



# P R O S P E C T U S



## **NAGRIK SHIKSHAN SANSTHA'S COLLEGE OF COMMERCE & ECONOMICS**

**NAAC RE-ACCREDITED WITH 'B++' GRADE**

NSS Educational Complex, "B" Wing, M.P.Mills Compound,  
Tardeo, Mumbai-400 034

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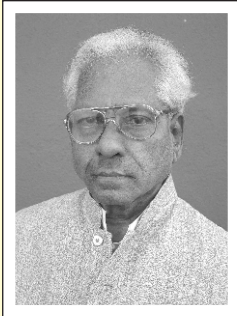
# Founders



**Late Shri. Yashwantrao Chavan**  
Founder President  
(Ex Deputy Prime Minister)



**Late Shri. S.K. Patil**  
Patron



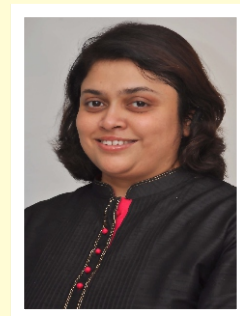
**Late Shri. Rajabhau Mirashi**  
Ex. Chairman  
Ex. M.L.A.



**Late Smt. Shanta Mirashi**  
Our Inspiration



**Dr. Jaydeep Mirashi**  
Hon. Chairman



**Dr. Mrs. Pratibha Mirashi**  
Hon. Superintendent

**PROSPECTUS: FACULTY OF COMMERCE**  
**(B.COM & M.COM)**

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## **Introduction:**

Nagrik Shikshan Sanstha's College of Commerce and Economics was established in the year 1988 under the aegis of Nagrik Shikshan Sanstha, a Public Charitable Trust founded by Late Shri. Rajabhau Mirashi and Shrimati Shantabai Mirashi under the guidance of Late. Shri. Yashwantrao Chavanji, the Ex-Deputy Prime Minister of India and Hon'ble Shri Sharad Chandraji Pawar. The sole objective of the Sanstha behind the establishment of college was imparting Quality education to the poor and marginalized sections of the society. The Sanstha has developed big educational complex of around 10,500 square metres, imparting quality education to more than 5,000 students through its family institutions. Apart from college, other institutes under the Sanstha are - Bhausahab Hiray Nursery to Secondary School and Jr. College of Commerce, N.S.S College of Pharmacy (D. Pharm) and N.S.S. Hill Spring International School (ICGSE and I.B. Implementing School). All the N.S.S institutes are committed to the cause of Quality Education to all, with ever expanding facilities and infrastructure, with a strong vision and dedication. The Sanstha is blessed with highly motivated and dedicated team of management. Dr. Jaydeep Mirashi, Hon. Chairman of the Sanstha and Dr. (Mrs.) Pratibha Mirashi, the Superintendent of the Sanstha are committed to make this educational complex, a dynamic centre of academic excellence and hub of socio-cultural values.

The college is situated in Tardeo - a prime location of South Mumbai, which is one of the commercial Hub in the city. The College is permanently affiliated to University of Mumbai since the year 2001-2002. It is a grant-in-aid institution recognized by the UGC under 2(f) and 12(B) of the UGC Act 1956.

The College was first assessed & accredited by National Assessment and Accreditation Council (NAAC) in the year 2004 and thereafter re-accredited with 'B' grade in 2010-11 and B++ in 2017 with a CGPA of 2.78. It has grown over the years and completed 36 years of its dedicated service in the field of higher education. Presently it has more than 1000 students pursuing their UG and PG degrees from the institution.

The college is one of the pioneering institutions in South Mumbai to offer education to the under privileged sections of society. The college aims mainly at academic excellence, inculcation of moral and sensible ethical values, so as to make them responsible citizens and help contribute to national development. The college promotes the activities and talents that facilitate cultural, intellectual, physical, professional and emotional growth.



# NAGRIK SHIKSHAN SANSTHA'S COLLEGE OF COMMERCE & ECONOMICS

## Motto

राष्ट्रहिताय ज्ञानसंवर्धनम्

## ● Vision ●

To be a premier institution of higher education, contributing to national development by imparting quality education to youth.

## ● Mission ●

To nurture and sustain academic excellence by imparting value-based as well as need-based education to develop a community of scholars with talent, professional skills and ethical values.

## ● Objectives ●

- To promote relevance of education amongst students.
- To pay special attention for development of disadvantaged groups of the society.
- To nurture and develop graduates who can compete successfully in the global scenario.
- To inculcate moral, social and spiritual values with the spirit of nationalism among the students.
- To encourage use of innovative ideas & ICT in the field of education.



## **2. NATIONAL EDUCATION POLICY 2020 – IT'S IMPLEMENTATION FROM ACADEMIC YEAR 2024-25 ONWARDS**

### **Introduction:**

The National Education Policy (NEP) 2020 is a comprehensive framework developed by the Government of India aimed at transforming the Indian education system by 2040. It is the first education policy of the 21st century in India and replaces the previous National Policy on Education, 1986. The policy covers all aspects of education from early childhood education through higher education and lifelong learning. Prospective Students interested in taking up UG and PG programmes at NSS College of Commerce are advised to go through the Government of Maharashtra – GR dated 20th April 2023, for clarity on the various rules and regulations as recommended by the state department of Higher and Technical Education.

### **Salient Features of NEP 2020**

- **Access, Equity, and Quality:** Aim to increase the Gross Enrolment Ratio in higher education to 50% by 2035. It aims at to address the issues of gender and social disparities, provide equal opportunities to disadvantaged group of the society and promote inclusive education for students with disabilities.
- **Multidisciplinary Education:** Encouraging multidisciplinary and holistic education, with flexible curricula and creative combinations of subjects across different disciplines i.e Arts, Science and Commerce.
- **Academic Bank of Credits:** Establishing an Academic Bank of Credits to facilitate the transfer of credits and enable flexible degree options.
- **Research and Innovation:** Establishment of the National Research Foundation to foster a strong research culture and build research capacity across higher education institutions.
- **Regulation:** Creation of a single overarching regulator for the entire higher education sector (excluding medical and legal education).
- **Vocational Education:** Integrating vocational education into mainstream education in a phased manner.
- **Skill Development:** Emphasizing the development of skills such as critical thinking, problem-solving, creativity, and digital literacy.

- **Assessment Reforms:** NEP 2020 advocates for a shift in assessment methods, aiming to move away from high-stakes examinations and focus on a more comprehensive and holistic assessment of student understanding and skills.
- **Internationalization:** NEP 2020 recognizes the significance of internationalization in education. It encourages collaborations and exchange programs between Indian and foreign institutions, promoting global exposure and cross-cultural learning.
- **Digital Infrastructure:** Extensive use of technology in teaching and learning, removing language barriers, and enhancing educational access.
- **Online Education:** Strengthening online and digital education for blended teaching learning experience.

### **Implementation of NEP 2020:**

NSS College of Commerce and Economics established in the year 1988, is one of the pioneering institutions in South Mumbai offering Quality education to the students belonging to various strata of society. The College is permanently affiliated to University of Mumbai since the year 2001. It is a grant-in-aid institution recognized by the UGC under 2(f) and 12(b) of the UGC Act 1956 and re-accredited by National Accreditation and Assessment Council (NAAC) in March 2017 with B++ grade and a CGPA of 2.78.

NEP 2020 is being gradually implemented across all educational institutions in India, including Mumbai University. All the proposed changes may take time to fully integrate, but the policy aims to create a more inclusive, flexible, and relevant education system.

Being an affiliated college of University of Mumbai, NSS College of Commerce and Economics ensures promotion of Multi-disciplinary and Inter-disciplinary learning to enrich and enhance the scope and depth of learning.

In view of the transformations envisioned in NEP, respective adaptations of the existing programs and online courses are re-organized by specially constituted departments and committees. The college is the Lead College of cluster 11 of Mumbai for NEP Implementation. National Education Policy structure has been successfully implemented by the college in the PG section in 2023 and has laid the foundation for implementation of NEP in UG programme from 2024.

