National Education Society's
Ratnam College
of Arts, Science & Commerce
Bhandup (West), Mumbai - 400 078.
"India is fast emerging as the golden ground for start-up companies, which are mostly founded by young entrepreneurs. The youth need guidance to sustain and scale up the startups so that they become job creators, instead of job-seekers."

Dr. R Varadarajan
Founder-President, NES-SVB Group of 65 Institutions
National Education Society's
Ratnam College of Arts, Science & Commerce

A Prime Unit of NES-SVB Group of 65 institutions

Affiliated to University of Mumbai

NAAC Accredited 'A' Grade in 2004
NAAC Re-accredited 'A' Grade in 2010
NAAC Re-accredited 'A' Grade in 2017

Best College Award (2013-14) from University of Mumbai

First Educational Institution in Maharashtra to receive the Arogya World Healthy Workplace Award – Gold from Arogya World India Trust in 2016.

Recipient of Department of Biotechnology (DBT) STAR College Scheme (2017-2020)
# CONTENTS

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NES Ratnam College Thrice Accredited with 'A' grade by NAAC and recognised by University of Mumbai as Best College</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Milestones &amp; Achievements of NES Ratnam College</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Awards &amp; Accolades won by NES-SVB Education Group and its Founder</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>Message from the Founder-President</td>
<td>9</td>
</tr>
<tr>
<td>6</td>
<td>From the Director's Pen</td>
<td>10</td>
</tr>
<tr>
<td>7</td>
<td>From the Desk of Principal</td>
<td>11</td>
</tr>
<tr>
<td>8</td>
<td>Programmes offered by the College</td>
<td>12</td>
</tr>
<tr>
<td>9</td>
<td>General Guidelines to apply and certificates required</td>
<td>13</td>
</tr>
<tr>
<td>10</td>
<td>Courses offered by the college under different Undergraduate Programmes (Aided) and Eligibility Criteria</td>
<td>14-18</td>
</tr>
<tr>
<td>11</td>
<td>Courses offered by the college under different Undergraduate Programmes (Unaided) and Eligibility Criteria</td>
<td>19-27</td>
</tr>
<tr>
<td>12</td>
<td>Fee Details &amp; Refund Rules</td>
<td>28</td>
</tr>
<tr>
<td>13</td>
<td>Scheme of Evaluation</td>
<td>31</td>
</tr>
<tr>
<td>14</td>
<td>Post-Graduate Programmes offered by the College (Unaided)</td>
<td>34</td>
</tr>
<tr>
<td>15</td>
<td>Other Courses Offered</td>
<td>38</td>
</tr>
<tr>
<td>16</td>
<td>Facilities Available</td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>• College Library</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Gymkhana &amp; Sports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Extracurricular &amp; Co-curricular Activities</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Students' Council</td>
<td>44</td>
</tr>
<tr>
<td>18</td>
<td>Alumni Association</td>
<td>45</td>
</tr>
<tr>
<td>19</td>
<td>Committees &amp; Councils</td>
<td>46-47</td>
</tr>
<tr>
<td>20</td>
<td>College Faculty</td>
<td>48</td>
</tr>
<tr>
<td>21</td>
<td>Information about Junior College</td>
<td>58</td>
</tr>
<tr>
<td></td>
<td>• Working Schedule of the College</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Admission Guidelines &amp; Subjects Offered</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fee Details, Concessions &amp; Freeships, Refund of Fees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Rules &amp; Regulations of Examinations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Faculty Details</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Facilities Available</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Discipline &amp; Code of Conduct - Degree College / Junior College</td>
<td>71</td>
</tr>
</tbody>
</table>
NES Ratnam College Thrice Accredited with 'A' grade by NAAC and recognised by University of Mumbai as Best College

NES Ratnam College of Arts, Science & Commerce, affiliated to the University of Mumbai and reaccredited consecutively thrice with an 'A' grade by NAAC, was established in 1983 and has since then steadily evolved to establish itself as one of the leading institutions of higher education in Mumbai. Its individuality lies in its unapologetic insistence on discipline as top priority, the key to academic excellence and character building that informs the tone and tenor of all areas of campus life and beyond.

The College is named in memory of the late mother of its Founder-President whom he lost at the age of one.

Ratnam College occupies a place of pride among the 65 institutions of the NES-SVB Group founded by Dr R. Varadarajan. The College is the result of the vision and pioneering efforts of the Founder President who put his heart and soul into realizing his mission to make quality higher education accessible to the poor and under-privileged sections of society. Over the years the College has appreciably widened its reach to include students from all sections of society and has accordingly grown in faculty and infrastructural amenities that cater to more than 2500 students. It now offers a range of courses in Humanities, Commerce, Science, Management and also several short term, add on and skill development courses that cater to the diverse needs of students with widely varying potentialities and suitably empower them to become successful professionals in a technology driven, competitive world. With the setting up of the Ratnam Junior College of Science in 1990, the institution responded to the demands of the higher secondary students aspiring for a career in science.

Ratnam College is committed to developing global competencies in its students and providing an environment that enables faculty and students to express themselves in new and creative ways using progressively upgraded infrastructural facilities and digital technologies. The College has ICT enabled classrooms, an exhaustive reference section in the library, a state-of-the-art Audio-Visual room, a modern Gymnasium, an air conditioned Auditorium and well equipped laboratories including 2 fully upgraded Computer Laboratories.

At Ratnam, a team of highly qualified and dedicated teachers strictly ensure high quality pedagogy that produces graduates who are confident, innovative, adaptable and are in good demand from employers.
MILESTONES & ACHIEVEMENTS OF NES RATNAM COLLEGE

A number of awards and recognitions conferred on us over the years, testify to our earnest endeavour to continually reassess our quality standards and evolve further as an institution in response to the changing demands of higher education:

• The College was the first educational institution, in Maharashtra, to receive the ISO 9001:2000 certification in 2002.

• The National Assessment and Accreditation Council certified the College as 'A' grade institution in 2004 and reaffirmed the status in 2011 and again in July, 2017.

• The initiatives taken by the college towards community development, especially in Bhandup, were rewarded when the Municipal Corporation of Greater Mumbai renamed Bhattipada Road of Bhandup(W) as the NES Ratnam College Marg in 2006.

• In 2007 it received the IMC Ramakrishna Bajaj National Quality Award for Excellence in Education as a constituent institution of the Parent Body, NES, which again was the first of its kind in the education category.

• The College is the proud recipient of the British Quality Mark conferred by the British Institute for Learning and Development, U.K, in 2009; a rare honour for an educational institution in India.

• The Institution was a recipient of Best College Award in the urban area by the University of Mumbai for the academic year 2013-14.

• In the year 2016-17 the Institution was selected for Star College Scheme of the Department of Biotechnology, Ministry of Science & Technology, Govt. of India. Five departments of Science Faculty received grants under the DBT Scheme for a period of three years from 2017-18 to 2019-20.

• In the year 2016-17 the college received Arogya World Healthy Workplace Award (Gold) from Arogya World-India Trust.

• College boasts of several University ranks since its inception and nearly 100% results at the Board/University examinations bear testimony to these successful efforts.

Ratnamites are imbued with a robust and dynamic spirit that spurs the students and teachers alike to set new benchmarks and to face all challenges with fortitude.

National Education Society and Saraswathi Vidya Bhavan Education Group of 65 Institutions (NES-SVB Group) bears eloquent testimony to the power of one visionary, Dr. R. Varadarajan who has been working with single minded focus and far sight, deserves credit for creating access to quality, value-based education in transforming some of the far-flung suburban areas of Mumbai and Thane Districts. The seeds of NES were sown in 1963 with 7 students, enrolling for learning with this visionary young and entrepreneurial teacher in his humble 10 by 10 classroom in Bhandup, then an area known more as a settlement for blue collar workers. Then a young man in his late teens, he had just come to Mumbai from Thanjavur with only the SSLC qualification, to start his job in a private limited company.

Thus, this tiny school became the first step to write his tryst with education. Initially there were hurdles in the path but with his steel resolve, keen passion for education and determination he forged ahead, undaunted, plodding on going door-to-door, collecting funds and convincing the parents to send their children to school. The benefits of telecommunications and social media did not exist then. He set milestones for himself in institution building so that the God-sent children in the school could have a well laid route for their educational journey.

Thus came the first school building to house the Primary and Secondary school, followed by a Junior College. His efforts bore fruit when his first school - NES Primary School was declared as 'A Grade School' by the Municipal Corporation of Greater Mumbai. Accordingly, the required recognition was granted. The school maintained the A Grade status and was also awarded a special incentive grant for Secondary School and Junior College. This provided a great impetus and, as the Institutions grew, so did the achievements – by the school, the students and the founder. The SSC students raised the bar by achieving 100% passing results. Yet another feather in the cap - Merit Ranks secured by NES students of High School, Junior College and Degree College. This set the benchmark for all the other institutions established by him.

He did not rest on his laurels, and, worked harder for expansion. In the year 1983, a sister trust was formed - Saraswathi Vidya Bhavan - to offer professional education and education for the underprivileged. This educational trust was placed under the care of Mrs. Saraswathi Varadarajan. The trust established 3 Kindergarten schools followed by Primary and Secondary Schools. Special mention may be made here of SVB's 2 schools - one in Dharavi slum locality where the children had no school in the neighbourhood, and, the second school in a remote suburb, Dombivli, on the outskirts of the city. Dombivli, being in those days, a near forest and hilly area, had been excluded from growth due to lack of educational facilities. A delegation of American education experts has offered their support for the Dharavi school in the slum, describing it as a 'wondrous school.' The school at rural Dombivli has succeeded in creating awakening amongst the villagers about the value of education.

The degree college in Arts, Science and Commerce under NES group was also established in 1983. Though it began operations from a makeshift structure, it was soon moved to a separate college building. NES Ratnam College today, offers undergraduate programmes like BMS, B.Com (Banking and Insurance), B.Sc. (I.T.), BSc. (Comp. Science), B.Com (Accounting and
apart from conventional programmes in Arts, Science and Commerce, Post Graduate Programmes in Physics, Chemistry, Commerce, Study Center of YCMOU offering B.A, B.Com, and MBA Programmes, and a Centre for Doctoral Studies. The NES – SVB complex at Bhandup is now recognized for its Schools/Colleges, including the school for Hearing Impaired.

