

ORDINANCES

Admission

- A1.0** Admission of students into the Autonomous Degree Course of the Institution will be done on the basis of merit, the marks secured in the preceding Standard XIIth examination of H.S.C. Board or its equivalent, being the parameter unless otherwise prescribed.
- A1.1** Application for admission to any Undergraduate or Postgraduate course should be submitted in the prescribed format at the College office within the last date for acceptance of application.
- A1.2** The College has an online application provision via a link on the website but hard copies need to be submitted and originals to be produced for verification.
- A1.3** The University of Mumbai has made it mandatory for all candidates seeking admission to the First year courses of Undergraduate program to fill in the 'Pre-Admission Online Registration Form' which is available on the University of Mumbai website. This process needs to be completed and copies to be submitted at the time of admission.
- A1.4** The College is a Sindhi Minority institution, administered under the provisions of the Indian Constitution. Reservation of seats is therefore done as per the Directives given in the University of Mumbai Circular regarding the same.
- A1.5** An admission procedure shall be deemed to be complete only when the fees for the said academic year have been paid in full and an official receipt stating the same has been issued. The name of the student will then appear in the rolls and he /she shall be accepted as a student of the Institution.
- A1.6** Any Undergraduate or postgraduate admission is valid for a period of one year only, and hence is to be renewed for each subsequent year of study subject to eligibility and payment of necessary fees.
- A1.7** Dates for admissions to all courses will be announced prior and the offer of admission will be displayed on the College notice board. The student will be required to submit the following documents at the time of admission:
- a. Statement of marks of Standard XII or its equivalent
 - b. Original affidavit and Sindhi Panchayat certificate (for Minority community)
 - c. Caste Certificate, wherever applicable
 - d. Documentary evidence for Special Category Status such as: i) Wards of Transferred, either State or Central Government/Private Sector employees, or employees of Defence personnel/ Ex-servicemen; ii) Wards of Freedom fighters, learning disability or physically challenged learners, or those who may have met with accidents; award winners at the District / State / National / level in Sports or Cultural activities.

- e. Passing certificate required for issuing of Eligibility Certificate
- f. Migration certificate required for issuing of Eligibility Certificate

A1.8 Candidates who have passed the State Standard XII examination either from a Foreign Board or from International Baccalaureate or 'A' level examination are required to procure a 'Prima Facie' Eligibility Letter from the University of Mumbai for the purpose of admission from the Eligibility Department situated at the University of Mumbai, Kalina campus.

A1.9 Students who have passed the Standard XII examination from Boards/Universities other than the Maharashtra State Board and seeking admission to the First year of an Undergraduate program are required to apply for a Provisional Eligibility Certificate through the College at the time of admission.

Assessment and Evaluation

B1.0 Assessment and Evaluation of all Undergraduate and Postgraduate Courses will consist of the following two components:

- **Continuous Assessment (CA):** This will consist of either two Continuous Assessments, namely CA-I and CA-II; or one CA for 40% of the total marks of the said Courses.
- **Semester End Examination (SEE):** This will consist of one Semester-end examination to be conducted at the end of each Semester for 60% of the total marks of the said Courses.

B2.0 Continuous Assessment (CA) will be conducted for the Theory Component as per the following guidelines:

Unless otherwise stated, there will be **two CAs**, comprising of a total of 40 marks per Course per Semester.

- a. CA-I - A written test, to be conducted online or offline, of 20 marks.
- b. CA-II- A Course work of 20 marks, to be assigned by respective departments, which may comprise of any one of the following mentioned: Assignment / Seminar / Oral Presentation / Field-Visit Report / Survey / Mini Project or any other novel / innovative method not listed herein.
- c. Any method adopted in CA-II, will be implemented with the prior approval of BOS.
- d. All assessment of CA- II will be based on pre-standardized rubrics.

- e. There is a provision to merge CA-I and CA-II under one head of a single component CA of 40 marks with an appropriate marking scheme. The discretion for such a merger lies with the department provided done in prior consultation with its BOS and with the final approval of the Head of the Institution.
- f. There is no provision for improvement of performance in CA.
- g. Unless otherwise permitted by the Head of the Institution, no additional test will be conducted for any CA missed by a student.