NSS College strives hard to keep up its academic excellence a by providing World class infrastructure, Qualified & Committed Faculty - Teachers as Mentors, Outcome Based

Education - Learning objectives & Learning outcomes, and a myriad of Co-Curricular & Extra Curricular Activities for all round personality development

### **The framework of the choice-based credit system under NEP 2020:**

- 1. Major Subject (M1):** A single subject course of study pursued by a student as a mandatory requirement of the programme of study.
- 2. Elective Course:** An elective course could be a project designed to acquire skills to supplement the Major subject.
- 3. Minor Subject (M2):** A second subject of study pursued by a student as an additional requirement of the programme of study.
- 4. Open Elective (OE):** An elective course chosen generally from an unrelated discipline/subject, to seek multidisciplinary exposure.
- 5. Ability Enhancement Course (AEC):** Courses which are aimed at enabling the students to acquire & demonstrate the core linguistic skills, achieve competency in Modern Indian Language (such as Marathi/Hindi among others) and in English Language.
- 6. Vocational Skill Course (VSC):** Courses aimed at imparting practical skills, hands-on training, and soft skills to increase the employability of students. Specific or supporting the major subject is to be chosen from a basket/pool offered by the college.
- 7. Skill Enhancement Course (SEC):** Courses aimed at imparting practical skills, hands-on training, and soft skills to increase students' employability.
- 8. Indian knowledge system (IKS):** Courses which will make students aware of the vast repositories of ancient traditional knowledge in India in fields such as Literature, Culture, Indian traditional systems of medicine, Astronomy, Yoga, Arthashastra, etc
- 9. On-Job Training (OJT)/ Internship/ Field Project (FP)/ Community Engagement Programme (CEP) / Research Project (RP):** Application of knowledge/concepts in solving or analysing a real-life problem. All these are related to the major subject.
- 10. Co-curricular Course (CC):-** For the holistic development of students through Cultural activities such as performing art, visual art, NCC, NSS, Yoga, etc.
- 11. Value Education Course (VEC):-** Courses which are based upon the content that leads to knowledge enhancement through various areas of study such as Constitution of India, Environment studies, Sustainable Development.



## **Credit Structure under NEP 2020 for Under graduate programme under Faculty of Commerce**

The tables below contain the planned quantum of courses that will be offered under the Commerce (grant-in-aid) program starting from June 2024. The total credits that a student will collect in each semester are 22. A student is free to exit at the end of each academic year as depicted in the table below.

- A. On successful completion of three years and obtaining 132 credits, a student can opt for an exit with a bachelor's degree in their domain, e.g. B.Com.
- B. The student must have a minimum CGPA of 7.5, to be eligible to obtain an 'Honours' degree.
- C. They would need to complete the fourth year of the said programme and acquire 176 credits for a bachelor's degree with Honours.
- D. If a student opts for an Honours degree by Research, the eligibility criteria will be at the discretion of the College.
- E. On exiting after three years of Undergraduate education, a student can further pursue a Postgraduate degree, requiring the successful completion of four semesters (2 years) of advanced course work along with research projects in their domain of specialization.
- F. After completing the fourth year of Undergraduate education, a student can further pursue a Postgraduate degree, requiring the successful completion of two semesters (1 year) of advanced coursework along with research projects in their domain of specialization.

### **Scheme of Evaluation:**

The scheme of evaluation consists of Continuous Internal Assessment and Semester End Examination.

<b>Internal Component:</b>	<b>Continuous Internal Assessment (CIA) =</b>	<b>40%</b>
<b>External Component:</b>	<b>Semester End Examination =</b>	<b>60%</b>

**Note:** Individual passing in Internal and external Examination is mandatory.



**Credit Structure for 4 Years Honours/Honours with Research Degree Program with ME-ME B.Com.  
For Faculty of Commerce**

**Model M1**

**Self-Finance Programs also**

Academic Level	Semester	Major (M1) Mandatory	Major (M1) Elective	Minor (M2)	OE other Faculty	VSC, SEC (Related to core)	AEC, IKS, VEC	OJT, FP, CEP, CC, RP	Cum Cr/semester	Degree/ Cum Cr.
4.5	I	2+2+2	-	-	2+2	VSC(2) SEC(2)	AEC(2), VEC(2), IKS(2)	CC (2)	22	UG Certificate 44
	II	2+2+2	-	2	2+2	VSC(2) SEC(2)	AEC(2), VEC(2)	CC (2)	22	

**Exit Option Award of UG Certificate in Major with 44 Credits and additional 4 credits core NSQF Course/ Internship or continue with Major and Minor**

5.0	III	4+4		4	2	VSC(2)	AEC(2)	CC(2), FP(2)	22	UG Diploma 88
	IV	4+4		4	2	SEC(2)	AEC(2)	cc(2), CEP(2)	22	

**Exit Option Award of UG Diploma in Major with 88 Credits and additional 4 credits core NSQF Course/ Internship or continue with Major and Minor**

5.5	V	4+4+2	4	4		VSC(2)		FP(2), CEP(2)	22	UG Degree 132
	VI	4+4+2	4	4				OJT(4)	22	

**Exit option: Award of UG Degree in Major and Minor with 132 Credits of continue with Major and Minor**

6	VII	4+4+4+2	4	RM (4)					22	UG Honours Degree 176
	VIII	4+4+4+2	4					OJT(4)	22	

**Four Year UG Honours Degree in Major and Minor with 176 credits**

6	VII	4+4+2	4	RM (4)				RP (4)	22	UG Honours with Research Degree 176
	VIII	4+4+2	4					RP(8)	22	

**Four Year UG Honours with Research Degree in Major and Minor with 176 credits**

### 3. COURSES OFFERED

Details of Degree Programmes offered under the Faculty of Commerce and Management are as below:

#### I. BACHELOR OF COMMERCE (B.Com.)(AIDED)

**A. DURATION:** 3 Years or regular bachelor's degree and 4 Years bachelor's degree with Honors

**B. INTAKE:** 360 seats

**C. TIMING:** 7.00 am to 12.30 pm

**D. ELIGIBILITY:**

<b>F.Y.B.Com:</b>	<b>Semester I</b>	<p>A candidate for being eligible for admission to the three years degree programme leading to the degree of Bachelor of commerce (B.Com) must have passed the Higher Secondary School Certificate Examination (Std.XII) conducted by the Different divisional boards of the Maharashtra State Board of Secondary and Higher secondary Education. (As per the ordinance O.2152)</p> <p style="text-align: center;"><b>OR</b></p> <p>Must have passed the higher secondary school certificate (Std XII) Examination with vocational subjects, minimum competency based vocational programme conducted by the different divisional boards of the Maharashtra State Board of Secondary and Higher secondary Education.</p> <p style="text-align: center;"><b>OR</b></p> <p>Must have passed an examination of another university or body recognised as equivalent to the Higher Secondary School Certificate (Std XII) examination (Circular No. UG/142 of 2010, dated July, 1, 2010.)</p>
	<b>Semester II</b>	A student is eligible to be admitted to semester II irrespective of number of heads of failure in the semester I.
<b>S.Y.B.Com:</b>	<b>Semester III:</b>	<p>A learner being eligible for the admission to Semester III if , He/ She passes each of courses of semester I and Semester II examinations</p> <p style="text-align: center;"><b>OR</b></p> <p>He / She fails in not more than four courses of semester I and Semester II examinations taken together with not more than two courses at each semester I and Semester II examinations.</p>
	<b>Semester IV:</b>	A learner shall be allowed to keep term for semester IV irrespective of number of courses of failure in Semester III.
<b>T.Y.B.Com:</b>	<b>Semester V:</b>	<p>A learner being eligible for the admission to Semester V must have Passed in all the courses of semester I, Semester II, Semester III and Semester IV examinations.</p> <p style="text-align: center;"><b>OR</b></p> <p>Passed semester I and semester II examinations but failed in not more than four courses at Semester III and Semester IV examinations taken together with not more than two courses at each of semester III and semester IV examinations.</p> <p style="text-align: center;"><b>OR</b></p> <p>Passed semester III and Semester IV examinations but failed in not more than four courses at Semester I and Semester II examinations taken together ,with not more than two courses at each of Semester I and Semester II examinations.</p>
	<b>Semester VI:</b>	A learner shall be allowed to keep term for semester VI irrespective of number of courses of failure in Semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of courses of Semester I, Semester II, Semester III, Semester IV and Semester V.