In 1993, the SVB Trust established a College of Pharmacy, followed by a College of Education (B.Ed.), D.Ed., E.C.C.Ed. etc, a well-equipped I.T. Centre and a Sports School. The trust has invested in a vast plot of land at Dombivli/Dawadi for a Self-Financed University with world class courses and infrastructure. This University is now shaping up and the Foundation Stone would be laid in 2019.

The Founder's emphasis on quality in education led to the National Centre for R & D in Education, Science and Technology – a first of its kind in India's private sector. This R & D Centre established at the behest of Jagadguru Sankaracharya of Kanchi has been motivating educators to orient themselves towards innovative teaching. Accordingly, His Holiness Jagadguru Sankaracharya National Award for Teachers and National Eminence Awards for eminent personalities of the country, were instituted in 2001. Thus this Centre has instituted at the benign command of Jagadguru, these prestigious awards to be conferred upon the best teacher in every state and eminent celebrities who walk the extra mile in their jobs and careers, and make an impact in society. The Jagadguru Sankaracharya National Award and National Eminence Awards Committee scours different corners of the country to identify the winners for this prestige. The R&D Centre has brought about a sea-change in the results of all academic institutions, where their findings and recommendations have been made implemented.

Not content with achievements so far, the Founder took on a special research to study changes in the educational systems prevailing in different countries. He resolved that International Baccalaureate (IB) and Cambridge (CAIE) education were the next wave in school education. Thus, the first IB World School was set up in 2004-2005 along with the almost parallel curriculum of Cambridge (CAIE). This school has carved its niche, with the students topping at the country as well as at world level, besides creating excellent records in sports, and several other novel initiatives like Space Science, the NES World Peace Congress, Entrepreneurship, Journalism, Value Education, the annual NES International Science and Technology Festival and so on.

Today, NES-SVB Education Group stands tall, with a strong team of Management and teachers, deeply committed to their 65 Institutions. In addition to the University, there is on the anvil, a professional institute for Vocational Diploma/Degree College in Dharavi slum adjacent to the existing school, to cater to the economic needs of the community, including a National Centre for Skill Development in collaboration with Edith Cowen University, Australia under the auspices of National Skill Development Council, Govt. of India.

NES-SVB Group sets a supreme example of how unstinted effort backed by strong values, dedication and total focus can transform society. Each of the localities in the 6 complexes where the educational institutions were established, have metamorphosed into educational hubs providing a stable anchor of hope and aspiration to the youth in particular and the community at large.
Awards & Accolades won by NES-SVB Education Group & its Founder

The first official recognition of NES Primary school as 'A' grade school by the Education Department of Bombay Municipal Corporation (BMC) in 1968 marked the first milestone and the legacy continues with:

- **1994**: Outstanding Educationist Award by Governor of Tamil Nadu & Pondicherry.
- **1995**: Twin National Honour
  - National Award as “Best Teacher’ by President of India, Dr. Shankar Dayal Sharma.
  - Postal stamp (Canc) in honour of National Education Society (NES)
- **1997**: 'Netaji Centenary' Award as Best Educationist by Dr. Anita Bose Pfaff (daughter of Netaji Subhash Chandra Bose).
- **2001**: Instituted across the country Kanchi Kamakoti Peetham's Jagadguru Sankaracharya National Award to honour the Best Teachers and National Eminence Award for acclaimed celebrities of the country. (Annual event)
- **2002**: 'Messiah of Education' by the Speaker of Lok Sabha, Dr. Manohar Joshi
- **2003**: Authored and Published a book on 'Innovative Education Practices,' which was released by Dr. Murli Manohar Joshi, then HRD Minister at Indian Merchants' Chamber.
- **2004**: Deputed a team of 21 students blessed by President Dr. APJ Abdul Kalam at Rashtrapati Bhavan to 8 Indo–Pak borders to honour and entertain the Jawans through cultural programmes.
- **2004**: 'Centenarian Eminence' Award presented by Dr. K. Venkatasubramanian, Member, Planning Commission, India to Founder of NES-SVB Group.
- **2006**: Recognition as 'Educational Leader' by Asia famed magazine 'The Education World'
- **2007**: Guest Editor- The Times of India (NIE).
- **2007**: NES Group was recognized as 'Best Educational Group of Institutions' in the Country by Indian Merchants' Chamber (IMC) during IMC's Centenary celebrations.
- **2009**: First and only Indian Group and its Founder to be honoured with Triple British Honour by British Institute of Learning and Development (BILD), UK.
  - British Fellowship on the Founder-President of NES-SVB Group of Institutions.
  - British Quality Mark for NES-SVB Institutions
  - British Corporate Membership for NES-SVB Institutions.
• 2011 : NES-SVB Group Funder Honoured by Mr. George Mudie, MP and Senior Statesman, House of Commons, UK for 50 years of dedicated service to the cause of education in India.

• 2012 : Set up NES Space Pavilion in collaboration with ISRO and NASA scientists.

• 2013 : Organised NES World Peace Congress blessed by HH Dalai Lama, for the youth globally.

• 2013 : Honoured by the Consulate General of the Republic of South Africa on 26th April, at the 19th Freedom Celebration Day of the Republic of South Africa, in recognition of selfless contributions towards the upliftment and development of Youth in India.

• 2014 : Municipal School at Lower Parel entrusted to NES under Public Private Partnership Project for quality education & school upgradation under NES Brand (First of its kind by Government of Maharashtra)

• 2016 : Lifetime Achievement Award by the Education World, Asia famed magazine New Delhi

• 2016 : Adi Sankaracharya Lifetime Achievement Award by Kanchi Kamakoti Peetham, Chennai.

• 2017 : Times Icon Award by the Times of India group.

• 2017 : Asia's Educational Leader Award 2017 conferred by the Economics Times and presented by the Malasian Govt. at Kuala Lumpur, Malaysia

Asia's Educational Leader Award 2017 conferred by the Economics Times and presented by the Malasian Govt. at Kuala Lumpur, Malaysia
I extend a warm welcome to the fresh batch of students to the illustrious Ratnam family. Since its inception in 1983, NES Ratnam College has earnestly and successfully pursued its objective of widening the horizons of learning and enabling its students to acquire the knowledge and skills that would satisfy their career aspirations and groom them into enterprising and innovative individuals who take on leadership roles with a strong sense of social responsibility, and a progressive outlook.

I have a firm belief that as one of the premier institutions of higher education, Ratnam College earnestly nurtures and hones the entrepreneurial skills of its students to enable them to emerge as business leaders who are job providers and who contribute constructively to the nation's development. I am happy to declare that the fourth edition of the annual NES National Students' Start-up Fest, organised on 13th February, 2019 was a resounding success. The Start-up Fest was initiated in 2015-16 to provide a platform for enterprising students to showcase and build on their marketing skills by promoting their business ideas and directly interacting with established leaders in the industry. I have always envisioned for my students an education that would not only fetch them lucrative careers but also equip them with the vision, capabilities and initiative to create job opportunities for the youth by initiating constructive changes in their respective fields.

An educational institution evolves only when the students and the faculty work in tandem to upgrade their skills and develop global competencies. The Faculty Exchange Programme, initiated by the Department of Political Science, is a laudable step in this direction. Dr. Fu Xiaoyin from South West University, Chongqing, China and Dr. Tang Wei from Shanghai Academy of Social Science, Shanghai joined as visiting faculty during the academic year 2018-19 to deliver lectures and engage in meaningful interactions with students and faculty members.

I appreciate the industrious efforts of the teaching and non-teaching staff, headed by the Principal, in sustaining the 'A' grade status of the college for the last 15 years and continuing to persevere towards higher accomplishments.

I dedicate all my awards—from the Twin National Awards I received in 1995 till my latest award for Business Leader in Education, Asia Region by the Economic Times to all my students who have been a constant source of motivation for me.

I wish you all success and fulfilment in whatever courses you opt for.

Dr. R. Varadarajan
From the Director's Pen……

We live in the information and communication age. It is very important to churn out educated citizens who know-how to find facts from reliable sources, use them productively, and the know-how to cope with change in creative ways.

We, at NES-SVB, are committed to providing educational programs that help in the physical, mental, emotional and spiritual development of every student in order that they can adapt to the fast changing world and can become contributing citizens. To achieve this goal, we provide a wide array of opportunities so that each student experiences holistic development.

A good education is very critical. It is not just about qualifications to get a job. It is about being educated to become responsible citizens of the world. Proper education is what we at NES Ratnam College believe in gifting to our students. Towards this, we provide latest practices in learning, upgraded technology and infrastructure, varied extracurricular options and well-structured personality enhancement modules.

We strive to inculcate in our students a sense of reasoning and independent thinking. We strive to inspire our students to question unhesitatingly as we firmly believe that questioning is indicative of the expanse of thought and leads to innovation and creativity in all forms.

As an institution, we aim to be part of each student's journey of learning so that they build not only successful careers for themselves but also become life-long learners and social-change makers.

I have complete belief and trust that under the guidance of our Founder-President Dr. R. Varadarajan, we will work meaningfully to make its exemplary impact on generations to come!

I urge the parents to play a proactive role in order to strengthen the efforts of the management and faculty of the NES Ratnam College towards nurturing the future citizens of our nation.

Best wishes to the faculty and students for the new academic year!

Dr. Balasubramanian. V
I am extremely happy to welcome all students aspiring to join our Institution and congratulate them for choosing a college that has been consecutively accredited thrice with an 'A' grade by NAAC. We are also the privileged beneficiaries of the DBT Star College Scheme that has enabled the science departments not only to upgrade their infrastructure but also helped to develop a range of skills and competencies in students and teachers through workshops, seminars and training programmes that facilitate interaction with renowned scholars and experts in various science disciplines.

The unique feature of our Institution is the personal attention given to each student by our highly qualified and talented faculty who, as class teachers/mentors, monitor the academic progress of individual students and guide them towards recognizing their problems and tapping their inner potential to solve them and thus building the confidence in them to launch themselves successfully in the intensely competitive world outside.