B2.1 There will therefore be no additional CA unless a case qualifies under any one of the categories mentioned hereunder:

- a. Representing the College at the University level for sports or cultural activity;
- b. Participation in NCC/NSS camp organized by the College;
- c. Hospitalization of, either the student; or his/her immediate family member;
- d. Medical certificate (issued by MBBS/MD doctor or of a Government/BMC hospital) advising bed-rest, accompanied with a note from parent;
- e. Bereavement of an immediate family member, either immediately prior, or during on-going CA-I.

B2.2 Make-up CA-I– In the event that a student falls under any one of the aforesaid provisions mentioned under **B2.1** above, he/she will be entitled to 'Make-up CA' in one or more Courses as was missed for CA-I, within the same Semester. The concerned student will have to apply for 'Makeup CA-I' in the prescribed format, available with the Examination office, within the time-frame as specified by the office. Once approved, the names of the eligible students will be displayed on the College notice board.

B3.0 Semester End Examination (SEE) of 60 marks and two hours duration, for each Course will be conducted at the end of each Semester as per the following guidelines:

- a. A Student will be allowed to appear for SEE if he / she satisfies the attendance norms of the college.
- b. In the event that a student misses SEE, he/she will be marked "Absent" in one or all Courses as may be applicable, and will be required to write the supplementary examination of 100 marks instead, in one or all

Courses as may be applicable, in the next Semester. There is no provision of 'Make-up Examination' in SEE.

B3.1A student with either a **Learning Disability** or a **Physical Disability**, who is capable of writing but at a slower speed, will be allowed a provision of 40 minutes time in excess, for an examination of two hours duration, of each Course, for all Courses, provided he/she seeks prior permission from the Examination office for such, by producing a medical certificate from the authorized BMC hospital. To maintain uniformity of the process, out-station students will be required to verify their relevant documents from the same BMC authority. Concession in such cases will be given for errors in spelling or numbers. Such students will be required to mention LD on the top right-hand corner of their main answer booklet. In case a student requires a writer, prior intimation for such should be given in writing to the Examination office along with all relevant details of the writer, e.g. of a grade lower by a minimum of 2 years, if from the same stream, or by one year, if from another stream.

B4.0 Re-evaluation: In the event that a student is not satisfied with the marks allotted in one or more Courses in SEE, he/she reserves the right to apply for re-evaluation of the same, in accordance with the following procedural guidelines:

- a. A student desirous of re-evaluation of answer script shall be required to apply in the prescribed format within seven working days, both days inclusive, from the date of declaration of result of the concerned Programme.
- b. The application along with the applicable fee per answer script, or such fee as may be prescribed by the College from time to time, should be submitted to the Examination office within the above mentioned time-frame.
- c. Application forms received after the last date will not be entertained.
- d. It may be noted that such provision of re-evaluation is available only for SEE. No such provision is available for CA.
- e. There will be no change, and the original marks will be retained, in case the re-evaluation reflects a change which bears less than 10% difference from the original marks obtained earlier.
- f. If the difference between the original marks in a said Course, without the addition of any grace marks, if any, to it, and the marks obtained after re-evaluation, increases or decreases by more than 25% of the maximum marks assigned to that Course, a second re-evaluation of the

said answer script will be done by a third examiner. In such an event, the average of the re-evaluated marks assigned by the first and the third examiner will be treated as final, provided that the third examiner is not from the parent institution but has however, taught the same Course in another institution and is neither the first/second evaluator nor moderator of the said Course.

- g. No application for re-evaluation will be accepted if the marks secured in the first evaluation are less than 10 % of the total marks of a Course in SEE.

B5.0 Practical Examination for Courses (PEC) will be conducted wherever applicable.

B5.1 For the First and Second year students, the PEC will be conducted by internal examiners comprising of faculty member(s) of the said department, nominated by the HOD/Coordinator.

B5.2 For the Third year students, the PEC will be conducted by internal and/or external faculty member(s); a minimum of 5 in number to be nominated by the HOD/Coordinator.

