGS (choice based credit semester grading system) of the University of Mumbai.

Most of our students are first generation learners, and have to support their families by adding to the family income. It was the vision of our honourable founders that these school and college dropouts should be given a chance to complete their education ... without disturbing their earnings.. The model of the Night College hence, is an ideal situation where they can earn in the day, and learn at night.

The commitment of our faculty members ensures that high academic standards are maintained in the class room. Over the years , the college has been successful in improving and improvising all the academic areas aiming at better results. The learning experience is enhanced by year-round co-curricular activities meant to promote a fuller development of personality and inculcate a sense of social responsibility among the students

Students interests and talents are further nurtured by inter-institutional programs of Mahatma Education Society, like 'Uber Rang', and 'Community Service Day' where students are sensitized to issues and problems faced by the less privileged members of our society. Both these events are annual events held in the month of February.

In keeping with our motto, we have been constantly striving to make our students employable and 'industry – ready'. We are very aggressively committed to the task of ensuring that each and every student of the Night Degree college is employed. Towards this we have signed up with many companies who are solution – providers in the areas of training and counseling for our final year students . In particular , we also ensure that all our girls also get equal opportunities and are suitably employed. We also regularly hold placement drives where our students get an opportunity to be placed in Sem V itself .

At Mahatma Night Degree College, Chembur, we understand the challenges that are in store for students. Our mission is to support students in meeting the challenges they face, and to help them reach their goals. The college fosters students' skills and teaches them to solve problems independently and to work co-operatively with others. Over the last three decades, the college has produced over 300 graduates , who are into the mainstream

of the productive section of society. Needless to say, without the opportunity of the Night College, these students would have been school dropouts and potential anti-social elements of society.

In keeping with our mission , we seek to instill in our students, a passion for learning that will bring the knowledge and understanding they will need to make a positive contribution to the communities in which they live and work Since a majority of our students are not full time learners, the task has been challenging.....

However, we understand that quality is an ongoing process, and over the years we have been successful in improving the quality of our pass out students. The college is now entering into the fourth cycle of accreditation , and we are committed to fulfilling the dream of our visionaries ...

“Let us think of education as the means of developing our greatest abilities, because in each of us, there is a private hope and dream which when fulfilled , can be translated into benefit for everyone and greater strength of our nation”-

John F. Kennedy

Our Faculty - Our Strength

Dr. Padma Rangan M.Sc., Ph.D.	Principal & Head , Dept. of Mathematics & Statistics
Mr. C.M. Varma M.A., NET	Assistant Professor Dept. of English
Dr. Lata Krishnan M.Com, Ph.D., SET	Associate Professor Head, Dept. of Commerce
Dr. Anaya Markandeya M.Com, NET, M.Phil	Assistant Professor Dept. of Commerce
Dr Eknath Zhrekar M.Com, NET	Assistant Professor Dept. of Commerce
Mr. Tushar Pawar M.Sc. NET	Assistant Professor Dept. of Environmental Studies
Mr. Harsh Shukla M.A. NET, SET	Assistant Professor Dept. of Economics
Mr. Sachin Shinde M.Com.	Assistant Professor Computer Systems & Analysis
Mr. Kalicharan Govardhan M.Com., LLM.	Assistant Professor Business Law
Mr. Shivom Tiwari M.Sc.	Assistant Professor Dept. Mathematics & Statistics
Mrs. Parveen A Arif M.A., M.Lib	Librarian

Highlights of Our Achievements

In keeping with our mission of bringing about all round development of students personality, several extra curricular and co-curricular activities are organized in the college at the inter class as well as inter collegiate level. Our students have won several awards at intercollegiate competitions.

The N.C.C. unit of our college has cadets who have represented the Maharashtra State at the Republic Day Parade, and the Prime Minister' special 'Guard of Honour' organized at New Delhi. Our cadets have reached the rank of Sr. Under Officer.

The college has an N.S.S. Wing. (2 units) which is recognized as an ideal unit because of the excellent performance of our volunteers in various activities, programs, camps and competitions organized at the Mumbai University, State as well as National level.

Our college has a very active placement cell and we conduct several job fairs throughout the year to ensure that all our students are placed. Towards this we also give them the opportunity of getting trained at the hands of experts. We have a tie-up with Antarang Foundation , who help us train, place as well as mentor our students and hand hold them to get placed till they are 30 years of age . We also have a tie up with

TechnoserveIndia Foundation for training and placing our students Though the students of our college 'Earn and Learn', they have given good performance at the University of Mumbai T.Y.B.Com. examination. Many of the working students of our college have passed the B.Com examination with 'Excellent and 'Outstanding' grades.