At Ratnam the teaching learning process is accorded the highest priority. Pedagogical tools are regularly evaluated and upgraded to induce teachers to engage the students with new educational models that are relevant to the time. Students are exposed to a variety of learning experiences that include debates, discussions, seminars, film reviews, guest lectures and study tours in addition to classroom lectures to provide a learner-centric environment that is interesting and inspiring critical thinking skills. The significance of an interdisciplinary approach is underlined by engaging students across disciplines in collaborative projects through various departmental activities and clubs, thereby giving them an education that would be relevant in a global context.

The college is committed to developing research consciousness in students and the faculty by encouraging research based presentations in Workshops, Conferences, Orientation Programmes and Refresher Courses. Many of our faculty members are involved in research activities and PhD programmes and have publications in well-known refereed journals.

The College regularly conducts need based 3 tier training programmes for staff, students and even parents, recognizing the value of the contribution of all stakeholders towards the overall growth of the College.

I wish all students the very best for a creative and fruitful educational journey that will open the doors for new possibilities and encourage you to work to in newer fields and get the best reaping of your acquired potential.

Dr. (Mrs.) Mary Vimochana
PROGRAMMES OFFERED BY THE COLLEGE

I Programmes (Affiliated to University of Mumbai):

1. Undergraduate (Aided)
   a) Bachelor of Arts (BA)
   b) Bachelor of Science (BSc)
   c) Bachelor of Commerce (BCom)

2. Undergraduate (Unaided)
   a) Bachelor of Management Studies (BMS)
   b) BCom (Banking & Insurance)
   c) BSc (Computer Science)
   d) BCom (Accounting & Finance)
   e) BSc (Information Technology)

3. Post-graduate (Unaided)
   a) MCom (Accountancy)
   b) MSc (Physics)
   c) MSc (Chemistry)

4. Ph D (Unaided)
   a) Botany

5. Certificate Courses (Approved by University of Mumbai):
   a) Conversational English
   b) Tourism and Travel Management
   c) Microprocessor and Microcontrollers
   d) Instrumental Analytical Techniques
   e) Nutrition and Dietetics
   f) Stock Market Operations
   g) Retail Management

II. Programmes of Yashwantrao Chavan Maharashtra Open University (YCMOU) Study Centre

   a) Preparatory Education Programme (English & Marathi Medium)
   b) Bachelor of Arts (BA)
   c) Bachelor of Commerce (BCom)
   d) Master of Business Administration (MBA)
GENERAL GUIDELINES TO APPLY

1. Admissions to all classes start immediately after the declaration of results of the relevant Board / College / University Examinations.
2. Candidates seeking admission have to apply through a duly filled in online admission form available at the college website (www.ratnamcollege.org) and submit the same at the college office. A copy of the statement of marks obtained by them at the previous examination should be attached with the application form.
3. Candidates are also required to fill in online registration form as announced by the University of Mumbai.
4. Mere eligibility and submission of application form do not entitle the candidates to get admission.
5. All admissions are valid only for one academic year and will require renewal by application in subsequent years.

CERTIFICATES REQUIRED

To be submitted along with the admission form:

1. UG Marksheet
2. Two attested xerox copies of HSC Marksheet (original to be shown for verification)
4. Affidavit to account for break, if any, in course of study.
5. One attested xerox copy of SSC Marksheet / HSC marksheet.
6. Caste Certificate and one attested xerox copy (only for students belonging to SC/ST/DT/NT/VJNT/OBC/SBC of Maharashtra State)
7. Other Certificates:
   a) Students seeking admission in Sports/Cultural quota should submit relevant certificates.

** Students who have passed the HSC or any other equivalent examination or BA / BCom / BSc examination conducted by Boards other than Maharashtra State Board / other than Mumbai University are required to apply for Provisional Eligibility Certificate to the Registrar, University of Mumbai, through a prescribed form available in the college office, at the time of seeking admission. For confirmation of eligibility, students should submit to the college office before the close of the first term, the Passing Certificate and Migration Certificate/ Transfer Certificate, the authenticity of which has to be verified from the respective Board / University as per the procedure. Prescribed fee through DD for verification has to be given by the student to the college office. The students must submit their marksheet with verification stamp on it. After that they will get PRN number. The process should be completed at the earliest so that result may be declared as early as possible without any difficulty.

Note: The Original Leaving Certificate shall be retained by the College as a permanent record as per the norm.
Three-year BA Programme is divided into six semesters, each year having two semesters.

**ARTS**

**FYBA (Sem I & II) Core Arts Courses:**
A student shall write one paper in each semester for any three courses. A student shall choose one course each from the following options:

a. Marathi Literature/ Sociology  
b. Economics/ History  
c. Political Science/ English Literature

**Language Course:**
A student shall write one paper in each semester for the following course.

a. Hindi Language

**Skill Based Course:**
A student shall write one paper in each semester for the following course.

a. Communication Skills

**Foundation Course:**
A student shall write one paper in each semester.

**SYBA (Sem II & IV) Core Arts Courses:**
A student shall write two papers in each semester for three courses studied at FYBA.

**Applied Component Course:**
A student shall write one paper in each semester for any one of the following courses.

a. Demography  
b. Travel and Tourism

**Foundation Course:**
A student shall write one paper in each semester.

**TYBA (Sem V & VI)**

**6-Units**
A student shall write two compulsory papers and four special papers in each semester for any one of the following core courses as opted for at SY level.

a. Economics  
b. Political Science
3-Units
A student shall write two compulsory papers and one special paper in each semester for any two of the following core courses as opted for at SY level.

a. Marathi Literature
b. Sociology
c. Economics
d. History
e. Political Science
f. English Literature

Note: All the above combinations will be offered subject to the minimum number of students available as prescribed by the statutory authority.

SCIENCE
Three-year BSc Programme is divided into six semesters, each year having two semesters.

FYBSc (Sem I & II)
1. Foundation Course
2. Core Science Courses

A student shall write two papers in each semester for any three of the following courses:

a. Physics
b. Chemistry
c. Mathematics
d. Botany
e. Zoology

SYBSc (Sem II & IV)
1. Foundation Course
2. Core Science Courses

A student shall write three papers in each semester for any two of the three courses opted at FY level

TYBSc (Sem V & VI)
6-Units

Compulsory Science Course:
A student shall write four papers in each semester for any one of the following courses as opted for at SY level:

3-Units

A student shall write two papers in each semester for any one of the following combinations of courses as opted for at SY level

a. Chemistry & Botany
b. Chemistry & Zoology

6-Units / 3-Units

Applied Component Courses:

A student shall write one paper in each semester for any one of the following courses:

a. Electronic Instrumentation
b. Drugs & Dyes
c. Computer Programming
d. Environment Science

Note: All the above combinations will be offered subject to the minimum number of students available as prescribed by the statutory authority.

COMMERCE

Three-year BCom Programme is divided into six semesters, each year having two semesters.

FYB Com (Sem I & II) Core Commerce Courses:

A student shall write one paper in each semester for each of the following courses:

a. Commerce
b. Business Economics
c. Accounting and Financial Management

Allied Courses:

A student shall write one paper in each semester for the following courses:

a. Environment Studies
b. Mathematics and Statistical Techniques
c. Business Communication

Foundations Course:

A student shall write one paper in each semester.
SYBCom (Sem III & IV) Core Commerce Courses:
A student shall write one paper in each semester for the following courses:

a. Commerce
b. Business Economics
c. Accounting and Financial Management
d. Management Accounting

Allied Course:
A student shall write one paper in each semester for the following course:

a. Business Law

Applied Component
A student shall write one paper in each semester for the following course:

a. Advertising

Foundation Course:
A student shall write one paper in each semester.

TYBCom (Sem V & VI) Core Commerce Courses:
A student shall write one paper in each semester for the following courses:

a. Commerce
b. Business Economics

Special Course
A student shall write two papers in each semester for the following course:

a. Financial Accounting & Auditing

Applied Component
A student shall write one paper in each semester of one course each from a & b:

a. Marketing Research / Computer Systems & Applications
b. Export Marketing / Direct & Indirect Taxes
ELEGIBILITY CRITERIA

ARTS

Students who have passed an examination of Maharashtra State Board (Std XII) or any other equivalent examination with English as a compulsory language are eligible for admission to FYBA class (as per the ordinance 0.2138)

COMMERCE (as per amended ordinance 0.2152 effective from 2010-11)

A candidate to be eligible for admission to the three year degree programme leading to the Bachelor of Commerce must have passed the Higher Secondary School Certificate (Std.XII) Examination conducted by different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education.

OR

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

OR

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

SCIENCE

Students who have passed an examination of Maharashtra State Board (Std.XII) or any other equivalent examination with Science and English subjects are eligible for admission to FYBSc class. (as per the ordinance 0.2145)
Three-Year Bachelor of Management Studies (BMS) (Divided into Six Semesters)

The objectives of the programme, as cited by the University of Mumbai, are as follows:-

a) To create for the students of the University of Mumbai an additional avenue of self-employment and also to benefit industry by providing them with suitable persons.

b) To prepare students to exploit opportunities being newly created in the Management Profession.

c) To provide adequate basic understanding about Management Education to the students.

d) To give an adequate exposure to operational environment in the field of Management.

e) To inculcate training in the use of the modern technology for the benefit of all parties concerned.

The programme shall consist of 39 theory courses and 1 project work.

I) The scheme of courses shall be as follows:

**FYBMS: Semester - I**

1.1 Introduction to Financial Accounts  
1.2 Business Law  
1.3 Business Statistics  
1.4 Business Communication  
1.5 Foundation Course - I  
1.6 Foundation of Human Skills  
1.7 Business Economics - I

**FYBMS: Semester - II**

2.1 Principles of Marketing  
2.2 Industrial Law  
2.3 Business Mathematics  
2.4 Business Communication - II  
2.5 Foundation Course - Value Education & Soft Skill - II  
2.6 Business Environment  
2.7 Principles of Management

**SYBMS: Semester - III**

*Any one elective group to be selected by the learner.