Following are the provisions for the conduct of PEC:

- a. To be eligible to appear for PEC for a said Course, a student must possess a certified journal for the said Course.
- b. The journal will be certified by the Teacher-in-Charge (TIC) and countersigned by the HOD/Coordinator, only on completion of the said Course wherein each practical performed, is duly signed by the Teacher-in-Charge (TIC).
- c. The marks awarded for PEC of all Courses for a Semester, will be recorded and maintained by the concerned department and submitted at the end of the said Semester to the Examination office via the HOD/Coordinator.
- d. No additional PEC will be held within the on-going Semester, unless otherwise permitted by the Head of the Institution or, if the student belongs to Semester V/VI, that being the final undergraduate year.

B 6.0 Passing Norms

To be eligible for a Bachelor's Degree, a student will be required to pass the following examinations stated hereunder:

- a. First Year – Semester I & Semester II
- b. Second Year – Semester III & Semester IV
- c. Third Year – Semester V & Semester VI

Following are the minimum passing criteria for a Course:

B 6.1 To pass a **Theory Course**, a minimum of 25% of total marks in CA (i.e. 10/40) and a minimum of 35% of total marks in SEE (i.e. 21/60) will have to be procured along with a minimum of 40% (i.e. 40 out of 100) marks in aggregate for each Course offered by a student.

- a. In the event that a student fails to secure the required minimum of 40% marks in aggregate for each Course (i.e. 40 out of 100) or does not satisfy the minimum passing criteria of CA (i.e. 10/40) and/or SEE (i.e. 21/60), then he/she will have to re-appear in the subsequent Semester for the supplementary examination (**SE**) of 100 marks to pass the examination in the said Course/Courses.
- b. A student will get a maximum of three attempts to pass a Course, with the same syllabus in the above mentioned manner i.e. one regular and two supplementary exams, of 100 marks each, in two subsequent Semesters.

B 6.2 To pass a **Practical Course**, a minimum of 40% of the total marks allotted for each practical Course, will be required.

- a. In the event that a student fails to secure the required minimum of 40% of the total marks in a PEC, or remains absent for a PEC in any Semester, then he/she will have to re-appear for the said PEC for the same syllabus in the next Semester.
- b. A student will get a maximum of three chances to pass a PEC in the above mentioned manner in the same syllabus.

B 7.0 Passing Standards

B 7.1 Faculty of Arts/Commerce/B. Voc. (Travel & Tourism Management)

- a. In the event that a student fails to meet the minimum passing standards, he/she will be withheld from progressing to an odd semester

from an even semester. However, the same will not hold true in progressing from an odd to an even semester.

- b. A student who fails in **up to four Courses** across both Semesters in an academic year will be allowed to keep terms (A.T.K.T.) and appear for the supplementary examination(s) (SE) in the subsequent Semester.
- c. However, a student who fails in **more than four Courses** across both Semesters in an academic year will be declared **'Fail'** in that academic year.

B 7.2 Science/B. Voc. (Software Development)

- a. In the event that a student fails to meet the minimum passing standards, he/she will be withheld from progressing from an even to an odd semester. However, the same will not hold true in progressing from an odd to an even semester.
- b. A student who fails in **up to six Courses** across both Semesters in an academic year will be allowed to keep terms (A.T.K.T.) and appear for the supplementary examination(s) SE in the subsequent Semester.
- c. However, a student who fails in **more than six Courses** across both Semesters in an academic year will be declared **'Fail'** in that academic year.

B7.3 A student shall not be allowed to keep term for Semester V if he/she has not cleared any Course of Semester 1 and Semester 2.

B 7.4 A student shall be allowed to keep term for Semester VI irrespective of his/her GP in Courses in Semester V.

B 7.5 It may be noted that the result of Semester VI shall be kept in abeyance until all Courses of every lower Semester is successfully cleared.

B 7.6 On successful completion of a Semester, a Grade Card shall be issued to all such students who have registered for the same, indicating the Grades in Letters, and the Credit Points earned. All other relevant details pertaining to the Registered Courses, such as Course Code, Title, Total number of Credits, Grade and Credits Earned, SGPI and CGPI will also be shown.