Course Conducted

The College conducts the Bachelor of Commerce (B.Com.). Degree Course of the University of Mumbai, under the Credit Based Semester Grading System (CBSGS). The course is divided into 6 semesters.

Curriculum Details

F.Y.B. Com. Subject Names (Sem. – I & Sem. – II)

Sr. No.	Sem - I	Sem - II
1	Accountancy & Financial Management	Accountancy & Financial Management
2	Foundation Course	Foundation Course
3	Mathematical & Statistical Techniques	Mathematical & Statistical Techniques
4	Business Economics	Business Economics
5	Environmental Studies	Environmental Studies
6	Introduction to Business	Service Sector
7	Business Communication	Business Communication

S.Y.B.Com.

Subject Names (Sem – III & Sem – IV)

Sr. No.	Sem - III	Sem - IV
1	Accountancy & Financial Management	Accountancy & Financial Management
2	Advertising	Advertising
3	Business Economics	Business Economics
4	Business Law	Business Law
5	Foundation Course	Foundation Course
6	Management: Functions and Challenges	Management: Production and Finance
7	Management Accounting	Management Accounting

T.Y.B. Com.**Subject Names (Sem. – V & Sem. – VI)**

Sr. No.	Sem. - V	Sem. - VI
1	Financial Accounting	Financial Accounting
2	Cost Accounting	Cost Accounting
3	Business Economics	Business Economics
4.	Marketing	Human Resource Management
5	Direct Tax	Indirect Tax
6	Computer System & Application	Computer System & Application
7	Purchase & Store Keeping	Purchase & Store Keeping
8	Entrepreneurship & Management of Small Scale Industry (E&MSSI)	Entrepreneurship & Management of Small Scale Industry (E&MSSI)

Eligibility for admission

1. F.Y.B.Com. :Students who have passed H.S.C. / I.C.S.E. or any other equivalent examination conducted by Maharashtra State Board or any statutory Examination Board for Higher Secondary Education

2. S.Y.B.Com.:Passed Semester I & Semester II examinations or obtained A.T.K.T. at the Semester I &/ or Semester II Examination of F.Y.B.Com examination.

3. T.Y.B.Com.:Passed F.Y.B.Com as well as S.Y.B.Com examination, (Semester I & Semester II), (Semester III & Semester IV),

OR

Passed F.Y.B.Com examination (Semester I & Semester II) & or obtained A.T.K.T. at S.Y.B.Com examination (Semester III & Semester IV)

OR

Passed S.Y.B.Com. examination (Semester III & Semester IV) and obtained A.T.K.T. at F.Y.B.Com examination (Semester I &/ OR Semester II)

Admission Rules

List of documents to be attached to the duly filled-in admission form:

- Online Registration Form (Mandatory) (Applicable for F.Y.B.Com students only)
- Original H.S.C. Mark Sheet and School leaving Certificate with one xerox copy of each. (Applicable for F.Y.B.Com. students only. One xerox copy of each mark sheet of previous examination passed.(Applicable for S.Y. / T.Y.B.Com. students only).
- Aadhar Card is compulsory at the time of admission
- No Objection Certificate and a letter given by the previous college stating University of Mumbai enrolment

confirmation letter number and date. (Applicable for S.Y.B.Com. / T.Y.B.Com. students coming from other colleges).

- Eligibility certificate issued by the University of Mumbai (Applicable for the students who have passed H.S.C. examination from any board out of Maharashtra State.)
- Eligibility certificate issued by the University of Mumbai (Applicable for those students who have passed F.Y.B.Com / S.Y.B.Com. examination from any University other than the University of Mumbai).
- Students of other colleges selected for admission will get “Provisional Admission” till this college receives ‘No Objection Certificate’ from their previous college.
- Two latest passport size photographs.
- Admission forms will be accepted only along with the first semester fees mentioned in the fees chart and the necessary documents.
- Admission forms incomplete in any respect will not be accepted.

Admission Procedure

1. An Admission Committee is constituted as per the statutes of Mumbai University.
2. Submission of the duly filled in admission form along with the required documents verified and checked by our college office.
3. Scrutiny of the application form by the Admission Committee.

4. Interview with the Principal along with the documents and signature taken from her to confirm the admission.
5. Payment of semester fees(as per approved University fees) along with the admission form and the documents..

Examination Pattern for

F.Y.B.Com.

There shall be two examinations, one at the end of each semester and they shall be called semester - I examination and semester -II examination respectively conducted by the college. The semester I examination shall be based on the portion of the syllabus taught in the first semester and the Semester II Examination shall be based on the portion of the syllabus taught in the second semester as prescribed by the respective Boards of Studies and approved by the Academic Council. The question papers for all the subjects of semester I and semester II are set by the University of Mumbai under DEPDS (Digital Electronic Paper Delivery System)

S.Y.B.Com.