## E. List of Courses offered:

### 1. F.Y.B.Com under NEP 2020

Level 4.5	Semester I	Semester II
<b>Major Courses : Mandatory</b>	1. Commerce –I (Introduction to Business) (02 Credits) 2. Accountancy & Financial Management – I (02 Credits) 3. Microeconomics –I (02 Credits )	1. Commerce –II (Introduction to Service Sector) (02 Credits) 2. Accountancy & Financial Management – II (02 Credits ) 3. Microeconomics –II (02 Credits )
<b>Minor Courses : Mandatory</b>	-	Accounting paper –I (02 Credits )
<b>Open Elective Courses: ( Any two)</b>	1. IT-Fundamentals of Computers (02 Credits) 2. Social Media & Communication (02 Credits) 3. Stress Management (02 Credits)	1. IT- Data Analysis with Excel (02 Credits ) 2. Social Media Marketing (02 Credits) 3. Environmental Science (02 Credits )
<b>VSC, SEC</b>	VSC- Commercial Mathematics –I (02 Credits ) SEC- I Vocational Skills in Accounting– I (02 Credits )	VSC- Commercial Mathematics II (02 Credits ) SEC-Vocational Skills in Accounting– IV (02 Credits )
<b>AEC,IKS,VEC</b>	AEC- Introduction to Communication Skills – I (02 Credits ) IKS –Indian Knowledge System Series (Generic) – I (02 Credits ) VEC – Foundation of Behavioural Skills- Basic Level (02 Credits)	AEC- Introduction to Communication Skills – II (02 Credits ) VEC– Indian Constitution (02 Credits)
<b>OJT, FP, CEP, CC, RP</b>	CC – Introduction to Cultural Activities (02 Credits)	CC – Introduction to Cultural Activities (02 Credits)

**Exit Option with Certificate with Overall 44 credits**

**Note:** Second Year and Third Year NEP Courses will be uploaded as we advance to the next year.

### 2. S.Y.B.Com. (Under Traditional CBCGS to be continued till 2025-26)

	Semester III	Semester IV
<b>Discipline Specific Elective Courses : Compulsory</b>	1) Accountancy and Financial Management – III 2) Financial Accounting and Auditing V – Management Accounting	1) Accountancy and Financial Management – IV 2) Financial Accounting and Auditing VI – Auditing
<b>Discipline Related Elective Courses: Compulsory</b>	3) Commerce - III 4) Business Economics - III	3) Commerce - IV 4) Business Economics - IV
<b>Ability Enhancement Courses:</b>	5) Foundation Course- III 6) Advertising- I	5) Foundation Course- IV 6) Advertising- II
<b>Core Courses:</b>	7) Business Law I	7) Business Law II

### 3. T.Y.B.COM. (Under Traditional CBCGS to be continued till 2024-25)

	Semester V	Semester VI
<b>Discipline Specific Elective (DSE)</b> <b>Courses : Compulsory</b>	1) Financial Accounting and Auditing VII – Financial Accounting 2) Financial Accounting and Auditing VIII – Cost Accounting	1) Financial Accounting and Auditing VII – Financial Accounting 2) Financial Accounting and Auditing VIII – Cost Accounting
<b>Discipline Related Elective (DRE)</b> <b>Courses: Compulsory</b>	3) Commerce - V 4) Business Economics - V	3) Commerce - VI 4) Business Economics - VI
<b>Ability Enhancement Courses: Any 2</b>	5) Direct and Indirect Taxation 6) Export Marketing 7) Purchasing and Store Keeping 8) Computer Systems and Application	5) Direct and Indirect Taxation 6) Export Marketing 7) Purchasing and Store Keeping 8) Computer Systems and Application

## II. MASTER OF COMMERCE (M.Com.) (Self Financing)

- A. SPECIALISATION:** M.Com in Advanced Accountancy & M. Com in Business Management
- B. DURATION:** 2 Years (Divided into Four Semester I,II,III & IV.
- C. INTAKE:** M.Com in Advanced Accountancy = 120 SEATS  
M. Com in Business Management = 60 SEATS
- D. TIMING:** Mondays and Tuesday: Evening 6.00 pm and  
Saturdays Morning: 8.00 am onwards

### E. ELIGIBILITY:

<b>M.Com:</b>	<b>Part I</b>	B.Com / BMS/BBI/BAF Degree & (BMM only for Management specialization) (As per the ordinance O.2310)
	<b>Part II</b>	<p><b>Semester III</b> A learner Shall be allowed to keep term for semester III, Notwithstanding, that the learner may not have appeared for the Examinations of Semester I or II OR, irrespective of number of courses of failure in the Semester I And / or Semester II,</p> <p><b>Semester IV</b> A learner Shall be allowed to keep term for semester IV, irrespective of number of courses of failure in the Semester I and / or Semester II, And / OR Semester III, A Learner is allowed to appear for Semester IV Examination' but the result of semester IV shall be Kept in abeyance until the learner passes all courses of semester – I, II, &amp; III.</p>

## F. SCHEME OF EXAMINATION:

The performance of the learners will be evaluated in two components. One component will be the Internal Assessment component carrying 40% marks and the second component will be the Semester End Examination component carrying 60% marks.

- **Internal Assessment:**

The Internal Assessment will consist of one class test of 40 marks for each course excluding projects.

- **Standard of Passing:**

The learner to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learner shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 out of 60) separately, to pass the course and minimum of Grade E in the project component, wherever applicable to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

- **Allowed to Keep Terms (ATKT) :**

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

A learner shall be allowed to keep term for Semester III if he/she passes each of the Semester I and Semester II OR a learner fails in not more than two courses of Semester I and not more than two courses of Semester I Semester II.

## G. LIST OF COURSES OFFERED:

### M.COM. PART I SEM- I ADVANCED ACCOUNTANCY

( Level 6.0)	Semester I	Semester II
<b>Major Courses : Mandatory</b>	1) Advanced Cost and Management Accounting - ( 4 Credits) 2) Direct and Indirect Taxation (Income Tax) ( 4 credits) 3) Advanced Financial Accounting (4 Credits) 4) Advanced Trends in Accounting –I (2 Credits)	1. Advanced Cost Accounting ( 4 Credits) 2. Corporate Finance (4 credits) 3. Direct and Indirect Taxation (Goods and Service Tax) (4 Credits) 4. Advanced Trends in Accounting –II (2 Credits)
<b>Elective Courses: (Any one)</b>	1) Mutual Fund Management and Wealth Management- (4 Credits) 2) Introduction to IND AS- (4 Credits) 3) Fundamental Analysis for Corporate (4 Credits)	1. Risk Management (4 Credits) 2. Liquidation Accounting (4 Credits) 3. Accounting of Housing Society & Charitable Trust (4 Credits)
<b>Research Methodology/ On Job Training /Field Project</b>	RM – 4 credits	OJT - 4 credits

**Exit option: PG Diploma (44 Credits after Three Year UG Degree)**

**M.COM. PART II ADVANCED ACCOUNTANCY**

<b>( Level 6.5)</b>	<b>Semester III</b>	<b>Semester IV</b>
<b>Major Courses : Mandatory</b>	1) Corporate Financial Accounting ( 4 Credits) 2) Advanced Auditing ( 4 credits) 3) Financial Service- (4 Credits ) 4) Advanced Trends in Accounting –III (2 Credits)	1) Advanced Financial Management ( 4 Credits) 2) International Financial Reporting Standards ( 4 credits) 3) Personal Financial Planning (4 Credits )
<b>Elective Courses: ( Any one)</b>	1) Accounting and Taxation of E-commerce Industries (4 Credits) 2) Accounting and Taxation of Securities and Commodities (4 Credits) 3) Operations Research (4 Credits)	1) Financial Journalism (4 Credits) 2) Auditing and Assurance- Accounting ethics and Corporate Governance (4 Credits) 3) Forex ( Foreign Exchange Rate Management and Derivatives (4 Credits)
<b>Research Methodology/ On Job Training /Field Project</b>	<b>OJT/FP 4 Credits</b>	<b>OJT/FP 6 Credits</b>

## M.COM. PART I SEM- I BUSINESS MANAGEMENT

( Level 6.0)	Semester I	Semester II
<b>Major Courses : Mandatory</b>	1) Strategic Management ( 4 Credits) 2) Human Resource Management (4 credits) 3) Consumer Behavior (4 Credits ) 4) Business Ethics (2 Credits)	1) Customer Relationship Management (4 Credits) 2) Brand Management (4 credits) 3) Professional Intelligence (4 Credits) 4) Hospitality Management (2 Credits)
<b>Elective Courses: (Any one)</b>	1) Organizational Behavior (4 Credits) 2) Tourism Management (4 Credits) 3) E-commerce (4 Credits) 4) Supply Chain Management (4 Credits) 5) Total Quality Management (4 Credits) 6) Personality Development and Soft skills (4 Credits)	1) Indian Constitution (4 Credits) 2) Information Transfer Skills in Research (4 Credits) 3) Safety and Health Management at Work (4 Credits) 4) Career Planning and Development (4 Credits) 5) Change Management (4 Credits) 6) Indian Business Houses Management Practices (4 Credits)
<b>Research Methodology/ On Job Training /Field Project</b>	RM – 4 credits	OJT - 4 credits