Gracing Norms

B 8.0 Earned Grace Marks Criteria for Theory: In the situation that a student requires an increment in marks either to pass the Course or to improve the grade obtained, the following norms will be followed to decide the merit of the case:

B 8.1 A student will be entitled to **ten Earned Grace Marks**, which shall be added to his/her even Semester marksheet for the said academic year, if he/she has done any one of the activities mentioned below:

- a. Students who have completed NCC training program during the said academic year provided it is duly certified by the Associate N.C.C. officer of the College and the Head of the Institution.
- b. Students who have participated in the NSS program and have satisfactorily completed a minimum of 120 hours of social service encompassing the time spent in at least two projects of different nature and provided it is authenticated by the NSS Program Coordinator and duly certified by the Head of the Institution.
- c. Students who are either (a) members of such team(s) which have reached the Quarter final stage at Inter-Collegiate sports competition conducted by either the University or any Government authorized sports agency; or (b) have secured one of the eight places in order of merit in an individual sports event conducted by the University; or (c) have represented the University in sports events either at the Inter-State, Zonal or at the National/International level in the same academic year, and provided it is recommended by the Head of the concerned section and certified by the Head of the Institution.
- d. These ten earned grace marks can be applied as per the following specifications as listed hereunder:
 1. The earned grace marks are to be applied before the procedure of general gracing.
 2. In the event that a student has procured passing marks in all Courses, these 10 marks can be used for improvement of Grades.

3. If a student does not clear one or more Courses, the benefit of grace marks shall be granted to the extent of 5% of the maximum marks allotted to the said Course.
4. A maximum of 2/3rd marks per Course will be granted for the purpose of enabling a student receive a higher grade in a said Course of 40/60 marks.
5. If the benefit of grace marks is not availed in any of the above mentioned specifications, a value of 0.1 will be added in the final grade to the CGPI. However, if the benefit has been availed for passing a said Course or Courses, the same may be proportionately deducted from the total grade point e.g. 0.01 shall be deducted from the final grade, for every one mark that has been awarded to enable passing a said Course or Courses.
6. Grace marks awarded for any one of the above activities will not be further eligible to be counted for the award of scholarships, prizes, medals or any other such award.
7. Rules related to gracing under the above mentioned activities shall be applied first, and the same will be reflected separately in the Grade card of the student using 'at the rate of' sign (@).

B 8.2 A maximum of 20 marks as grace is permissible for passing in different Courses, as per scheme of examination for passing, in case of students with learning disability which will be reflected in the Grade card using the 'similarity' sign (~)

B 9.0 Regular Grace Marks Criteria for Theory

In this situation a student requires an increment in marks either to pass the Course or to improve the Grade obtained, applicable in theory only, but does not qualify under the purview of "Earned Grace marks", the following norms will be followed to decide the merit of the case:

B 9.1 Grace Marks for passing a Course

- a. The provision of benefit of grace marks will be granted up to a maximum of 1% of the grand total per Semester for passing a Course / Courses of a said Semester.
- b. The availed benefit of grace marks (up to a maximum of 1% of the grand total per Semester) in a said Course/Courses for passing, shall not exceed 5% of the total marks allocated for that said Course.

- c. A benefit of a maximum of 2% of the total marks of a Course shall be allocated to satisfy the minimum criteria for CA and no more than a maximum of 3% of the total marks of a Course shall be allocated to satisfy the minimum criteria of SEE.
- d. Grace Marks availed for passing a said Course or Courses as the case may be, will be reflected in the Grade Card using the 'dollar' sign (\$).

B 9.2 Grace Marks for Improvement of Grade

- a. **Higher Grade per Course:** A student whose total marks in a Course falls short of securing an 'A+' or 'O' grade can avail of grace marks which can be no more than 3% of the total marks of the said Course. The total gracing marks under this ordinance cannot exceed 1% of the total marks of the examination.
- b. Grace Marks availed for securing a higher grade in a said Course or Courses as the case may be, will be reflected in the Grade Card using the 'asterisk' sign (*).
- c. **Higher Grade in a Programme:** A student who passes in all Courses in a said examination without having availed the benefit of Grace marks, but whose total number of marks fall short of securing either an 'A+' or 'O' grade by such marks which is not more than 1% of the aggregate marks of that examination, or up to 10 marks, whichever is less, shall be given the benefit of the required marks to get the next higher grade as the case may be.
- d. Grace Marks availed for securing a higher grade in a program as the case may be, will be reflected in the Grade Card using two 'asterisk' signs (**).