There shall be two examinations, one at the end of each semester and they shall be called semester - III examination, and semester -IV examination, respectively, conducted by the college. The semester III examination shall be based on the portion of the syllabus taught in the third semester and the Semester IV examination shall be based on the portion of the syllabus taught in the fourth semester as prescribed by the respective Boards of studies and approved by the Academic Council. The question papers for all the subjects of semester III and semester IV are set by the University of Mumbai under

DEPDS (Digital Electronic Paper Delivery System)

T.Y.B.Com.

There shall be two examinations, one at the end of each semester and they shall be called semester - V examination and semester -VI examination respectively conducted by the University of Mumbai. The semester V examination shall be based on the portion of the syllabus taught in the fifth semester and the Semester VI examination shall be based on the portion of the syllabus taught in the sixth semester as prescribed by the Boards of studies and approved by the Academic Council. The question papers for all the subjects of semester V and semester VI are set by the University of Mumbai under DEPDS (Digital Electronic Paper Delivery System)

Marking Scheme

Each semester examination shall be a total of 100 marks for each subject. In order to pass in a subject a student must secure a minimum of 40% marks in the end of semester examination. Grades and credits are rewarded as per the revised CBSGS of the University of Mumbai.

Benefit of 10 grace marks

Students joining NSS or NCC or representing University of Mumbai in sports become eligible to get the benefit of 10 grace marks at F.Y.B.Com./ S.Y.B.Com./T.Y.B.Com. examination under 0.229A and 0.229B.

Rules regarding unfair means ordinance 5050

Nature of malpractice

1. Possession of copying material

Quantum of punishment

Cancellation of all papers of first and second semesters of the academic year.

Nature of malpractice

2. Actual copying from copying material

Quantum of punishment

Student will be disallowed to appear for the examination for TWO academic years.

Nature of malpractice

3. Possession of another students answer sheet or supplement

Quantum of punishment

BOTH the students will be disallowed to appear for the examination for TWO academic years.

Nature of malpractice

4. Mobile Phones

Quantum of punishment

The students should not carry mobile phones on the examination day. If the student is found carrying mobile phone during examination it is liable for strict disciplinary action. If it is in the bag outside the examination hall and it is lost or stolen the college shall not be held responsible for the same.

A.T.K.T. Rule for S.Y.B.Com

A student who has failed in a maximum of two subjects in Sem - I and/or Sem - II together is allowed to keep terms (ATKT) for the S.Y.B.Com class

A.T.K.T. Rule for T.Y.B.Com

A student who has passed in both Sem - I and Sem-II (F.Y.B.Com) and has failed in a maximum of 2 subjects in Sem - III and/ or Sem - IV (S.Y.B.Com.) together is allowed to keep terms (ATKT) for the T.Y.B.Com class

OR

A student who has passed in both Sem- III And Sem-IV (S.Y.B.Com) and has failed in a maximum 2 subjects in Sem I and/or Sem II (F.Y.B.Com) together is allowed to keep terms in (A.T.K.T) for the T.Y.B.Com Class.

Identity card

Every student must obtain an identity card from the college office by presenting a latest passport size photograph within one week from the day of commencement of regular classes for the first term. If the identity card is lost / defaced, students must obtain duplicate identity card from the college office immediately by paying the necessary charges. Entry into the College premises without valid identity card duly signed by the Principal is prohibited.

Railway / BEST Concessions

A bonafide student of the college is eligible to get railway and Bus concession (BEST) as per the rules of the authorities concerned.

Facilities

1. Library:

State of the Art learning centre with fully automated services.
INFLIBNET E-resource facility available for the N-List programme for all students and

teachers with authorised password.
Book loaning facility available with Library of TISS, Chembur
The library has a seating capacity of more than 100 readers.

Working Hours

- 10: 00 a.m - 7:00 pm on all days except Sunday & Public holidays

2. Reading Room:

Reading room of the college remains open for the students on Sundays, Public Holidays and preparatory holidays before every examination from 8.00 a.m. to 9.00 p.m.

3. Audio-Visual Aids:

State of the art conferencing facility with latest technology driven class-rooms.