**A Marketing Electives**

3.1 Consumer Behaviour  
3.2 Advertising
B **Human Resource Electives:**
3.1 Recruitment & Selection
3.2 Organizational Behaviour & HRM

C **Compulsory Course**
3.3 Information Technology in Business Management - I
3.4 Foundation Course - III (Environmental Management)
3.5 Business Planning & Entrepreneurial Management
3.6 Accounting for Managerial Decisions
3.7 Strategic Management

*Group selected in semester III will continue in semester IV, V & VI*

**SYBMS: Semester-IV**

A **Marketing Electives:**
4.1 Integrated Marketing Communication
4.2 Rural Marketing

B **Human Resource Electives**
4.1 Training & Development in HRM
4.2 Change Management

C **Compulsory Courses**
4.3 Information Technology in Business Management- II
4.4 Business Economics - II
4.5 Business Research Methods
4.6 Foundation Course - IV (Ethics & Governance)
4.7 Production & Total Quality Management

**BMS- Third Year: Semester –V Compulsory Courses:**
5.1 Logistics & Supply Chain Management
5.2 Corporate Communication & Public Relations

**Marketing Group- Electives:**
5.3 Services Marketing
5.4 E-Commerce & Digital Marketing
5.5 Sales & Distribution Management
5.6 Customer Relationship Management

**Human Resource Group- Electives**
5.3 Finance for HR Resources & Compensation Management
5.4 Strategic Human Resource Management & HR Policies
5.5 Performance Management & Career Planning
5.6 Talent & Competency Management

**Third Year: Semester VI Compulsory Courses**

6.1 Operation Research
6.2 Project Work

**Marketing Group-Electives**

6.3 Brand Management
6.4 Retail Management
6.5 International Marketing
6.6 Media Planning & Management

**Human Resource Group-Electives**

6.3 HRM in Global Perspective
6.4 Organisational Development
6.5 HRM in Service Sector Management
6.6 Indian Ethos in Management

**ELEGIBILITY CRITERIA**

The Ordinance 3941, relating to the eligibility criterion prescribed for admission to the BMS degree programme, has been amended w.e.f 2007-08. The text of the amended Ordinance 3941 reads as under:

0.3941

A candidate for being eligible for admission to the BMS degree programme shall have passed HSC Examination of the Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent examination or Diploma in any Engineering branch with two years or three years' duration after SSC. conducted by the Board of Technical Education, Maharashtra State or equivalent examination, by securing minimum 45% marks for general category (in one attempt) at the respective Examination and minimum 40 % marks for the reserved category ( in one attempt)

**Certificates required**

As given on page no. 13
THREE-YEAR BACHELOR OF COMMERCE (BANKING & INSURANCE)  
(Divided into Six Semesters)
ORDINANCES AND REGULATIONS RELATING TO THE BACHELOR OF COMMERCE (BANKING & INSURANCE)
FYBCOM (Banking & Insurance)
The programme shall consist of 38 theory courses & 2 projects

**Semester I**

1.1 Environment & Management of Finance  
1.2 Principles of Management  
1.3 Financial Accounting - I  
1.4 Business Communication - I  
1.5 Foundation Course - I  
1.6 Business Economics - I  
1.7 Quantitative Methods - I

**Semester - II**

2.1 Principles & Practices of Banking & Insurance  
2.2 Business Law  
2.3 Financial Accounting - II  
2.4 Business Communication - II  
2.5 Foundation Course - II  
2.6 Organisational Behavior  
2.7 Quantitative Methods -

**Semester - III**

3.1 Financial Management - I  
3.2 Management Accounting (Tools & Techniques, Focus on Banking & Insurance)  
3.3 Organisational Behavior  
3.4 Information Technology in Banking & Insurance - I  
3.5 Financial Market (Equity, Debt, Forex & Derivatives)  
3.6 Direct Tax  
3.7 Foundation Course III (Overview of Banking & Insurance)
Semester - IV

4.1 Financial Management - II
4.2 Cost Accounting of Banking & Insurance
4.3 Entrepreneurship of Banking & Insurance
4.4 Information Technology in Banking & Insurance - II
4.5 Corporate Law & Laws governing Capital Market
4.6 Business Economics - II
4.7 Foundation Course IV (Overview of Insurance Sector)

Semester V

5.1 Financial Services Management
5.2 Financial Reporting & Analysis (Corporate Banking & Insurance)
5.3 Strategic Management
5.4 Business Ethics & Corporate Governance
5.5 International Banking & Finance Management
5.6 Research Methodology

Semester VI

6.1 Security Analysis & Portfolio Management
6.2 Marketing in Banking & Insurance
6.3 Human Resource Management in Banking & Insurance
6.4 Turnaround Management
6.5 Central Banking
6.6 Project on Banking & Insurance

ELIGIBILITY CRITERIA

0.5209 : A candidate for being eligible for admission to the Bachelor of Commerce (Banking & Insurance) Degree Programme shall have passed XII Std. Examination of the Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent and secured not less than 50% marks in aggregate (45% in case of reserved category) at one and the same sitting.
<table>
<thead>
<tr>
<th>Semester - I</th>
<th>Semester - II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Computer Organization and Design</td>
<td>2.1 Programming with C</td>
</tr>
<tr>
<td>1.2 Programming with Python- I</td>
<td>2.2 Programming with Python– II</td>
</tr>
<tr>
<td>1.3 Free and Open Source Software</td>
<td>2.3 Linux</td>
</tr>
<tr>
<td>1.4 Database Systems</td>
<td>2.4 Data Structures</td>
</tr>
<tr>
<td>1.5 Discrete Mathematics</td>
<td>2.5 Calculus</td>
</tr>
<tr>
<td>1.6 Descriptive Statistics and Introduction to</td>
<td>2.6 Statistical Methods and Testing of Hypothesis</td>
</tr>
<tr>
<td>Probability</td>
<td></td>
</tr>
<tr>
<td>1.7 Soft Skills Development</td>
<td>2.7 Green Technologies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester - III</th>
<th>Semester - IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Theory of Computation</td>
<td>4.1 Fundamentals of Algorithms</td>
</tr>
<tr>
<td>3.2 Core Java</td>
<td>4.2 Advanced Java</td>
</tr>
<tr>
<td>3.3 Operating Systems</td>
<td>4.3 Computer Networks</td>
</tr>
<tr>
<td>3.4 Database Management Systems</td>
<td>4.4 Software Engineering</td>
</tr>
<tr>
<td>3.5 Combinations &amp; Graph Theory</td>
<td>4.5 Linear Algebra using Python</td>
</tr>
<tr>
<td>3.6 Physical Computing &amp; IoT Programming</td>
<td>4.6 Net Technologies</td>
</tr>
<tr>
<td>3.7 Web Programming</td>
<td>4.7 Android Developer Fundamentals</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester - V</th>
<th>Semester - VI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective-I (Select any two)</td>
<td>Elective-I (Select any two)</td>
</tr>
<tr>
<td>5.1 Artificial Intelligence</td>
<td>6.1 Wireless Sensor Networks &amp; Mobile Communication</td>
</tr>
<tr>
<td>5.2 Linux Server Administration</td>
<td>6.2 Cloud Computing</td>
</tr>
<tr>
<td>5.3 Software Testing &amp; Quality Assurance</td>
<td>6.3 Cyber Forensics</td>
</tr>
</tbody>
</table>

| Elective II (Select any two)                      |                                      |
| 5.4 Information &Network Security                 |                                      |
| 5.5 Architecting of IoT                           |                                      |
| 5.6 Web Services                                  |                                      |

| Skill Enhancement                                 |                                      |
| 5.7 Game Programming                              |                                      |

| Semester - VI                                    |                                      |
| Elective II (Select any two)                      |                                      |
| 6.4 Information Retrieval                         |                                      |
| 6.5 Digital Image Processing                      |                                      |
| 6.6 Data Science                                  |                                      |

| Skill Enhancement                                 |                                      |
| 6.7 Ethical Hacking                               |                                      |
ELIGIBILITY CRITERIA
A candidate for being eligible for admission to the three year integrated course leading to the degree of Bachelor of Science (BSc.) in Computer Science must have passed Higher Secondary School Certificate Examination (Std. XII) in Science stream conducted by the Maharashtra State Board of Secondary and Higher Secondary Education with Mathematics and Statistics as one of the subjects or its equivalent. Admission will be on merit, based on order of preference as follows:

1. Aggregate Marks at HSC or equivalent.
2. Aggregate Marks in Science Group (Physics, Chemistry and Mathematics)

THREE-YEAR BACHELOR OF COMMERCE (Accounting & Finance)
(Divided into six semesters)

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Semester - II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Financial Accounting (Elements of Financial Accounting)-I</td>
<td>2.1 Financial Accounting (Special Accounting Areas)-I</td>
</tr>
<tr>
<td>1.2 Cost Accounting (Introduction &amp; Element of Cost)-I</td>
<td>2.2 Auditing (Introduction &amp; Planning)-I</td>
</tr>
<tr>
<td>1.3 Financial Management (Introduction of Financial Management)-I</td>
<td>2.3 Innovative Financial Services</td>
</tr>
<tr>
<td>1.4 Business Communication - I</td>
<td>2.4 Business Communication-II</td>
</tr>
<tr>
<td>1.5 Foundation Course - I</td>
<td>2.5 Foundation Course-II</td>
</tr>
<tr>
<td>1.6 Commerce (Business Environment)-I</td>
<td>2.6 Business Law (Business Regulatory Framework)-I</td>
</tr>
<tr>
<td>1.7 Business Economics - I</td>
<td>2.7 Business Mathematics Applications -II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Semester - IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Financial Accounting Paper (Special Accounting Areas)-III</td>
<td>4.1 Financial Accounting (Special Accounting Areas)-II</td>
</tr>
<tr>
<td>3.2 Cost Accounting (Methods of costing)-II</td>
<td>4.2 Management Accounting (Introduction to Management Accounting)-I</td>
</tr>
<tr>
<td>3.3 Taxation - II (Indirect Taxes Paper-II)</td>
<td>4.3 Taxation-III (Indirect Taxes-III)</td>
</tr>
<tr>
<td>3.4 Information Technology in Accountancy-I</td>
<td>4.4 Information Technology in Accountancy-II</td>
</tr>
<tr>
<td>3.5 Commerce (Financial Market Operations)-II</td>
<td>4.5 Management (Introduction to Management)-I</td>
</tr>
<tr>
<td>3.6 Business Law (Business Regulatory Framework)-II</td>
<td>4.6 Business Law (Company Law)-III</td>
</tr>
<tr>
<td>3.7 Business Economics-II</td>
<td>4.7 Research Methodology in Accounting and Finance</td>
</tr>
</tbody>
</table>
### ELIGIBILITY CRITERIA

a) A candidate for being eligible for admission to the Bachelor of Commerce (Accounting and Finance) degree course shall have passed XII std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate at first attempt (40% in case of reserved category).

b) Every candidate admitted to the degree course in the constituent/affiliated college/recognized institution, conducting the course, shall have to register himself/herself with the University.