B 9.3 Condonation

In the event that a student is unable to secure the passing marks in only one Course but has passed in all other Courses without availing the benefit of grace, his/her deficit of marks in such a Course may be condoned by not more than 1% of the aggregate marks of the examination which the student has failed to clear. These marks can either be added to CA (not exceeding a maximum of 2 marks), or to SEE (not exceeding a maximum of 3 marks), and/or to the total marks of the Course.

Condonation of deficit marks will be reflected in the Grade Card using ‘hash tag’ sign (#).

B 10.0 Grade Card

The College has a **10-Point Grading Scale**, consisting of a Semester Grade Point Performance Index (SGPI) and a final Cumulative Grade Point Performance Index (CGPI). Grade cards will be issued each Semester. Following is the Grading Scale for the same:

| Letter Grade | Grade Point | Percentage of marks |
|----------------------------|-------------|--------------------------|
| O (Outstanding) | 10 | ≥ 80 and ≤ 100 |
| A ⁺ (Excellent) | 9 | ≥ 70 and < 80 |
| A (Very Good) | 8 | ≥ 60 and < 70 |
| B ⁺ (Good) | 7 | ≥ 55 and < 60 |
| B (Above Average) | 6 | ≥ 50 and < 55 |
| C (Average) | 5 | ≥ 45 and < 50 |
| P (Pass) | 4 | ≥ 40 and < 45 |
| F (Fail) | 0 | < 40 |
| Ab (Absent) | 0 | - |

B 10.1 Earning Credits

A student will be considered to have completed a Course successfully and earned the credits if he/she is able to secure any Letter Grade in the range ‘O’ to ‘P’. The Letter ‘F’ in any Course implies the inability of the student to clear the said Course and hence no Credits will be earned.

B10.2 Computation of SGPI and CGPI

The College adopts the following procedure to compute the Semester Grade Point Performance Index (SGPI) and the Cumulative Grade Point Performance Index (CGPI) as per the recommendations of UGC:

- SGPI of kth Semester (Semester 1 to Semester 6) is denoted by S_k and is the ratio of sum of the product of the number of Credits and Grade points, to the total number of Credits of all Courses which have been registered by the student, i.e.,

$$S_k = \frac{\sum_{i=1}^n (C_i \cdot G_i)}{\sum_{i=1}^n C_i}$$

Where C_i is the number of Credits of the i^{th} Course, G_i the Grade point scored by the student in the i^{th} Course, and n is the number of Courses registered by the student in that semester.

- b. CGPI is calculated in the same manner by taking into consideration all the Courses m , registered by a student, over all the Semesters of a Program, i.e., up to and inclusive of S_k , where $k \geq 2$.

$$CGPI = \frac{\sum_{i=1}^m (C_i \cdot G_i)}{\sum_{i=1}^m C_i}$$

- c. The SGPI and CGPI shall be rounded off to 2 decimal points.
- d. Error(s) if any, in Grade Card, such as rectification of name, marks, SGPI and/or CGPI have to be brought to the notice of the Examination office via the respective Vice-Principal/Coordinator within a period of not beyond 10 working days, both days inclusive, from the date of distribution of the Grade Card.

Additional Academic Activity (AAA)

C 1.0 It is mandatory for each student to acquire two AAA credits involving 60 points over a period of three years in order to qualify for the Degree program.

Listed below are the details pertaining to AAA credits wherein 1 credit is equal to 30 points.