4. Computers:

Well equipped computer center with 30 computers available for students. All the latest software related to University Syllabus of T.Y.B.Com, elective component, Computer Systems and Applications are installed. Computer Department works on all Sundays for practical sessions for working students of the night college

- 5. Magazine:** To hone the writing skills of students, the college publishes an annual issue of the college magazine “ELIXIR” at the end of the IInd term of every academic year.
- 6. Intensive Coaching:** Special rapid revision sessions and guidance sessions by subject experts are conducted for the students giving good performance at the Practice Tests.
- 7. Remedial Coaching:** Students giving poor performance at Term Test/Practice Test are given examination oriented guidance by senior faculty members of the college on Sundays and holidays.
- 8. Bridge Programme** (In House): Students who join F.Y.B.Com.after passing H.S.C. Examination of Science/Arts stream are given special introductory coaching in the Commerce stream subjects like Accountancy, Mathematics & Commerce.
- 9. ISSC** Intensive Supervised Study Camp for T.Y.B.Com students on Sundays and week days at the end of each semester.

Extra Curricular and Co-curricular Activities

Without affecting regular teaching, several extra curricular and co-curricular activities are organized in the college during the first and second term by the following bodies :-

1. Students’ Council
2. N.C.C. Unit
3. N.S.S. Unit
4. Literary Circle
5. Gymkhana
6. Subject Associations
7. Student Mutual Aid Fund - Book Bank Facility
8. Career Counselling Centre
9. Placement Cell
10. Nature Club - Green Campus Audit Conducted
11. Medical and Psychological Counselling Centre
12. Alumni Association
13. Value Addition Centre
14. Woman Development Cell
15. Ragging - Vigilance Committee
16. Entrepreneurship Development Cell (IIFT)

The College has Students Grievances Cell to redress students grievances promptly.

Students should contact the Principal or Prof. In-charge of various bodies to get detailed information about their functioning. Notices and circulars giving details of various activities of the above bodies are displayed on the Notice Board of the College from time to time for the information of the students.

Alumni Association

Mahatma Night Degree College has formed an Alumni Association and got the same registered with the Deputy / Assistant Charity Commissioner Mumbai, on 19th October, 2010, The Association is very active and regularly conducts activities for and involving the alumni students.

Students' Council

Students' Council is formed at the beginning of the term of every academic year as per the Maharashtra Universities Act 1994. The Students' Council organises cultural and entertainment programmes, talent contests and official outings of the students under the guidance and supervision of the teachers with prior permission in writing from the Principal. However the college shall not be responsible for any untoward incidents that may occur on any occasion during any activity organised by the Students Council. The Students Council has to join hands with the college authorities to maintain discipline, improve attendance and hold the image of the college always high in society.

S.M.A.F. Book Bank

College has a SMAF (Students' Mutual Aid Fund) Book Bank having more than 500 book sets of F.Y., S.Y. and T.Y.B.Com. classes containing standard and latest editions of books for all subjects. Needy and deserving students are given book sets to use for the whole academic year on a minimum rental charge.

Counseling and Guidance Cell

“Counseling is not about being given advice, it is about being given time and space to help you come to your own decisions”
Understanding the need for constant guidance and support for our students, we have established a counseling unit, with a trained psychological counselor who provides her services 3 days a week for the students of our college.

Placement Cell

The student placement cell helps students procure not mere jobs but also a career in many cases. As a policy we encourage and regularly entertain pre-placement talks by corporates in various sectors. Companies and trainees conduct many interviews and give pre-placement talks. We have tie-ups with Antarang foundation and Technoserve India Foundation to help us in this task

Prizes

Attractive prizes for good academic performance are awarded to the students who secure First Rank in the College at the F.Y., S.Y. and T.Y.B.Com. examinations. Meritorious students are felicitated on the Annual Convocation Day. Academic prizes are also awarded to the subject toppers of all classes by the Management of the College. Students giving excellent performance in sports, N.C.C. N.S.S. and cultural programs are appreciated by rewarding them with attractive cash prizes.

Scholarships of Central and State Government

Students can apply for the following scholarships of the Central Government as well as State Government. Details of the scholarships and blank application forms can be obtained by the students from the college office, or online whenever applicable.

1. National Scholarship
2. National Loan Scholarship
3. Scholarship to children of Primary & secondary School Teachers
4. Government of India Scholarship to Backward Class Students
5. Government Open Merit Scholarship
6. Scholarship to children of Freedom Fighters.
7. Freeship/Scholarship for Minority Community Students.

Arrangement of terms

The academic year comprises of two terms.

1. First term is from June to October.
2. Second term is from November to April.

The exact dates of commencement and close of the terms are decided by the University of Mumbai and informed to the college accordingly.

Office Timing for Students

The office timings for the students on all working days shall be from 4.00 p.m. to 8.00 p.m. during the terms of the college. During the Diwali, Christmas and Summer vacation Office timings shall be from 5.30 p.m. to 7.30 p.m. only. The college

office shall remain closed on all Sundays and Public Holidays announced by the Government of India and Government of Maharashtra.