### THREE-YEAR BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY)
(Divided into six semesters)

<table>
<thead>
<tr>
<th>Semester - I</th>
<th>Semester - II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Imperative Programming</td>
<td>2.1 Object Oriented Programming</td>
</tr>
<tr>
<td>1.2 Digital Electronics</td>
<td>2.2 Microprocessor Architecture</td>
</tr>
<tr>
<td>1.3 Operating System</td>
<td>2.3 Web Programming</td>
</tr>
<tr>
<td>1.4 Discrete Mathematics</td>
<td>2.4 Numerical and statistical Methods</td>
</tr>
<tr>
<td>1.5 Communication Skills</td>
<td>2.5 Green Computing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester - III</th>
<th>Semester - IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Python Programming</td>
<td>4.1 Core Java</td>
</tr>
<tr>
<td>3.2 Data Structures</td>
<td>4.2 Introduction to Embedded Systems</td>
</tr>
<tr>
<td>3.3 Computer Networks</td>
<td>4.3 Computer Oriented Statistical</td>
</tr>
<tr>
<td>3.4 Database Management Systems</td>
<td>Techniques</td>
</tr>
<tr>
<td>3.5 Applied Mathematics</td>
<td>4.4 Software Engineering</td>
</tr>
<tr>
<td></td>
<td>4.5 Computer Graphics and Animation</td>
</tr>
</tbody>
</table>
ELIGIBILITY CRITERIA

A candidate for being eligible for admission to the degree course of Bachelor of Science-Information Technology, shall have passed XII standard examination of the Maharashtra Board of Higher Secondary Education or its equivalent with Mathematics and Statistics as one of the subjects and should have secured not less than 45% marks in aggregate for open category and 40% marks in aggregate in case of Reserved Category candidates.

Candidates who have passed Diploma (Three years after S.S.C. – Xth Std.) or Post H.S.C. in Information Technology/ Computer Technology/ Computer Engineering/Computer Science/ Electrical, Electronics and Video Engineering and Allied Branches/Mechanical and Allied Branches/ Civil and Allied branches are eligible for direct admission to the Second Year of the B.Sc. (I.T.) degree course. However, the Diploma should be recognized by the Board of Technical Education or any other recognized Government Body. Minimum marks required is 45% aggregate for open category candidates and 40% aggregate for reserved category candidates.
# FEES DETAILS

## FEES PAYABLE FOR U.G. PROGRAMME 2019-2020

<table>
<thead>
<tr>
<th>CLASS</th>
<th>OPEN CATEGORY</th>
<th></th>
<th>RESERVED CATEGORY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>H.S.C FROM MAHARASHTRA STATE BOARD</td>
<td>H.S.C. FROM OTHER BOARD</td>
<td>H.S.C. FROM MAHARASHTRA STATE BOARD</td>
<td>H.S.C. FROM OTHER BOARD</td>
</tr>
<tr>
<td>FYBA</td>
<td>5,909/-</td>
<td>6,309/-</td>
<td>^2,739/-</td>
<td>^3,139/-</td>
</tr>
<tr>
<td>FYBCom</td>
<td>5,909/-</td>
<td>6,309/-</td>
<td>^2,739/-</td>
<td>^3,139/-</td>
</tr>
<tr>
<td>FYBSc</td>
<td>7,109/-</td>
<td>7,509/-</td>
<td>^2,739/-</td>
<td>^3,139/-</td>
</tr>
<tr>
<td>FYBSc (Comp. SC.)</td>
<td>*28,909/-</td>
<td>*29,309/-</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>FYBSc.IT</td>
<td>*24,515/-</td>
<td>24,915/-</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>FYBMS</td>
<td>*17,609/-</td>
<td>*18,009/-</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>FYBCom (B &amp; I)</td>
<td>*18,909/-</td>
<td>*19,309/-</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>FYBCom (A&amp;F)</td>
<td>*17,909/-</td>
<td>*18,309/-</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

Students from other than Maharashtra Board will be charged an extra fee of Rs.400 towards document verification.

Additional fee of Rs. 150/- will be charged for various communications.

As per the new banking regulations, fees are to be paid through Cash/NEFT/Demand-Draft/Pay-order/Online drawn in favour of

1) NES Ratnam College of Arts, Science and Commerce.

* 2) NES Ratnam College Self Financing Courses Account.

Payable at Mumbai.

NB : 1) BMS & BCom (B&I) students will be charged extra towards industrial visit, if arranged.

^ Will be required to fill up on-line the prescribed form and submit a printout along with documents on or before 31.07.19 failing which, they will have to pay full fees.
ORDINANCE RELATED TO REFUND OF FEES

0.2859 Refund of Tuition, Development and all other fees after cancellation of admissions:

The candidates who have taken admission in undergraduate courses in Govt. colleges, in Govt. aided and unaided courses conducted by affiliated colleges and recognized institutions may request refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on the 30th day and thereafter from the date of cancellation. A percentage of the fee for the course shall be refunded to the candidate after deducting charges as follows:-

Table - 1. Fee deduction on cancellation of admission

<table>
<thead>
<tr>
<th>Period and percentage of deduction charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Prior to commencement of academic term and instruction of the course</td>
</tr>
<tr>
<td>(ii) Up to 20 days after the commencement of academic term of the course</td>
</tr>
<tr>
<td>(iii) From 21st day up to 50 days after commencement of the academic term of the course</td>
</tr>
<tr>
<td>(iv) From 51st day up to 80 days after the commencement of academic term of the course or August 31st whichever is earlier</td>
</tr>
<tr>
<td>(v) From September 1st to September 30th</td>
</tr>
<tr>
<td>(vi) After September 30th</td>
</tr>
<tr>
<td>Deduction charges</td>
</tr>
</tbody>
</table>

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

1) All the fee items chargeable for one year are as per relevant University circulars for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities)

2) The fee charged under headings which are to be paid as University share (including Vice-Chancellor's fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam fee and enrollment fee) is non-refundable if payment is made by the College prior to the date of cancellation.

3) Fee collected for Identity Card, Library Card, Admission Form and Prospectus, enrollment or any other course specific fee is not refundable after the commencement of the academic term.
ALL REFUNDABLE DEPOSITS

The amount of Caution Money, Library Deposit, Laboratory Deposits, if any, will be refunded when a student leaves the college or cancels the admission. Deposits not claimed within one year after leaving the college or cancellation of admission will be forfeited. The amount of deposits will be refunded to the student after 15 days from the date of receipt of application duly signed by the student and guardian and NOC from the concerned departments. The students who have not surrendered their Identity Cards, Original Deposit Receipts must surrender the same against refund of deposits otherwise they stand to lose the deposits.

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

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

Further the Rules 0.2859-A & 0.2859-B have been repealed and the amended one 0.2859 relating to the refund of tuition fee, developmental and all other fees after cancellation of admission for the Undergraduate Courses, has been brought into force with effect from the academic year 2008-2009.

NB: Students seeking cancellation of admission must submit application enclosing original fee receipt & proof supporting reason for cancellation.

CONCESSIONS & FREESHIPS

All kinds of fee concessions, as admissible by the Govt. of Maharashtra, are provided.

1. Students belonging to SC/ST/OBC/VJNT/DT/NT/SBC of Maharashtra State can avail of free ship / scholarship. For this, students have to fill in application form online by logging in at A printout of the duly submitted online application form has to be deposited at the College office on or before 31.07.2019. Students can seek the assistance of the Special Cell for any difficulty in filling in the online application form.

Applicants must submit relevant documents along with the online and also with off-line form:

1) Caste Certificate                          6) Aadhar Card
2) School Leaving Certificate                7) Bank Passbook
3) Caste Validity Certificate                8) Aadhar Link with Bank
4) Previous Marksheets                       9) Indemnity Bond
5) Income Certificate or Form No.16 of Parent 10) Gap Certificate (where necessary)

Note: 1) Students must approach the college office to get the details of these before 31.07.19
2) Students who do not comply with the requirements within the stipulated date will have to pay full fees, after the last date is over.
SCHEME OF EVALUATION

For UG Programmes

- First Year /Second Year BA/BCom/BSc Courses (Aided)
  - The evaluation introduced from 2016-17 has no internals and has 100 marks theory paper at the end of each semester except Foundation Course paper which has project work of 25 marks.

- First Year /Second Year BMS/BCom (B&I), BAF/BSc (CS)/ BSc (IT) Courses (Unaided)
  - The performance of the learners shall be evaluated in two parts- Internal assessments with 25% marks by way of continuous evaluation and Semester End Assessment with 75% marks.

STANDARD OF PASSING

The learners shall have to obtain a minimum of 40% marks in aggregate to qualify each course. However, for the course with Internal Assessment and Semester End Examination, the learner shall obtain minimum of 40% marks i.e. 10 out of 25 in the Internal Assessment and 30 out of 75 in Semester End Examination separately. There is no Internal Assessment in Practicals for courses in Science. However there is Semester End Practical examination for 50 marks.

To qualify each course minimum Grade D shall be obtained by the learners in each course and project wherever applicable in a particular semester.

Performance Grading

The Performance Grading of the learner shall be on the Ten Point Grading system as under:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Marks</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>80 &amp; Above</td>
<td>10</td>
</tr>
<tr>
<td>A+</td>
<td>70 to 79.99</td>
<td>9</td>
</tr>
<tr>
<td>A</td>
<td>60 to 69.99</td>
<td>8</td>
</tr>
<tr>
<td>B+</td>
<td>55 to 59.99</td>
<td>7</td>
</tr>
<tr>
<td>B</td>
<td>50 to 54.99</td>
<td>6</td>
</tr>
<tr>
<td>C</td>
<td>45 to 49.99</td>
<td>5</td>
</tr>
<tr>
<td>D</td>
<td>40 to 44.99</td>
<td>4</td>
</tr>
<tr>
<td>F (Fail)</td>
<td>39.99 &amp; below</td>
<td>0</td>
</tr>
</tbody>
</table>

The Performance Grading shall be based on the aggregate performance of Internal Assessment and Semester End Examinations.
METHOD TO CARRY FORWARD THE MARKS

A learner who PASSES in the Internal Assessment but FAILS in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However, his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled to grade obtained by him/her on passing the complete course.