| AAA | Points per academic year | Description/ Criteria | Allocation of Points |
|---------------------------|--------------------------|--|---|
| AAA Certificate Course(s) | Maximum 30 | <ul style="list-style-type: none"> Attendance is mandatory in all the enrolled certificate course(s). Maximum registration per batch = 40 students | n/2 points where n = number of course hours |

| | | | |
|---------------------------------|------------|---|---|
| Discussion Club | Maximum 20 | <ul style="list-style-type: none"> • Discussion Topics may include: Articles, Book review, Chapter(s) from a book, Applications of topics, Case Study, Scientific papers, etc. • Discussion of one topic per meeting. Presentation and discussion time to be split 1:1 • Attendance is mandatory with interactive discussion and presentation. • Maximum registration per batch = 20 students | n/2 points where n = number of course hours |
| Lecture Series/ Seminars | Maximum 10 | <ul style="list-style-type: none"> • Attending lectures within the College premises or in other institutions with the prior approval of the Head of the Institution via the HOD. | 1 point per lecture attended (lecture duration to be of minimum 2 hours) |
| Workshops | Maximum 15 | <ul style="list-style-type: none"> • Active participation within the College or in other institutions with the prior approval of the Head of the Institution via the HOD. | Maximum of 5 points per workshop of minimum 5 hours duration, provided each session of the workshop is attended. |
| Conference(s) | Maximum 60 | <ul style="list-style-type: none"> • Intercollegiate /intra-collegiate • Mentored/guided by a staff member (s) from the same department • Participating in poster / paper / oral presentations in academic/scientific meets. | <ul style="list-style-type: none"> • Proposal presentation =10 points if worked for under a year • Literature Survey of paper = 20 points if conducted for more than 1 year |

| | | | |
|---|------------|--|---|
| | | | <ul style="list-style-type: none"> Original work done for more than 2 years= 60 points |
| IT training and Orientation Program (for students pursuing CA) | Maximum 60 | <ul style="list-style-type: none"> To be done in Semester III or IV The student should have passed all previous Semesters with at least 75% attendance. Proof of successful completion has to be provided Prior permission has to be taken from the Head of the Institution via Vice Principal | 60 points |

Additional Activity (AA)

C2.0 Additional activities of extra-curricular nature or CSR (College Social Responsibility) can be undertaken by students to gain two additional non-mandatory Credits (60 points) which will be reflected in the grade card. This can be acquired over a period of three years of the said program.

The rubric for students to earn points under extra-curricular activities is as follows:

| ACTIVITY | POINTS | | |
|-----------------------|---|--|---|
| | 15 points | 10 points | 5 points |
| Organizational skills | Holding prominent positions in core organizational committees for | Part of core committee for intra-collegiate events OR part of the | As a part of the organizational team of volunteers for intra-collegiate activity |

| | | | |
|---|--|--|---|
| | Inter-collegiate festivals/activity | organizational team of volunteers for intercollegiate activity | |
| Participation* (*Podium finish would fetch additional 5 points for individual events & 2 points for group events) | University/Zonal/ State Level participation in cultural/literary/fine arts/sports activities representing Jai Hind College | Local level intercollegiate participation in cultural/literary/fine arts/sports activities representing Jai Hind College | Participation in intra- collegiate festivals/competitions/ important college days like Republic day, Annual day/ contribution to college or departmental magazine/debate/ Student Council etc. |

- a. Extraordinary achievements of students such as national/international participation etc. to be dealt as a separate case.
- b. A student must secure minimum 5 points in each of the two criteria of the rubrics. However no restriction is placed on the distribution of the 60 points to individual criteria, to ensure all-round development.
- c. The CSR activity undertaken by a student shall be coordinated and points earned for the same will be decided by the faculty in charge of the activity or the HOD with approval of the Head of the Institution.

Internship/Field-work Experience Credit

C3.0 Internships / Field-work experience is encouraged by the College so as to enable gain of practical experience in the sphere of study.

C3.1 Two Non-Mandatory Credits will be awarded and reflected on the Grade Card for such activity as per the provisions laid down below:

- a. It is undertaken during the breaks between Semesters (except between Semesters I and II)
- b. It is **NOT** undertaken during semesters or college hours. Such internships, if done by students, will not be counted
- c. The student gets a minimum of 60 working hours of hands-on experience
- d. The student has taken prior approval of HOD/Coordinator
- e. A letter indicating job assigned and completed is provided by the hiring entity

Transfer of Credits

D1.0 Transfer of students from other Colleges/Universities is permitted.

- a. A special committee constituted within the Examination Board will decide the credit transfer.
- b. Decision of the committee will be regarded as final.