## M.COM. PART II BUSINESS MANAGEMENT

( Level 6.5)	Semester III	Semester IV
<b>Major Courses : Mandatory</b>	1) Entrepreneurial Management ( 4 Credits) 2) Marketing Strategies and Practices ( 4 credits) 3) Stress Management and Consumer Psychology (4 Credits ) 4) Social Media Marketing (2 Credits)	1) Corporate Restructuring ( 4 Credits) 2) Service Industry ( 4 credits) 3) Advertising (4 Credits )
<b>Elective Courses: (Any one)</b>	1) Business Environment (4 Credits) 2) Indian Aviation Industry(4 Credits) 3) Performance Appraisal (4 Credits) 4) Green Marketing (4 Credits) 5) Talent Management (4 Credits) 6) Marketing Research (4 Credits)	1) Social Security and Welfare of Employees (4 Credits) 2) Use of ICT in Business (4 Credits) 3) Women Leadership (4 Credits) 4) Indian Ethos in Business workforce Diversity 4 Credits) 5) Media Planning (4 Credits)
<b>Research Methodology/ On Job Training /Field Project</b>	<b>OJT/FP 4 Credits</b>	<b>OJT/FP 6 Credits</b>



## **4. DISCIPLINE AND CODE OF CONDUCT**

1. Students must attend lectures, practicals, tutorials etc. as per the Time Table. They must not abstain themselves from classes, practicals, tutorials, examinations etc. without written permission of the Principal. A student whose attendance and /or progress in various tests and examinations is not satisfactory and who does not perform the required number of tutorials/or practicals are likely to lose their terms. Defaulters will not be sent up for University Examinations.
2. Employed students will not be given any concession in matters of attendance or rules regarding appearance at College Examinations.
3. The Identity Card is meant for identifying bonafide students and is used for permitting the student to participate in various activities and programs of the College. Every student must wear the Identity Card as long as he/she is in the college campus. It must be produced by the student whenever demanded by a member of the teaching or non-teaching staff of the college. In case the identity Card is lost, the matter should be immediately reported to the Principal and an application should be made for a duplicate Identity Card, which will be issued on payment of charges.
4. The conduct of the students in the classes and in the premises of the College shall be such that it will cause no disturbance to teachers, fellow students or other classes.
5. Students shall not organize picnics, excursions, trips any practical activity or meetings of any kind etc; without prior written permission of the Principal.
6. No society must be formed or meeting held or any person invited to address the students in the college without prior written permission of the Principal.
7. Ragging is Prohibited. Government of Maharashtra has notified ragging as a cognizable offence. Any one reporter to be involved in any form of ragging will be severely dealt with. Therefore learners are advised to restrain from indulging in any form of ragging.
8. No student will be allowed to conduct any political activity in the College premises.
9. Students shall be dressed decently and appropriately for an educational institution. Students wearing sleeveless dresses and shorts will not be allowed to enter the premises

10. Use of Mobile Telephones is strictly prohibited in the college premises. Defaulters will be punished and their instrument confiscated.
11. Outsiders are not permitted in the College premises without the prior permission of the Principal. Strict action will be taken against the concerned outsider as well as the College student who is instrumental in bringing outsiders to the College premises.
12. Students involved in malpractices at the College / Board/University Examinations will not be admitted to the college.
13. If, for any reason, the continuance of a student in the College is found detrimental to the best interest of the college, the Principal may ask the student to leave the College without assigning any reasons and the decision will be final and binding on the student.
14. All meetings, cultural programs, debates, elocutions etc. organized on the College premises must be held in presence of teaching staff members and with the prior permission of the Principal.
15. Playing music on Transistors, Tape-Recorders, Car Stereos, Mobile Telephones or any other similar gadgets with or without earphones is strictly prohibited in the college premises. Defaulters will be punished and their instrument confiscated.
16. Student must not attend classes other than their own without prior permission of the authority concerned.
17. Matters not covered by the above will rest at the absolute discretion of the Principal.

Acts of misbehaviour, misconduct, indiscipline or violation of the Rules of Discipline mentioned above are liable for one more punishments as stated below:

- A. Warning to the student.
- B. Warning to the student as well as letter to parents.
- C. Imposition of a fine.
- D. Denial of gymkhana, library, laboratory, N.S.S., student and or any other facility for a specified period or for the whole Term/Year.
- E. Cancellation of admission.
- F. Refusal of admission in the next term or academic year.
- G. Expulsion from College for a specified period.
- H. Rustication.

## 5. ADMISSION

### **ADMISSION GUIDELINES:**

- Right to admission is reserved by the Principal.
- All admissions are provisional until necessary original certificates are submitted to the college office and the same is confirmed by the University of Mumbai.
- Parents and students are requested to go through the prospectus and admission notices put on the college notice boards/ college website before seeking admission in the college.
- A transparent admission procedure is followed strictly based on Standard norms.
- Any modification in admission guidelines will be notified on the college notice board and website at the time of admission.
- Admission preference will be given to students who have passed the eligibility qualification in the preceding academic year.
- Rules regarding admission may be modified or amended as and when such amendments and guidelines are received from the University, the Government or the Management. The Principal also reserves the right to refuse admission, if in his opinion; such an admission is likely to adversely affect the overall discipline of the college.
- Students once admitted will be considered as duly enrolled for the whole academic year, subject to his / her good conduct and observance of discipline, unless he/she informs the principal in writing his/her intention to leave the college, latest by, fortnight before the starting of the second term failing which the college shall be entitled to recover from them the tuition fees of the second term.
- When a student cancels his/her admission immediately after admission, the fees paid by him/her shall be refunded according to the rules prescribed by the University.
- Admission form will not be accepted if it is mutilated or torn, and / or is incomplete or is unaccompanied by the necessary certificates, copies of documents.
- Students who have passed the Higher Secondary Examination (S.Y.J.C.) XII Std. from Maharashtra State, i.e. Mumbai, Poona, Aurangabad and Nagpur divisions are eligible for admission for the First Year of the 3 year integrated degree course in Commerce under enrolment, provided they satisfy the requirements as laid down by the University of Mumbai vide their circular No. 194 of 4/4/1979 given below.
- ***Students are required to fill in the online form on the website of the University of Mumbai (<https://muugadmission.samarth.edu.in/>) and submit the copy of the same to the college.***
- ***All the admission given by the college will be provisional till the university approves it. (Cir.No. Aff./Recog.I/Admission/(2017-18)/4/ of 2017)***

## **ADMISSION PROCESS:**

### **A. F.Y.B. COM ADMISSIONS:GENERAL GUIDELINES:**

1. Guidelines for admission of students is prepared as per the Mumbai University Circular No. No. Enrol./Elg./Admission/ /of 2024 dated 21.5.2024.
2. For F.Y. B.Com. Total Intake Capacity is 360 Seats. Admissions, priority will be given to inhouse students first as per the schedule. The remaining seats, if any, will be allotted strictly on merit. If any In-house students fails to take admission between given dates than they will not be given priority and will be given admissions strictly on merit basis like other students.
3. Admissions will be granted for the following categories
  - Open/General (50% of available Seats)
  - Reserved Category (50% of available Seats as per the norms)
4. Please visit College website <http://www.nsseducation.org/degrecollege/> for instructions on Online Admission.
5. Filling up of pre-admission online form from University portal & selecting our COLLEGE CODE (140) in PROGRAMME CODE: **22300001** is mandatory for In-house as well as Outside student's admission.

### **B. ADMISSION PROCESS FOR INHOUSE STUDENTS**

1. All the Students of Bhausahab Hiray Junior College who have passed XII Class and are eligible for Admission to F.Y.B. Com for the year 2024-25 are hereby informed that they will get direct admission to F.Y.B. Com Course in NSS College immediately from 25th May 2023 to 10 th June 2024. (upto 1 p.m.)
2. There is no merit list for Bhausahab Hiray Jr. college students.
3. The process for admission to First Year B.Com shall be Online through College Admission Software app on Google Playstore.
4. Students should Download NSS College admission mobile app from play store or use below link to download mobile app :-  
[https://play.google.com/store/apps/details?id=com.aspire.aspire\\_app\\_nss](https://play.google.com/store/apps/details?id=com.aspire.aspire_app_nss)
5. Read the circular regarding filling up of online admission form and payment of fees.
6. Students are requested to attend the online Guidance/Orientation programme arranged for online admission process as per the schedule given on college website.
7. Students should secure their admission in In-house quota as per the dates mentioned in the admission schedule failing which their claim to in-house seat will be lost.