ATKT (ALLOWED TO KEEP TERM) for UG

A student shall be allowed to keep term for Semester II irrespective of the number of heads of failure in the Semester I.

A student shall be allowed to keep term for Semester III if he/she passes each Semester I and Semester II OR A student from faculties of Arts & Commerce including BMS & B.Com. (B & I) fails in not more than two courses each in Semester I & II / A student, from faculty of Science, fails in not more than three courses each in Semester I & II.

A student shall be allowed to keep term for Semester IV irrespective of the number of heads of failure in Semester III.

A student shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV OR A student passes each course of Semester I and Semester II and fails in not more than two courses of Semester III and Semester IV taken together for Arts & Commerce including BMS & B.Com (B & I) & for Science not more than three courses in each of Semester III & Semester IV.

A student shall be allowed to keep term for Semester VI irrespective of the number of heads of failure in Semester V. But marksheet may be withheld if the student has not passed a lower exam.

The result of Semester VI shall be kept in abeyance until the student passes each course of Semester I, Semester II, Semester III, Semester IV and Semester V.
PROJECT EVALUATION (IF APPLICABLE)

• A student who passes in all the courses but does not secure minimum grade of D in project as applicable has to resubmit a fresh project till he/she secures a minimum of grade D.

• The credit and grade points secured by him/her in other courses will be carried forward and he/she shall be entitled to grade obtained by him/her on passing of all the courses.

• The evaluation of project and viva voce examination shall be done by marks only and then it will be converted into grade in the seven point scale / ten point scale and the same will be awarded to the learner.

• A learner shall have to obtain minimum of grade D (or its equivalent marks) in project evaluation and viva voce taken together to obtain 40% marks in project work.

GRACING:

The gracing shall be carried out as per the Ordinances of the University which are applicable.

Rules and Procedures for providing the photo / xerox copies of assessed answer books to the examinee, process of revaluation are as announced by the University of Mumbai.

EXEMPTION:

An unsuccessful candidate who obtains the minimum percentage of marks prescribed for passing in a subject/practical may, at his/her option, be exempted from appearing in that subject/practical at his/her subsequent appearance and will be declared to have passed the whole examination on his/her passing in the remaining subjects/practicals in which he/she has failed.

EX-STUDENTS:

Candidates who have been declared failed at the examination or who have been allowed to keep term for the higher class shall appear as Ex-students for the respective semester examination held subsequently.
I. **MSc (PHYSICS)**

The two-year P. G. programme is divided into 4 Semesters.

The College offers this programme with specialisation in Microprocessors and Microcomputers. The intake capacity for the programme is 10.

**Semester – I**

1.1 Mathematical Methods
1.2 Classical Mechanics
1.3 Quantum Mechanics – I
1.4 Solid State Physics

**Practical**

Lab Course – I
Lab Course – 2

**Semester – II**

2.1 Advanced Electronics
2.2 Electrodynamics
2.3 Quantum Mechanics – II
2.4 Solid State Devices

**Practical**

Lab Course – I
Lab Course – II

**Semester – III**

3.1 Statistical Mechanics
3.2 Nuclear Physics
3.3 Elective Course – 1 - Microcontrollers & Interfacing
3.4 Elective Course – 2 - Embedded Systems & RTOS

**Practical**

Project – 3
Advanced Physics Lab – 1

**Semester – IV**

4.1 Experimental Physics
4.2 Atomic & Molecular Physics
4.3 Elective Course - 3 - Advanced Microprocessor & ARM 7
4.4 Elective Course - 4 - VHDL & Communication Interface

**Practical**

Project - 4
Advanced Physics Lab – 2
II. MSc (CHEMISTRY)
The two-year P.G. programme is divided into 4 Semesters.
The College offers this programme with specialisation in Analytical Chemistry. The intake capacity for the programme is 20.

<table>
<thead>
<tr>
<th>Semester – I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Physical Chemistry</td>
</tr>
<tr>
<td>1.2 Inorganic Chemistry</td>
</tr>
<tr>
<td>1.3 Organic Chemistry</td>
</tr>
<tr>
<td>1.4 Analytical Chemistry</td>
</tr>
</tbody>
</table>

**Practical**

| 1.1 Non-instrumental & Instrumental Experiment |
| 1.2 Ores and Alloys & Instrumental Experiment |
| 1.3 One step preparations                      |
| 1.4 Non-instrumental Experiment                |

<table>
<thead>
<tr>
<th>Semester – II</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Physical Chemistry</td>
</tr>
<tr>
<td>2.2 Inorganic Chemistry</td>
</tr>
<tr>
<td>2.3 Organic Chemistry</td>
</tr>
<tr>
<td>2.4 Analytical Chemistry</td>
</tr>
</tbody>
</table>

**Practical**

| 2.1 Non-instrumental and Instrumental Experiment |
| 2.2 Inorganic Preparations (Synthesis and Characterization) Instrumental Experiment |
| 2.3 Separation of Binary mixture using micro-scale technique |
| 2.4 Non-instrumental and Instrumental Experiment |

<table>
<thead>
<tr>
<th>Semester – III</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Quality in Analytical Chemistry</td>
</tr>
<tr>
<td>3.2 Advance Instrumental Techniques</td>
</tr>
<tr>
<td>3.3 Bioanalytical Chemistry &amp; Food Analysis</td>
</tr>
<tr>
<td>3.4 Environmental &amp; Certain Industrially Important Materials</td>
</tr>
</tbody>
</table>

**Practical**

Lab Course

<table>
<thead>
<tr>
<th>Semester – IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Quality in Analytical Chemistry</td>
</tr>
<tr>
<td>4.2 Advance Instrumental Techniques</td>
</tr>
<tr>
<td>4.3 Selected Topics in Analytical Chemistry</td>
</tr>
<tr>
<td>4.4 Research Methodology</td>
</tr>
</tbody>
</table>

**Practical**

Lab Course

Research Project-1

**ELIGIBILITY CRITERIA**

Admission will be on merit (Percentage of aggregate) marks secured at the BSc Degree Examination of Mumbai University or Degree of any other recognised Universities.
III. MCom

The two-year P. G. programme is divided into 4 Semesters.

The College offers this programme with specialization in Advance Accountancy. The intake capacity for the programme is 60.

As per the University of Mumbai Choice Based Credit Grading & Semester System (CBCGS) has been introduced for PG Programme w.e.f. the academic year 2016-2017

Semester - I - Core Courses
1. Strategic Management
2. Economics for Business Decision
3. Cost & Management Accounting
4. Business Ethics & Corporate Social Responsibility

Semester - II - Core Courses
1. Research Methodology for Business
2. Macro Economics Concept of Application
3. Corporate Finance
4. E-Commerce

Semester - III - Elective Courses (Accountancy)
1. Advanced Financial Accounting
2. Advanced Cost Accounting
3. Direct Tax
4. Project Work

Semester - IV - Elective Courses (Accountancy)
1. Corporate Financial Accounting
2. Indirect Tax
3. Advanced Financial Management
4. Project Work

Project work is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/difficult problems.

ELIGIBILITY CRITERIA

A candidate for being eligible for admission to the Post Graduate Programme i.e. Master of Commerce, shall have passed the examination for the degree of Bachelor of Commerce (three years/six semester integrated course) or the degree B.Com. (Old Course) or the other Semester based Programmes i.e. Bachelor of Commerce (Banking & Insurance) or Bachelor of Commerce (Accounting & Finance) or Bachelor of Commerce (Financial Markets) or Bachelor of Management Studies (B.M.S.) of this University, or an examination of any other University recognized as equivalent thereto.
PhD PROGRAMME (Unadied)

PhD (Science) Degree in Botany
Sanctioned seats: 05

Eligibility for Admission:

- MSc in Botany with minimum 55% marks
- Candidate must have cleared MPhil/NET/SET/PET

FEES DETAILS
Fees Payable For P.G. Programme 2019-20

<table>
<thead>
<tr>
<th>CLASS</th>
<th>UG From MUMBAI UNIV</th>
<th>UG From OTHER UNIV</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc (PHY)</td>
<td>28,330/-</td>
<td>28,730/-</td>
</tr>
<tr>
<td>M.Sc. (CHEM)</td>
<td>40,005/-</td>
<td>40,430/-</td>
</tr>
<tr>
<td>MCom</td>
<td>14,150/-</td>
<td>14,550/-</td>
</tr>
<tr>
<td>PhD</td>
<td>41,755/-</td>
<td>42,155/-</td>
</tr>
</tbody>
</table>

SCHEME OF EVALUATION

- A student shall be allowed to keep term for Semester II irrespective of the number of heads of failure in Semester I.
- A student shall be allowed to keep term for Semester IV irrespective of the number of heads of failure in Semester III.
- Additional exam in each Semester will be conducted by the college only for absentees in cases which are prescribed by the University.
- ATKT exams will be conducted for Semester I, II, III, IV in October and April of each academic year.
- Marksheet of Sem IV may be withheld if the student has not passed a lower exam.

ATKT (Allowed to Keep Term) for PG

- A student shall be allowed to keep term for Semester II irrespective of the number of heads of failure in Semester I.
- A student shall be allowed to keep term for Semester IV irrespective of the number of heads of failure in Semester III.
- Additional exam in each Semester will be conducted by the college only for absentees in cases which are prescribed by the University.
- ATKT exams will be conducted for Semester I, II, III, IV in October and April of each academic year.
- Marksheet of Sem IV may be withheld if the student has not passed a lower exam.
OTHER COURSES OFFERED IN THE COLLEGE

A) University of Mumbai approved Certificate Courses

i) Conversational English
ii) Tourism & Travel Management
iii) Microprocessors & Microcontrollers
iv) Instrumental Analytical Techniques
v) Nutrition and Dietetics
vi) Stock Market Operations.
vii) Retail Management

The College has started Certificate Courses recognised by the University of Mumbai to enable students gain proficiency in skills essential for placement in various employment sectors. The students can join these courses simultaneously with their regular degree programme.

i) Conversational English

Objective:
To help the students develop effective communication skills in English and speak with a fair degree of fluency and confidence, thereby improving their prospects in the job market.