Unfair Means at Examinations

E 1.0 Any student detected using unfair means (or being in possession of a smart phone/watch/electronic gadget or any other material which could be used for copying) either during CA or SEE will have to face the Unfair Means Committee constituted by the Head of the Institution.

Library norms

F1.0 The library shall be accessible to all students with a valid library card on all days, except Sundays and other public holidays from 8.40 am to 5.30 pm. The period will be extended during exam days as follows:

- a. Monday to Saturday: 8.40 am to 8.00pm (Classroom for studies after 5.30 pm)
- b. Sunday & Public holiday: 10.00 am to 5.00 pm

F1.1 The library shall charge a nominal fine for overdue issue of books/ reading material as per the following chart:

| Section | Overdue by | Per day |
|-------------|-----------------------------|---------|
| Circulation | 1 to 7 days | Rs 2/- |
| | 8 th day onwards | Rs 5/- |
| Reference | | Rs 5/- |

F1.2 The fine receipt for the same is to be collected from the library staff at Library Counter

F1.3 The membership of a student will be suspended in case the student is in possession of a book which is overdue for more than 15 days.

F1.4 The following services are offered by the library: Lending facility, Open access, Web OPAC, E-Library, NLIST-INFLIBNET, SDI facility, new arrivals with cover page image on web OPAC, online reservation of the book facility, online request to propose a new book, Inter-library loan facility, Monthly subject-wise bibliography, Reference service, AC reading hall, special discussion counter,

Digital Collection, Internet Access, Information alerts, new arrivals show case, Printing, Online library orientation, Institutional membership, referral service (directing users to sources outside the library), Library Plus card.

F1.5 Library members can avail the facility of Digital Collection in the reference Section where two computers are reserved especially for this purpose; this facility being free of cost for them. This facility can be accessed by contacting the Reference Section. It will not be accessible without a valid membership card.

F1.6 The Digital Collection title may be selected from either the OPAC or the list available at the Reference Desk.

F1.7 For accessing the facility of N-LIST/INFLIBNET, the students should procure a personal user id and password.

Attendance

G1.0 The College expects 100% attendance in all lectures/practical per Course.

A student with less than 75% attendance in a said Course will not be allowed to appear for the SEE in that said Course.

A condonation of lectures/practical per Course can be made at the discretion of the Head of the Institution, in the following cases:

- a. Any serious illness authenticated by a Doctor's Certificate by a qualified medical practitioner preferably of either a Government/BMC hospital, as well as Medical Records, and submitted within a period of two days of resuming college.
- b. Other grave reasons, with validating documents (which should be acceptable to the Head of the Institution) and submitted within two days of resuming college.
- c. Representing the College with prior permission of the Head of the Institution, in which case the total attendance required will be reduced by the number of days spent representing the College. However, such students should login at least 75 % attendance of the remaining total.
- d. Unless unavoidable, students will not be allowed to miss lectures, practical, CA or SEE without the prior permission of the Head of the Institution. Absence without prior permission will make students liable to disciplinary action, including denial of Terms.

- e. Absence from any Test / Examination must have documentary justification which must be presented, to the concerned Vice Principal within two days of resuming College. The following documents are accepted:
1. In case of illness, a Medical Certificate authenticated by a Doctor's Certificate by a qualified medical practitioner preferably of either a Government/BMC hospital, as well as Medical Records, must be produced.
 2. In case of bereavement, the Death Certificate will have to be submitted.
 3. No documents will be accepted after two days of resuming College.
 4. The Leave Application / Medical Papers/ Certificate must be accompanied by a covering letter from the Parent or Guardian of the student and the duly filled College Absence Record Form.

Discipline

H 1.0 A student will have to abide by the rules and regulations as laid down from time-to-time by the University guidelines, or otherwise, towards the following social menace:

- a. Ragging
- b. Sexual Harassment
- c. Smoking

A student who has been found to be guilty of not conforming to the regulations as laid down for strict prohibition of such activities or any other menace not mentioned above, will have to face a Grievance Redressal Committee constituted by the Head of the Institution whose decision in the matter shall be considered final and binding.

Addendum

Wherever an issue has not been covered by the Autonomy Rules of the College, the Rules and Statutes of the University of Mumbai would apply, as long as the latter does not go against the spirit of the College Autonomy arrangements.