### **C. ADMISSION PROCESS FOR MERIT LIST STUDENTS – (Other college students)**

1. The process for admission to First Year B. Com shall be Online as per the schedule given by University of Mumbai.
2. Filling up of pre-admission online form from University portal and selecting our college code (140) is mandatory.
3. Check the merit list on the College Website.
4. If your name appears on the Merit list then fill the Online Admission form using NSS College admission mobile app on Google playstore;  
Link: [https://play.google.com/store/apps/details?id=com.aspire.aspire\\_app\\_nss](https://play.google.com/store/apps/details?id=com.aspire.aspire_app_nss)
5. Read the circular regarding instructions for filling up of online admission form and payment of fees
6. In case of discrepancy students can call or message on Admission helpline numbers given on the admission notice on college website.
7. Students should secure their admission as per the dates mentioned in the admission schedule failing which their claim to seat will be lost.

### **D. Steps for F.Y.B.Com Online Admission:**

**Step 1:** Download Admission App “NSS College” from Google Playstore

**Step 2:** Click on Enquire Now and fill then requisite information

**Step 3:** Click on “Apply for Admission” and pay Application Verification Fees Rs.100

**Step 4:** You will receive Login ID and Password after verification on your registered Email ID for payment of Admission Fees.

**Step 5:** Click on Login and use your Login ID and Password for payment of Admission fees (Full Amount).

**Step 6:** After successful payment of Admission fees submit the following documents in college office between 10.00 a.m. to 3.00 p.m.

For more queries call to 022- 23510203, 9136757157, 9930179323, 9821407547 (between 9.00 am to 2.00 pm only)

### **E. CHECKLIST OF DOCUMENTS TO BE SUBMITTED IN COLLEGE OFFICE**

#### **I) For OPEN CATEGORY:**

- 1) Printout Pre-Admission Application form of University of Mumbai
- 2) Declaration / Undertaking form of University of Mumbai given on website
- 3) Original HSC Mark sheet and attested 3 Xerox Copies
- 4) Original Leaving Certificate of HSC and attested 3 Xerox Copy
- 5) Attested 2 Xerox copies of SSC Std. Mark sheet.

- 6) Attested Xerox of Aadhar Card and Ration Card
- 7) Original and attested Xerox of Gap Certificate. (If students have a gap of one or more years)

**II) For RESERVED CATEGORY:**

- 1) Original HSC Mark sheet and attested 3 Xerox Copies
- 2) Original Leaving Certificate of HSC. and attested 3 Xerox Copies.
- 3) For Reserved category students – 2 photocopies of attested caste certificate.
- 4) Attested 2 Xerox copies of SSC Std. Mark sheet.
- 5) Attested 2 Xerox copies of Caste Certificate.
- 6) Attested Xerox of Aadhar Card and Ration Card.

**E. INSTRUCTIONS FOR FREESHIP AND SCHOLARSHIP**

- (a) Reserve Category students (SC/ST/DT/NT/OBC) who wish apply for Freeship / Scholarship should fill online application for the same from government website.
- (b) Fresh Applicant should register and create their profile on MahaDBT Portal through the link: <https://mahadbt.maharashtra.gov.in/RegistrationLogin/RegistrationLogin>
- (c) Those who have already created profile should apply for desired scheme through applicant login: <https://mahadbt.maharashtra.gov.in/Login/Login>
- (b) Documents to be submitted to college manually alongwith online application form as above.
  - 1) Original and Attested Xerox of Income Certificate (Fin. Year 2023-24)
  - 2) Creamy/Non Creamy Layer Certificate (For OBC/DT/VJNT/SBE Category)
  - 3) Original and attested Xerox of Gap Certificate. (If students passed before Oct.2023)

## 6. FEES STRUTURE

(University Circular No. CONCOL/FEE/292 of 2008 dt. 7th July 2008)

No.	Particular	F.Y.B.COM.	S.Y.B.COM.	T.Y.B.COM.	Reserved Category
1.	Tuition Fees	800	800	800	
2.	Library Fees	200	200	200	
3.	Gymkhana Fees	400	400	400	
4.	Other Fees/ Extra Curricular Activity	250	250	250	
5.	Examination Fees (Incl.Marklist)	2245	2245	2245	2245
6.	Marksheet Fee	100	100	100	100
7.	Enrollment Fees	220	—	—	
8.	Disaster Relief Fund	10	10	10	10
9.	Admission Processing Fee	200	200	200	200
10.	Utility Fees	250	250	250	
11.	Magazine Fees	100	100	100	
12.	Identity + Library Cards Fees	100	100	100	100
13.	Group Insurance Fees	40	40	40	40
14.	Students Welfare Fund Fees	50	50	50	50
15.	Development Fund Fees	500	500	500	
16.	Vice Chancellor's Fund	20	20	20	20
17.	Uni. Sports and Cultural Activities	30	30	30	
18.	E-Suvidha Fee	50	50	50	50
19.	E-Charge Fees	20	20	20	
20.	Laboratory Fee	0	800	800	
21.	NSS Fee	10	10	10	10
22.	Project Fees	100	100	100	
23.	Alumni Association Fees	25	25	25	25
24.	N.S.S. Ekak Yojana	10	10	10	10
<b>Refundable</b>					
24.	Caution Money Deposit (Refundable)	150		New students Only)	150
25.	Library Deposit Fees (Refundable)	250		New students Only)	250
26.	Tuition Fees (Unaided Section) with Exports-0			300	
27.	Tuition Fees (Unaided Section) other than Exports			600	
<b>Wherever Applicable</b>					
28.	Computer Practical Fees	0	0	600	
29.	Laboratory Fees	0	0	800	
30.	Form Fee + Prospectus Fees	100	100	100	
31.	Transference Certificate	100	100	100	
32.	Bonafide Certificate	20	20	20	
33.	No Objection Certificate	20	20	20	
34.	Industrial Visit Fees	500	500	500	
35.	Optional Subject Fee (Comp. / Tax / Psk)		0	0	300/- each Subject
36.	Document Verification Fess - (be charged from the students those who are not from of Higher Secondary Education in Maharashtra)		400	400	400
37.	Alumni Association Fees	25	25	25	
38.	Transcript-5 Copies (Addl copy - 50 each)	1000	1000	1000	
39.	<b>For Migration Students (For other than Maharashtra State)</b>				
	Migration Fee	200	200	200	
	Prov. Statement and Elig. Fee	300	300	300	
	Enrolment Fee	220	220	220	

## 7. REFUND OF FEES / DEPOSITS

**For Under-graduate Degree Programmes (Reference No.-UG /412 of 2008) O.2859**

### **Refund of Tuition, Development and All other Fees after Cancellation of Admission**

The candidates who taken admission in under-graduate programmes may request for refund of fees after applying in writing for cancellation of their admission to the programme. The refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter. The percentage of fees for the programme shall be refunded to the candidate after deducting charges as follows.

**Table for Fee Deduction on Cancellation of Admission**

<b>Sr. No.</b>	<b>Period</b>	<b>Deduction Charges</b>
1.	Prior to commencement of academic term and instruction of the programme	Rs. 500/- lump sum
2.	Upto 20 days after the commencement of academic term of the programme	20% of the total amount of fees
3.	From 21st day upto 50 days after commencement of the academic term of the programme	30% of the total amount of fees
4.	From 51st day upto 80 days after the commencement of academic term of the programme or August 31 <sup>st</sup> whichever is earlier.	50% of the total amount of fees
5.	From September 1st to September 30th	60% of the total amount of fees
6.	After September 30 <sup>th</sup>	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 programmes includes the following -**

- All the fee items chargeable for one year are as per relevant University Circulars for different faculties (excluding the programmes for which the total amount is fixed by other competent authorities).
- The fee charges towards group insurance and all fee components to be paid as university share (Including Vice-chancellor's fund. University fee for sports and cultural activities, E-charge, disaster management fund, examination fee, N.S.S. cell fund 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,



- enrolment fee are not refundable after the commencement of the academic term.
- All refundable deposits (Laboratory, caution money, library etc.) shall be fully returned at the time of cancellation.

**For Post-graduate Degree Programmes - (Reference No.-UG / 253 of 1996)**

**0.3574**

- (a) The registration fee once paid for the post-graduate programme will not be refunded for any reason.
- (b) The tuition fee paid by a candidate for the programme in which he / she is registered as a post-graduate learner will be refunded to him / her if he / she leaves the said programme without attending any lectures, seminars or practicals, subject to a deduction of 20% of the tuition fee there from the administrative charges. An application by the candidate for such refund will only be entertained if it is received by the Principal within fifteen days from the date of commencement of the lectures of the semester in which the fee is paid.
- (c) The tuition fee paid by a candidate for the programme in which he / she is registered as a post-graduate learner will be refunded to him / her if he / she leaves the said programme and joined the another programme of this University for which he applied at the same time and then selection form the new programme of this University is made later, subject to a deduction of 20% of the tuition fee there from for the administrative charges. An application entertained if it is received by the Principal within fifteen days from the date of his paying tuition fee for the new programme.