Eligibility: HSC (Arts/Science/Commerce)

Evaluation scheme:
Students are tested in listening, speaking, writing and pronunciation skills along with presentation/project

ii) Tourism and Travel Management

Objectives:
- In-depth knowledge of national & international tourism.
- Practical knowledge of various sectors of the travel industry.
- Skills in travel and tourism to equip the students for self-employment.

Eligibility: HSC (Arts/Science/Commerce)

Evaluation scheme:
- Written (Objective & Descriptive questions) / Practical
iii) Microprocessors and Microcontrollers:

Objective:
The Certificate Course enables students to develop the skills required to handle advanced microprocessors and microcontrollers and enhances their job prospects in the relevant industry.

Eligibility: HSC (Science)

Evaluation scheme: Internal (25%) and Semester End exam (75%) that includes three theory papers and one practical exam

iv) Instrumental Analytical Techniques

Objective:
The course imparts knowledge about instrumental techniques, which includes two theory components, one practical component, project work and industrial visit.

Eligibility: HSC (Science)

Evaluation scheme:
Written examination as well as practical/project

v) Nutrition and Dietetics Eligibility: HSC (Science) Evaluation scheme:

Objective:
The course provides the students with extra information on biochemistry and physiology and also equips the students with necessary pre knowledge to take up diploma course in dietetics and nutrition after graduation.

Eligibility: HSC (Science)

Evaluation scheme: Written examination as well as internal assessment that includes two theory papers, practical, project and viva voce.

vi) Stock Market Operations

Objective:
The course gives students good hands-on experience of trading on the stock exchange. The curriculum is well balanced to include theory as well as practical.

The course increases employment opportunities in places such as Stock Exchange, Brokerage Firms, Mutual Fund Cos, Investment Services of Banks & Corporates.

Eligibility: HSC (Commerce)

Evaluation scheme:
Written examination as well as practical/project
vii) Retail Management:

Objective
To provide a conceptual foundation in retail operation; to acquaint the students with trends and technology in retailing and to create an awareness about retail management as a career option.

Eligibility: HSC

Evaluation scheme:
Internal assessment of 40 marks and year end written examination of 60 marks.

B) Programme of Yashwantrao Chavan Maharashtra Open University (YCMOU)

YCMOU provides opportunities for completing higher education to those who have missed an opportunity to do so. It also allows the students to study while simultaneously engaged in service/business and household duties. Ratnam College has been recognized as a study centre by the YCMOU since 2004-2005.

At this Study Centre the courses offered are:-

1) Preparatory Education Programme (English Medium & Marathi Medium)
2) BA
3) BCom
4) MBA

(Interested students may contact the college office for further details from 5.00 p.m. to 8.00 p.m. from Monday to Saturday (except Thursday) and on Sunday from 10.00 a.m. to 2.00 p.m.)

WORKING SCHEDULE OF THE COLLEGE

First Session (For Arts, Commerce, BMS & BAF Students)

Lectures commence at 7.10 a.m.

Second Session (For Science Students)

Lectures commence at 11.10 a.m.

Practicals for science students are held either before or after theory lectures. Exact timings are notified to students before commencement of practicals.

Second Session - For B.Com (B&I) students

Lectures commence at 12.00 noon / 12.50 p.m.
COLLEGE LIBRARY

Timing: 7:30 am - 6:30 pm

The College has a well-equipped library located on the third floor, covering an area of 2800sq.ft. The library contains books and periodicals pertaining to the courses of study, competitive examinations, reference books, journals and also books of general interest.

Besides the reference section, special facilities are available for the home issue of library books. Its facilities and services exist solely for the benefit of its users—the whole academic community of staff and students. Because it fulfils a community need, regulations governing the use of the library are duly imposed. The rules devised ensure that best services can be given to a greatest number of users.

Rules:

i. Complete silence and strict discipline must be maintained in the library.

ii. Books are issued for the exclusive personal use of individual students. Anyone found borrowing books for another may be denied the use of the library facility.

iii. Readers must, on receiving a book, examine it, and report to the library attendant any damage found therein. If they fail to do so, they will naturally be held liable for any damage that may be detected later.

iv. Books lost, damaged or defaced, must be paid for by the user who drew the book. The value of the books or of damage will be assessed by the librarian.

v. The librarian reserves the right to recall any book or periodical at any time.

vi. In case of home issue, a fine at the rate of Rs. 2 per day (including Holiday/Sunday) will be imposed on books returned after the due date.

vii. The due date can be extended under special circumstances, with the permission of the librarian.

viii. All books borrowed must be returned before claiming the library deposit.

ix. Disregard of library rules, indiscipline and misbehaviour will render students liable to be refused access to the library besides disciplinary action, if so warrants.
Book Bank Scheme

Deserving students can avail of this facility against payment of Rs.300/- . Under this scheme a student can get a complete set of text books for two semesters of the academic year. Applications in the prescribed form are to be made in response to the notice brought out at the beginning of the academic year. After thorough scrutiny of the application forms, the competent authority decides about permitting a student to avail the benefit of this scheme. If the number of applicants is more than the sets of books available then preference will be given to students belonging to Reserved Category first and then the in order of application.

GYMKHANA & SPORTS

Sportsmanship is promoted to maximum possible extent through various indoor and outdoor games. The College has facilities for games such as Chess, Carrom, Table tennis, Cricket, Badminton, Volley-ball, Karate, Taekwondo and Athletics. A well-equipped gymnasium, exclusively for Ratnam students, is also available. A number of rolling trophies and prizes have been instituted to encourage participation of students in various sports.

Students are motivated to participate in various intra and inter-collegiate tournaments. The best in each intra-collegiate tournament is selected to represent the College in various inter-collegiate tournaments. Professional coaches are appointed to train students in various sports. From the academic year 2013-2014, Ratnam Band Troupe has also been formed and performs at various programmes.

EXTRA CURRICULAR ACTIVITIES

Various Forums / Clubs / Associations formed in the College, which are conducting various Extra-curricular activities:

i) Commerce Association (Masterminds)

ii) Cultural Forum

iii) Chem Club

iv) English Literary Association

v) Disaster Management Cell

vi) Marathi Vangmaya Mandal

vii) History Association

viii) Placement Cell

ix) Maths Club

x) Political Science Association

xi) Nature Club

xii) Women Development Cell

xiii) VIBGYOR Club

xiv) MUSE

xv) Entrepreneurship (E-Cell)
Students are motivated to participate in competitions / activities such as:
1) Debate          2) Dramatics          3) Educational Tours/Hikes          4) Elocution
5) Essay Writing    6) Exhibitions       7) Fine Arts             8) Performing Arts
9) Quiz            10) Seminars

Special Events like the following are organized and celebrated in a befitting manner:
1) Annual Day & Prize Distribution          2) Foundation Day          3) Ganesh Utsav
4) Independence Day                        5) Republic Day             6) Sports Day
7) Talent Parade                           8) Talent Search Week       9) Teacher’s Day
10) Maharashtra Day                         11) Marathi Bhasha Diwas

The co-curricular activities offered by the College are:
1. National Service Scheme (NSS)          2. Lifelong Learning & Extension (LLE)
Students' Council Committee is a mandatory committee at College level. Its main objectives are

- To constitute the Students' Council annually as per the Mumbai University Act.
- To look after the welfare of students.
- To promote and co-ordinate extra-curricular and co-curricular activities for holistic development of students.
- To contribute towards maintaining the standard of education and academic excellence in the college.

To achieve these objectives every year the Students' Council organises various activities throughout the year. The Students' Council is formed in the month of July. The General Secretary is nominated from among the talented and capable final year students who then represent the students and lead the Council activities. The General Secretary of Students' Council along with the Class Representatives helps other committees in organizing various events in the college and also take part in National Day Celebrations. Merit – Cum – Means Scholarship is awarded to students from low income group from Ratnam Endowment Fund A/c. Medical assistance is given to needy students from low income group.

The Council also organizes

- Visits to Tata Memorial Hospital / Old age home / Orphanage / Adiwasi Pada etc. are organized to enhance the sensibilities of the students, the Students' Council organizes
- Ganesh Utsav of NES/SVB Complex
- Celebrations of diverse Indian festivals like Onam / Christmas / Diwali
- Farwell Party for Third Year students
- Career related Seminars / Exhibitions

Students' Council for Academic Year 2019-20

Ms. Madhuri Navare : Convenor
Dr. Aakanksha Gawde : Member
Ms. Mamta Yadav : Member
Ms. Jyothi S. : Member
Dr. Rupali Patil : Member
Dr. Kiran Upar : Member
Mr. Rajiv Mishra : Member
Our College has a strong Alumni Association comprising of past students from batches over three decades. The College has a strong bond with the alumni and has also formed a formal committee of office bearers who spearhead various activities to strengthen this bond and contribute to the progress of the College.

The alumni are invited to be a part of the departmental/college activities as guests, participants, judges, resource persons, mentors and organizers. They play a very proactive role in organizing the NES Complex Ganesh Utsav celebration. They also sponsor activities of the department/college like intercollegiate fests, conferences, seminars etc. Many alumni members sponsor economically backward students through payment of their fees or sponsoring any professional course. They organize medical check-ups for staff and students.

The ex-members of MUSE the movie Club are actively involved in socially relevant projects in which the current members also participate thus continuing their contributions to the society. The Association also helps in recruitment & placement of students in full time/part time jobs, internships and vacation jobs. The Alumni Association conducts an annual DJ nite for current students and alumni in order to strengthen the bond.