Code of Conduct

Maintenance of discipline by students in and around the college premises is extremely necessary to conduct the academic as well as non-academic activities of the college smoothly. Strict disciplinary actions such as charging fines, suspending or rusticating from the college and disqualifying from appearing for the college examinations will be taken for violation of any of the following clauses of the Code of Conduct.

College Rules and Regulations

Students must scrupulously follow each and every clause of the 'Code of Conduct' given here below.

1. Enter the college premises with identity card duly signed by the Principal. The identity card must be produced whenever demanded by any teaching or non-teaching staff of the college.
2. Attendance to regular lectures and tutorials is compulsory. As per the University of Mumbai ordinance governing attendance, every student must attend atleast 75% of the periods and tutorials in each term separately. If attendance to periods and tutorials, is less than 75% in a term, a student becomes non-eligible to appear for the examination.

3. Maintain silence in the classroom, library, examination halls and computer laboratory.
4. Respect the teaching and non-teaching staff.
5. Behave decently during all functions.
6. Return library books on or before the due date.
7. Maintain cleanliness in college premises and vicinity.
8. Don't get involved in any unfair practices during the examination.
9. Don't loiter anywhere in the college premises during the college timings.
10. Take care of college property and prevent it from damage and misuse Any damage done to the college property will have to be reimbursed by the students concerned.
11. No activity within or outside the college can be organised by the students without obtaining, written permission from the Principal, well in advance. Also all activities should be organised under the supervision of the teacher deputed by the Principal
12. Read regularly the notices placed on the notices /circulars displayed on the notice board of the college. College authorities shall not be responsible for any loss occurring to the students because of not reading the information furnished by displaying notices/circulars on the notice board.
13. Do not indulge directly or indirectly in any political activity in the college premises. Also don't force/pressurise other students to indulge in any political activities.

14. Do not communicate any matter/information regarding the college administration to the press or outside agencies without obtaining permission in writing from the Principal.
15. If the behaviour of a student in the college or outside the college is detrimental to the best interest or discipline of the college, the Principal may direct such a student to leave the college.
16. Students are required to abide by all rules, regulations and instructions that may be issued by the college authorities from time to time by the Management, University of Mumbai, College or any other statutory authority
17. Do not resort to objectionable dressing styles and other fashions.
18. Smoking, drinking and chewing tobacco/gutka are strictly prohibited in the college premises.
19. A student who is confirmed by the college to be an addict of any intoxicating commodity will be debarred from the college.
20. Use of mobiles is strictly prohibited in the college premises as notified by the University of Mumbai.
21. Failure to submit the documents necessary to confirm admission/obtain enrolment from the University of Mumbai on or before the stipulated last date shall result into cancellation of admission and college authorities will not be responsible to the loss occurring to the students because of cancellation of admission
22. Student should apply for admission provided he/she

and his/her guardian is ready to adhere unconditionally to all clauses of the 'Code of Conduct'.

Prevention of Ragging
Ragging is a criminal offence.

Stern action shall be taken against the students involved directly or indirectly in the act of ragging as per the various Laws, Directives, Guidelines of the Central Government, Government of Maharashtra and University of Mumbai.

Ragging Vigilance Committee is constituted by the college under the Chairmanship of the Principal. Students facing/suspecting ragging should report to the Chairman of the Ragging Vigilance Committee for necessary action.

General instructions

1. Students should not loiter in the college premises whenever they have a free period.
2. Students must do nothing either inside or outside the college that will in any way interfere with its orderly administration and discipline.
3. Students applying for certificates, testimonials etc. and those requiring the Principal's signature on any document or application should first contact the Registrar of the college.
4. No picnics, socials, excursion or tours shall be arranged without the prior written permission of the Principal. If students join an unofficial picnic or tour, the college shall not be responsible for anything that happens in the picnic or tour.

5. Students are liable to lose their term for disobedience, misconduct, misbehavior or for any act of indiscipline.
6. Students are advised to carry with them their books, valuables and other belongings whenever they leave their classrooms/laboratories / library. The college is not responsible for any loss of students property. Those who find lost property should deposit it in the college office. The owner should claim the lost property at the college counter on the following day after due identification.
7. **SEXUAL HARASSMENT IS A PUNISHABLE OFFENCE.**
8. Ragging is strictly prohibited in the college premises and outside.

Attention

In all matters relating to admission, attendance, discipline, granting of facilities, conduct of extra curricular activities, granting of examination forms and the like, the decision of the Principal shall be final and binding on all students.