## **8. ATTENDANCE AND GRANT OF TERMS**

### **Ordinances 6086 relating to the attendance for learners.**

- 1) Every learner shall be allowed to keep terms for the given semester only if he fulfils at least 75% of the attendance of the total number of lectures, practicals, tutorials etc.
- 2) It is mandatory for every learner to have minimum 50% attendance for each course and average attendance has to be 75%.
- 3) Students who will fail to maintain the condition of minimum attendance on account of bonafide illness, or any other reason which is deemed right by the principal, should apply in writing to the principal, for leave of absence, prior or within two days from the date of commencement of such leave, failing which they will be treated as defaulters.
- 4) Students who request leave of absence from lectures / practicals / tutorials for participating in reports, cultural, research convention, Inter, Intra collegiate activities on behalf of the college should submit the application countersigned by the respective teacher incharge.
- 5) The defaulters list will be displayed on the notice board in the first week of every month. Defaulting students should attend the meeting (alongwith the parent or guardian) called by Attendance committee.
- 6) A learner, who is not regular in attendance or fails to carry out his/ her work to the satisfaction of the Principal, is liable to cancellation of his/her terms.



## 9. EXAMINATION GUIDELINES

### Faculty of Commerce

#### I. Undergraduate Programmes - B.Com.

#### I. UNDERGRADUATE PROGRAMMES - B. COM. (SEMESTER AND CHOICE BASED CREDIT SYSTEM)

➤ **Duration:**

The program (Degree Course) will be of 3 years comprising SIX Semesters i.e. from Sem. I to Sem. VI, two semesters per year of approx. 6 month duration.

Every semester will have number of courses (subjects/papers) that a learner will have to offer. Each course /subject) will be assigned certain number of credits. Learner will be assessed and evaluated at the end of the semester. The results will be declared at the end of every semester. Credits will be earned by the learner on successful completion of the course.

The degree will be awarded to a learner who successfully completes 120 credits of the programme in period of 3 to 6 years from the year of enrollment to semester I. If a learner does not earn 120 credits in 12 semesters from the year of enrolment to semester I, he/she may at his/her option transfer his/her performance in the existing/new program after establishing equivalence between old and new syllabus. Such a performance transfer will be decided by the Board of Studies / Ad hoc Board / Ad hoc Committee of the concerned subject. The admission to the program will be governed by the existing rules

➤ **Passing Standard:**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course in Semester End Examination and minimum of Grade D to pass a particular semester.

A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination separately if applicable in a particular course/ subject.

## II PERFORMANCE GRADING:

A Successful learner i.e. the learner who has passed all the courses of each Semester Examination shall be awarded grades shown in table.

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

Marks	Grade Points	Grade	Performance
80 & above	10	0	Outstanding
70 – 79.99	9	A+	Excellent
60 – 69.99	8	A	Very Good
55 & 55.99	7	B+	Good
50 to 54.99	6	B	Above Average
45 – 49.99	5	C	Average
40 – 44.99	4	D	Pass
Less than 40	0	F	Fail

## III. REVALUATION OF ANSWER BOOKS / PHOTOCOPY OF ANSWER BOOKS:

Verification and Revaluation shall be as per the existing ordinances and regulation & VCD of the University.

*(Please refer University circular No. Exam/ photo & rev/college/VCD/4636 of 2010 and 4637/2010.)*

## IV. NORMS FOR ALLOWED TO KEEP TERMS (ATKT):

- a. A learner shall be allowed to keep term for Semester II irrespective of number of heads of failure in the Semester I.
- b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

**OR**

A learner who fails in not more than two courses of Semester I and Semester II taken together.

- c. A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III. However, the learner shall pass each course of Semester I and Semester II in order to appear for Semester IV.

- d. A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV

**OR**

A learner shall pass Semester I and Semester II and fails in not more than two courses of Semester III and Semester IV taken together.

- e. A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V. However, the learner shall pass each course of Semester III and Semester IV in order to appear for Semester VI.
- f. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

**Ex student:** Learners who are declared failed in one or more courses on account of failure at the Internal Assessment and/or Semester End Examinations or who have been allowed to keep terms for the higher class shall appear as ex-student for the Internal Assessment and/or the Semester End Examination in the failed course at the examinations held by their respective college. Examination for the ex-students will be held at least 15 days prior to the Semester End Examination of the next Semester as per the pattern of the course in the respective (failed) semester. The examinations for the ex-students shall be held in every semester.

**V. UNFAIR MEANS AT COLLEGE OR UNIVERSITY EXAMINATION: -**

- Unfair means used by the students during college or university examinations will be strictly dealt with.
- Attention of the students is invited to Section 6 to 10 of the Maharashtra Act No. XXXI of 1982, providing for preventing malpractices at college or University exams.



## **10. STUDENTS WELFARE - SCHOLARSHIP, FREESHIP**

1. Student who secure 60 per cent of marks at the H.S.C. examination of Maharashtra State are eligible to get College Merit Scholarship, depending on the number of Scholarships available & such other conditions.
2. Case of poor and deserving students will be considered on application for remission in fees
3. Names of deserving students belonging to the State of Maharashtra will be recommended to the Government Open Merit Free studentship provided the annual income of their guardians does not exceed the prescribed limit. These are continued, subject to the satisfactory performances, conduct and attendance.
4. Students belonging to economically backward classes or belonging to Schedule Caste or Schedule Tribes will be recommended for government Free studentship on production of necessary certificate. Students desirous of claiming Backward Class freeships must apply for the same in advance within the prescribed time limit, If they do not apply they are not entitled to get these Freeships and will be required to pay full fees. These Freeships are granted subject to the approval of the Government. (See Appendix- D).
5.
  - (a) The College awards a number of freeships and half freeships to deserving students, In addition, needy and deserving students are helped in the form of concession in tuition fees, Participation in curricular activities is also taken into account for granting freeship/ Scholarship
  - (b) Concessions in payments of fees is granted for one term and may be renewed in the next term subject to the satisfactory progress, conduct and attendance of the recipient.
  - (c) While recommending the students for obtaining the Scholarship/ Freeships given by various bodies, the attendance and performance of the students in the college would be mentioned in the certificates.
6. All Application for scholarship or Freeships must be accompanied by the Guardian's Income Certificate for the previous year and attested copies of statements of mark of the applicant.

**7. Remission from the payment of Tuition Fees:**

- i) Students belonging to schedule caste and schedule Tribe communities and son and daughters of primary teachers will be admitted without collecting the tuition fees on production of the necessary certificate from the appropriate authorities (in the case of Backward Classes from Social Welfare Officer and in the case of Primary teachers from the Education Officer of the B.M.C.) subject to the condition the condition that such students will simultaneously submit their application for the concession.
- ii) Students failing to submit the application within the prescribed time limit of one month from the date of their admission will lose this concessions and they will be required to pay the fees forthwith to the college.
- iii) In case their application for the concession is not sanctioned by the appropriate authorities due to reasons beyond the control of the college, such students will also be required to pay forthwith on demand.
- iv) Students who have applied for the above concessions and whose applications are pending will be allowed to enroll for the second term on payment of the general fees.
- v) Admission of the students who fail to pay the general fees to retain their admission for the second term will be considered as cancelled for the second term.

**Notes:**

- 1) Granting of the College Open Merit Scholarship and Free Studentship and recommending for the Government Scholarship is subject to the condition of a minimum 75% attendance, and satisfactory performance and conduct in the college examination.
- 2) Students' who have applied for remission of fees and whose application for Freeships/ Scholarships are forwarded and are under consideration however will have to pay the College general fee in the beginning of the second term to retain their admissions. (*For other Scholarships, see Appendix - "D"*)
- 3) Students should submit manual as well as online Scholarship / Freeship Form which is available on <https://mahadbt.maharashtra.gov.in>



## 11. LIBRARY FACILITIES

The library of the college is located on the B wing 5th floor of the college building with a total seating capacity of 150 students. The library has separate room for teaching staff and a network Resource Centre. It is open from 8.00 am to 5.00 pm. The college Library is fully automated SOUL3.0 which is state-of-the-art integrated library management software designed and developed by the INFLIBNET. The entire collection of the library is fully barcoded and the transaction of the books are done using barcode scanner. The students and staff can search the library catalogue or holding of library with the help of OPAC (Online public access catalogue) and Web OPAC on computer and also on mobile application. The Library has more than 21,000 books on different subjects that include text books and reference books in different languages. The library has good collection of reference books like encyclopaedias, dictionaries and subject reference books. All these books are arranged according to D.D.C 22nd edition. The library is subscribing to many physical journals and magazines. The periodicals include international and national journals and magazines. The library also houses a **good number of E resources index N- List that includes more than 6,000 E- journals and more than 1,00,000 E- books.**

Facilities	Services Offered
1. Reading Hall: Providing a dedicated space for reading and studying within the library premises.	1. Computerized Issue and Return services, using SOUL 3.0 Software.
2. Book Bank Facility: Offering a system for borrowing textbooks or other materials for extended periods.	2. Reference Service: Providing assistance to library users in finding information and resources for their research or study needs.
3. Competitive Exam Corner: Supporting users in their preparation for competitive exams through resources and guidance.	3. Referral Service: Directing users to other relevant sources or services outside the library if needed.
4. Book Exhibitions: Organizing events to showcase new acquisitions or themed collections to library users.	4. Indexing Service: Creating and maintaining indexes to help users locate specific information within the library's collection.
5. Reprographic and Scanning: Offering services for photocopying and scanning documents or materials.	5. Access to Open Access Resources: Providing access to freely available scholarly materials and resources.
6. Syllabus & Question Papers: Providing syllabi and past question papers for reference.	6. Current Awareness Service: Keeping users informed about the latest developments, publications, or events in their field of interest.
7. Open Access System: Allowing users to freely access library resources without barriers or restrictions.	7. Personalized information services tailored to the specific needs and interests of users.
8. OPAC (Online Public Access Catalog): Providing an online catalog for users to search and access library holdings remotely.	8. Bibliographic Service: Compiling and maintaining bibliographic records of library materials for easy access and citation.
9. Internet: Offering internet access for research, communication, and other purposes within the library.	9. User Orientation/Information Literacy: Offering programs or sessions to help users become proficient in finding, evaluating, and using information effectively.
10. UGC Network Resource Centre: Offering resources and support for accessing and utilizing digital information and technologies.	10. Books distribution: Distribution of weeded books to students free of cost.
11. Inter library Loan under MoU with Lala Lajpatrai College.	11. Library to society: Providing basic library facilities to people from Neighbourhood parents and alumni.



## 12. ADDITIONAL IMPORTANT DOCUMENTS

### A. Documents issued by the college office :

#### 1. **Bonafide Certificate :**

Students who are admitted to the Degree College are eligible to get a bonafide certificate on application and payment of Rs. 20/- (Rupees Twenty only)

#### 2. **Railway concession :**

- Only bonafide students of the college for the academic year (male students below 25 years and all lady students) are eligible for Railway concession for their season tickets between the stations nearest to their home to Mumbai Central.
- The student has to apply in a prescribed form of application available at the college office between 09.30 a.m. to 1.00 p.m. on any working day.
- Long Journey Railway Concessions are granted only for the vacation period according to rules of the Railways for commuting to their native places as shown in their admission forms.

#### 3. **Transcript:**

Students seeking transcripts are required to apply on a plain paper giving full details (Mark sheets and relevant documents) to the Principal Following verification of the documents and payment of Rs. 500/- (Rupees Five Hundred Only) to the cashier one original and one copy of the transcript will be provided.

#### 4. **Transference Certificate:**

0.131 If, as a result of a student leaving one college to join another, it will be necessary for him to count the attendance kept by him in more than one college to enable him to make up the necessary number of attendances, a Transfer certificate shall not be granted except for reasons which appear to the executive council to be sufficient and except with the written permission of the Principal of the college which the student wants to leave and the Principal of the college which he intends to join. Provided, however, that in the event of a student leaving one college to join another after the completion of a term, or terms, it will be necessary for him to obtain the written permission from the Principal of the college which he desires to leave and the Principal of the college which he intends to join.

0.132 Students shall make application of Transfer Certificate without unnecessary delay through the Principal of the college to which they wish to be transferred.

5. **Recommendation letter:**

Students applying for post graduate courses to Indian or foreign Universities may apply on a plain paper giving the purpose for which the recommendation letter is sought and other personal and academic details and the name of faculty from whom such a letter is sought. The Principal on scrutiny of the application will issue relevant instructions to the office to do the needful.

6. College examination mark sheets, Students of F.Y. and S.Y.B.Com. who have appeared for first and second term examinations will be issued marksheets.

**B. Documents to be submitted by the student.**

1. **Provisional eligibility:**

A student from another University or Board of secondary or intermediate Education or any other statutory examining body, seeking admission to this University /College shall apply to the Registrar, University of Mumbai for a statement of eligibility. Such students will not be admitted to any class, if they have not obtained the Provisional Certificate of Eligibility from the Registrar, University of Mumbai.

After being admitted to the college on the basis of the provisional eligibility certificate, the students have to obtain final confirmation and eligibility for which they will be required to submit the following certificates in original along with a xerox copy.

- Original Mark sheet
- Original Passing Certificate
- Original Migration Certificate

Those students whose admission is provisional should note that if the Registrar does not finally confirm their admission, their terms will be treated as “Null and Void” and they will not be allowed to appear for the final examination. Foreign students will have to show documentary evidence of conversion of their visa in addition to the above condition for eligibility.

## 2 **Migration Certificate:**

When a student of Mumbai University, either enrolled in an affiliated college or registered with the University, wishes to leave the University to join any other University / Board for prosecuting any course of study, he has to obtain a migration certificate from this University. A student is required to apply in the prescribed form for the migration certificate to the Registrar of the University through the Principal of the college/Institution last attended by him.

The application for migration certificate has to be accompanied by the Transfer Certificate in original and a copy thereof.

A duplicate or fresh copy of the migration certificate will not be issued under any circumstances.

If for any reason the student fails to join the University /Board that he had proposed to join, he shall return the Migration Certificate issued to him *within three months* from the date of issue of the migration certificate for cancellation through the Principal of the college/ Institution through which he applied for the migration certificate.

## 3 **Transference Certificate:**

0.126 No student shall at any time be admitted to any other college unless he/she produces Transference Certificate from the College he/she leaves.

0.120 The Principal shall be entitled to charge a fee of Rs. 100/- for issuing a Transference Certificate, subject to the provisions of ordinance 130, when a Principal receives an application for a Transference Certificate more than a month after the opening of a term he may levy an additional fee of Rs. 20/- per term that has lapsed since the applicant attended the college. Provided however that the fee charged under the ordinance shall not exceed Rs. 200/- in the aggregate.



## APPENDIX -A

### PROFORMA OF UNDERTAKING TO BE SIGNED BY PARENT/GUARDIAN AND STUDENTS

The Principal,  
N.S.S.College of Commerce & Economics,  
Tardeo, Mumbai -34.  
Sir,

My ward Kum./ Kumari \_\_\_\_\_ has applied for admission to F.Y./S.Y./T.Y.B.Com. for academic year \_\_\_\_\_. I have acquainted myself with the rules and regulations given in the prospectus relating to the admission including the rules of discipline and conduct. I assure you on his/her behalf that he/she will abide by all these rules, I also assure you that I shall meet the Principal whenever, I am called upon to do so and I will submit to any action taken by the Principal against my ward.

I further hereby undertake on behalf of my ward that he/she will attend all the lectures/tutorials/practicals regularly and will take all the college examination seriously without fail and if he/she fails to take up the examination seriously or remains absent at the exam or at lectures/tutorials/practicals, I am submitting to the Principal for taking any action against my ward which I shall abide strictly.

I and my ward agree to abide the decision of the Principal.

Yours faithfully,

**(Signature of Parent/Guardian)**

Name of Parent/Guardian \_\_\_\_\_

Relation with the student : \_\_\_\_\_

(Signature of Student) \_\_\_\_\_

Name : \_\_\_\_\_

**N.B. Form of admission will not be accepted unless this undertaking is signed by the student and Parent / Guardian.**



**APPENDIX -B**

**INFORMATION ABOUT SCHOLARSHIPS, FREE STUDENTSHIPS ETC.**

<b>Sr. No.</b>	<b>Name of the Scholarship s Free Studentship</b>	<b>Eligibility</b>	<b>Amount of Scholarships Free Studentship</b>	<b>Period for which Tenable</b>	<b>Certificate Required</b>	<b>Other Conditions</b>	<b>Remarks</b>
1	National Scholarship	—	For FY, SY Junior College Rs. 50 p.m. for F.Y./S.Y. & TYBCOM Rs. 75 p.m.	Full Time Course	—	—	Three Scholarships are awarded by Govt. of India on the recommendation of S.S.C. Exam. Board
2	National Loan Scholarship	Student who have secured 53% marks in the aggregate and whose guardian's equal Income is Rs. 6000/- or less Employed Student are not eligible	Rs.720/- to Rs. 1150/- according to the class in which the student is reading.	Until the Course is Completed	Age Certificate examination passing & Marks Certificates, Testimonial from Head Master/ Principal and Income Affidavit by of guardian	1. Student must execute a bond with Govt. of India. 2. Guardian must submit on affidavit regarding income —	Student shall not accept any other scholarship, freeship etc., If this is accepted, every year. Scholarship is to be renewed free if interest and loan is to be repaid by the awarded only after the starting earning.
3	Maharashtra State Open Merit Scholarship for Students of all Communities	Student who have secured not less than 70% Marks at the S.S.C. Examination and not less than 60% Marks at the Higher Examination. Employed students are not eligible	Rs. 30/- per month	5 Years	Affidavit from guardian about his income	—	For the Scholarship to continue for 5 years to Student must get not less than 45% marks in every subsequent annual examination.

Sr. No.	Name of the Scholarships Free Studentship	Eligibility	Amount of Scholarships Free Studentship	Period for which Tenable	Certificate Required	Other Conditions	Remarks
4	Maharashtra State Scholarship to Children of all communities.	Freedom Fighter, her husband, his wife children of grand children Employed Students are also eligible	Annual Book Grant Rs. 100/- Scholarship Rs. 50/- p.m. and full fees.	5 Years	1. Affidavit from Freedom Fighter that his/her income does not exceed Rs. 300/- p.m. 2. Certificate from Magistrate of District in which Freedom Fighter, resides.	Freedom Fighter must be from Maharashtra State	Freedom Fighter means a person who has suffered Imprisonment for atleast one months or loss of means of livelihood or death during National Emancipation Movements suffered.
5	Scholarship to Children of Primary and Secondary School Teachers	Children of Primary & Secondary school Teacher's employed Students are not eligible Students in receipt of other Scholarship will have to surrender one of them	Rs. 50/- to F.Y.& S.Y. Junior College & Rs. 75/- p.m. to F.Y./S.Y./ T.Y.B.Com.	Until the Course is Completed	1. Certificate from parent's Employer. 2. The parent's affidavit regarding income	—	For the scholarship to continue every year the students must show satisfactory progress.
6	Govt. of India Scholarship to scheduled caste or Tribe and Lower income group	S.C./S.T.and lower income Group	—	5 Years	Exam Passing & Certificate and Cast Gazetted Officer, Rev. Officer, Hon. Magistrate J.P. in case of S.C. & S.T.	In the case of LIG student's Parent's/ Guardian's income must be between Rs. 120/- & Rs. 2000/-	Scholarship are not awarded to those who have failed in the previous annual examinations.

Sr. No.	Name of the Scholarships Free Studentships	Eligibility	Amount of Scholarships Free Studentship	Period for which Tenable	Certificate Required	Other Conditions	Remarks
7	Maharashtra State nonbackward class students open Merit Free	Students Non-Backward Class studentns who have secured not less than 60% marks Employed students are also eligible	—  --	1 Year	Income Certificate from the guardian's employed. Income certificate from students employed. If he is serving	1.Guradian's annual income is under consideration of Govt. 2. If the students is employed his won income together with that of his guardian will be taken into consideration.	These free studentship are awarded by the Govt. on the basis of the recommendations by the Principal. Students have to send in their applications for this free studentship to the principal.
8	Mah.st. Economically Backward class Free Studentship	Students whose guardian annual income is Rs. 15000/- or less Employed students are also eligible.	--	1 Year	1. Declaration of income by guardians. 2. Income Certificate by a Gazetted Officer, Rev. Officer not below class-II Collector or Tahasildar	Student Must not enjoy and other concession in fees	Freeships or not awarded to those who have failed in the previous annual Examination
9.	Freeship to sons & daughters of Primary teachers in Maharashtra State.	Children of Primary Teacher	--	1 Year	Certificate of employment of teacher counter signed by competent authority	--	--
10.	Freeship to S.C. & S.T. Students	S.C.& S.T. Students from Maharashtra State with only one failure	--	1 Year	Caste declaration & Income Certificate	--	--



## APPENDIX -C

THE RULES OF PROHIBITING RAGGING HIGHER AND TECHNICAL EDUCATION  
DEPARTMENT Mantralaya Annex, Mumbai 400 032, dated the 19th May 1999

### NOTIFICATION

MAHARASHTRA PROHIBITION OF RAGGING ACT , 1999.

section {2} of section 1 of the Maharashtra Prohibition of Ragging act, 1999 {Man. XXXIII of 1999), the Government of Maharashtra hereby appoints the 1 day of June 1999 to be the date on which the said Act shall come into force.

By order and in the name of the Governor of Maharashtra, V.P. Raja,  
Secretary to Government In pursuance of clause (3) of article 348 of the Constitution of India,  
the following translation in English of the Maharashtra Prohibition of Ragging Act, 1999 (Mah,  
XXXIII of

1999), is hereby published under the authority of the Governor.

By order and in the name of the Governor of Maharashtra, PRATIMAUMARJI, Secretary to  
Government, Law and Judiciary Department. MAHARASHTRA ACT NO. No. XXXIII OF  
1999.

(First published, after having received the assent of the Governor in the "Maharashtra  
Government Gazette", on the 15 May 1999.)

An Act to prohibit ragging in educational institutions in the State of Maharashtra  
WHEREAS it is expedient to enact a special law to prohibit ragging in educational institutions in  
the State of Maharashtra. It is hereby enacted in the Fiftieth Year of the Republic of India as  
follows:

#### (1) Short title and commencement:

- This Act may be called the Maharashtra Prohibition of Ragging Act, 1999.
- It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

#### (2) Definitions :

1. "educational institution" means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto;
2. "head of the educational institution" means the Vice-Chancellor of the University, dean of Medical Faculty, Director of the Institution or the Principal, headmaster or the person responsible for the management of the educational institution;



3. "ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes (i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or (ii) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

**(3) Prohibition of ragging :**

Ragging within or outside of any educational institution is prohibited.

**(4) Penalty for ragging :**

Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any education institution shall, on conviction, be punished With imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

**(5) Dismissal of student:**

Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

**(6) Suspension of student:**

1. Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if; prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.
2. Where, on enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.
3. The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final.

**(7) Deemed abetment :**

If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4. Power to make rules.

**(8)** (1) The State Government may, by notification in the Official Gazette, amend for carrying out all or any of the purposes of this Act.

(2) Every rule made under this Act shall be laid, as soon as may be, after it is made, before each House of the State Legislature, while it is in session for total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, both houses agree in making any modification in the rules or both Houses agree that the rule should not be made, and not if- such decision in the Official Gazette, the rule shall from the date of publication of such notification, have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.



**Note: It is mandatory for all students to fill Undertaking form for Anti-Ragging without which admission will not be confirmed:-**

**[https://antiragging.in/affidavit affiliated form.php](https://antiragging.in/affidavit%20affiliated%20form.php)**



## NAGRIK SHIKSHAN SANSTHA

Recognized by Municipal Corporation, Mumbai, State & Central Govt. Educational Activities

- **N.S.S. College of Commerce and Economics**
  - **Bachelor of Commerce (B.COM.) – (Under Graduate)**
  - **Master of Commerce (M.COM. -Advance Accountancy) (Post Graduate)**
  - **Master of Commerce (M.COM. -Business Management)**

(NAAC RE-ACCREDITED With 'B++' Grade & Permanently affiliated to University of Mumbai, Under 2(f) & 12(b) recognized by U.G.C.New Delhi )
- **Certificate Courses**
  - ❖ *Tally*
  - ❖ *Share Market*
  - ❖ *Spoken English*
  - ❖ *Travel Tourism*
  - ❖ *Fashion Designing*
- **Bhauasaheb Hiray Primary School (I to IV)**
- **Bhauasaheb Hiray Secondary School (V to X )**
- **Bhauasaheb Hiray Jr. College of Commerce & Science**
  - *(XI & XII with Computer Science / Information Technlogy)*
- **Vocational Education (10+2 Level)**
  - *Auto Engineering Technician*
  - *Medical Lab. Technician*
  - *Accounting and Auditing*
- **Technical Institute**
  - *Diploma in Pharmacy (2 Years) A.I.C.T.E. and Pharmacy*
  - *Council of India Recognized.*
- **N.S.S. Hill Spring International School**
  - *(ICGSE Board and I.B. Implementing School)*