The College magazine and departmental newsletters feature success stories of ex-students and also invite them to share valuable knowledge based on their expertise through articles.
COMMITTEES & COUNCILS

College Management Body
Dr. R. Varadarajan : Founder President
Dr. Balasubramanian V : Secretary
Ms. Sushma Devan : Trustee

College Administration Committee
Dr. Mary Vimochana : Principal
Dr. Vinita Dhulia : Vice Principal (Degree College)
Dr. Lata Swaminathan : Vice Principal (Degree College)
Ms. Varsha Patodekar : Supervisor (Junior College)

College Development Committee (formerly LMC)
1. Chairperson : Dr. R. Varadarajan
2. Secretary : Dr. Balasubramanian V
3. HOD : Dr. Vinita Dhulia
4. Teacher Representative : Dr. Lata Swaminathan
   Ms. Sangeeta Roy
   Dr. Medha S.
5. Non teaching Staff : Ms. Chetna Bhoir
6. Local Members : Dr. A. P Jayaraman (Research)
   Mr. V.S. Gopal (Industry)
   Dr. Aparna Rao (Education)
   Mr. Ashok Poojari (Social Service)
7. Coordinator IQAC : Dr. Sunita Chahar
8. President/ Secretary : College Student Council
9. Principal
   (Member Secretary) : Dr. Mary Vimochana

Academic and Administrative Council
Dr. Medha Sunderajan : Convenor
Ms. Jennifer C : Member
Ms. Shweta Belose : Member
Ms. Bhakti Velankar : Member
Ms. Jyothi S : Member
Ms. Nutan L : Member
Ms. Riya Rupani : Member

Management College Development Council
Dr. Sunita Chahar : Convenor
Ms. Sangeeta Roy : Member
Ms. Jisha Alwin : Member
Ms. Madhuri Navare : Member
Ms. Riya Rupani : Member
Dr. Rebecca Thomas : Member

**Internal Quality Assurance Cell (IQAC)**

Dr. Sunita Chahar : Convenor
Dr. Phebe Kingsley : Co-Convenor
Dr. Vinita Dhulia : Member
Dr. Lata Swaminathan : Member
Ms. Lakshmi Prasunna : Member
Ms. Madhuri Navare : Member
Dr. Vijayalakshmi R. : Member
Mr. Sanjay Deshpande : Member

**Women Development Cell**

Dr. Meenakshi Kumaraguru : Convenor
Ms. Presentia A. : Member
Ms. Jennifer C. : Member
Principal: Dr. Mary Vimochana: MA, MPhil, PhD

ARTS FACULTY

Economics
Dr. Mary Vimochana (HOD): MA, MPhil, PhD
Ms. Manisha Navale: MA, NET

Political Science
Dr. Saraswathi Unni (HOD): MA, MPhil, PhD
Ms. Sangeeta Roy: MA, (PolSc / Eng) PGDJMC, NET, SET
Mr. Raosaheb Bavaskar: MA, NET (Leave Vacancy)

History
Dr. R Vijayalakshmi (HOD): MA, MPhil, PhD
Mr. Kunal M. Tambe: MA

Sociology
Ms. Jennifer Coutinho (HOD): MA, SET, PGDJMC

English
Ms. Sumali Bose (HOD): MA, MPhil.
Ms. Jyothi Sadasivam: MA, MPhil, SET

Marathi
Dr. Aakanksha Gawde: MAMPhil, NET, SET, PhD

Hindi
Mrs. Geeta Singh: MA, M.Phil

SCIENCE FACULTY

Physics
Dr. Vinita Dhulia (Vice-Principal & HOD): MSc, PhD
Ms. Presentia Aloysius: MSc, MPhil
Dr. Rupali Patel: MSc, PhD
Ms. Pratibha Singh: MSc, NET
Ms. Jyoti Jaiswal: MSc
Botany
Dr. Sunita Chahar (HOD): MSc, PhD., SET
Ms. Shweta Belose : MSc, MPhil
Ms. Mamta Yadav: MSc, NET

Chemistry
Ms. Lakshmi Prasuna (HOD): MSc
Dr. Phebe Kingsley: MSc, M Phil, PhD, NET
Dr. Medha.S: MSc, PhD
Dr. Jayasree.G: MSc, NET, PhD
Dr. Kiran Upar: MSc, PhD

Mathematics & Statistics
Ms. Veena Bhakta Kamat (HOD): MSc, MPhil
Ms. Karthiyiani S.: MSc, MPhil, MPS
Dr. Nithya S: MSc, MPhil, PhD, ACS
Mr. Sanjay Deshpande: MSc, SET
Ms. Bhakti Velankar: MSc, SET

Zoology
Dr. Jayasree Sasangan (HOD): MSc, DHE, PhD, PGDEM
Dr. Meenakshi. K.: MSc, MPhil, PhD
Ms. Chetna Sharma: MSc, NET

Computer Science & Information Technology
Ms. Arti Debnath: MSc (Comp. Sc.)
Ms. Hiral Joshi: MSc (IT)
Ms. Rajani Tripathi: MCA
Mr. Sandeep Pathak: MCA
Ms. Janet D’Souza: MSc (IT)
Ms. Jayalalitha Iyer:MSc (IT)
Mr. Amit Rai: MSc (Maths)
COMMERCE FACULTY

Commerce
Dr. Lata Swaminathan (Vice-Principal & HOD): MCom, SET, PhD
Dr. Rebecca Thomas: MCom, MPhil, PhD

Accountancy
Mr. Ashok Poojari: MCom, M.Phil, SET
Ms. Nutan Lokhande: MCom, MPhil, NET

Environment Studies
Dr. Deepa C: MSc, NET, Ph.D

Bachelor of Management Studies (BMS)
Ms. Jisha Alwin: MBA
Ms. Rashi Bakhru: MMS
Ms. Ananya Prabhu: MCom

Bachelor of Commerce (Banking and Insurance)
Ms. Riya Rupani: (Coordinator for BMS & BBI) MCom, MHRDM, NET, SET, DFM
Mr. Rajiv Mishra: MCom, MBA, M.Phil, NET
Ms. Khushboo Tripathi: MCom
Ms. Priyanka Salvi: MCom.

Bachelor of Commerce (Accounting and Finance)
Ms. Anchaljit Kaur Hundai: MCom
Ms. Kiran R. Ghosh: MCom, SET

Business Law
Mr. Rahul V. Gokhale: M Com, LLM

Librarian
Ms. Madhuri Navare: MLIB, SET
Career guidance in Machine Learning

IIM Jam Training

Workshop on SPSS

NES Ratnam College of Arts, Science & Commerce

Best Practice
Skill Development Initiatives

NES National Students' Start up Fest

Mini - MTTS Programme, Maths Department

Workshop on 'Future Scope of Botany' & Bio Science India' (IIT Kharagpur)

Dr. Jaydeep Mukherjee, Director, NASA Florida Space Grant Consortium, USA

Career guidance in Machine Learning

IIM Jam Training

Workshop on SPSS

Advanced Microsoft Excel Workshop

Workshop on PFMS

National Education Society's Ratnam College of Arts, Science & Commerce
STUDY TOURS

HBCSE, Mankhurd
IRMRA, Material Testing & Research Centre
RCF, Chembur

Vikram Sarabhai Space Exhibition
Visit to HBCSE, Mankhurd

Rajiv Gandhi Zoological Park
Charak Herbal Garden, Dapoli
Mangrove Walk

Hiware Bazar “Connect Rural” Initiative
Parle Product Private Limited, Khopoli
Visit to RBI Monetary Musuem

Visit to Kanheri Caves
Visit to Mantralaya
Visit to American Library
INTER COLLEGIATE FESTS

Sci-Trek : Science Faculty

Zero Gravity - Commerce Faculty

Manzil - BMS & BBI Departments

Mantra 2K18 - Cultural Fest

Talentueux - Arts Faculty
DETAILS OF NATIONAL / INTERNATIONAL CONFERENCES

International Conference on “Information and Communication for Development- Reach, Impact, Opportunities and Challenges” organised by the Department of Commerce & Faculty of Arts on 5th & 6th October, 2012

International Conference on “Photons: Multiple & Creative Solutions to Challenges” organised by the Department of Physics on 4th & 5th December, 2015.

National Conference on “Fungi in Agriculture” was organized by the Department of Botany on 28th and 29th January 2014, in association with Mycological Society of India, Mumbai Unit funded by UGC, NABARD and others

Two day international Conference on “Changing Dynamics in SAARC- Challenges & Opportunities in the Region” organised by the Department of Political Science on 8th & 9th December, 2017
CO-CURRICULAR ACTIVITIES
National Service Scheme (NSS)

Mr. Ashok Poojari (NSS Co-ordinator) Felicitated by Hon. Vice Chancellor for Best Camp Coordinator

NSS Volunteer Mr. Shubo Bera was felicitated by Ex Vice Chancellor of Gujarat for Best Volunteer

Road Safety Campaign

Department of Life Long Learning & Extension (DLLE)

GYMKHANA

Republic Day – 26th January

Independence Day - 15th August

Marathi Bhasha Din – 24th February

Environment Consciousness

Tree Plantation on World Environment Day
Guest Lectures & Workshops

Dr. APJ ABDUL KALAM LECTURE SERIES
Understanding the Universe with Scientific Temperament - Mr. Santosh Takale (BARC)

Workshop on Jam and Jelly
Dr. Jasmine Patil (CHM College)

Workshop on AMFungi
(Faculty of Botany Department)

Aroma Therapy
(Perfumery & Cosmetic Management)
Ms. Anuya Joshi, Vaze College

Workshop on 'Future Scope of Botany & Bio Science India'
(IIT KHRAGPUR)

Mr. Nishchal Dwivedi,
Research Scholar, BARC
'Four Forces in Physics'

'Future of Space Exploration'
Dr. Jaydeep Mukherjee, Director, NASA Florida Space Grant Consortium, USA

Dr. Shrikant Nalawade, Hindustan Unilever Ltd.
Importance of Chemistry in FMCG Industry

Dr. Pritesh Sharma, Chem Spark
Career Guidance

Dr. INN Namboothiri, IIT Mumbai
Spectroscopy
National Education Society's
Ratnam Junior College of Science
**Working Schedule of the College:**

**College Timings:**

Lectures / Practicals commence at either 11.00am or 11.40 am.

The exact schedule of the College is displayed on the notice board from time to time. The students should make a practice of going through all the notices every day.

**Admission Guidelines**

Students are admitted by the College to the First Year Junior College (FY.JC) on the basis of merit. Students with high academic standard in the SSC Examinations conducted by the Maharashtra State Board of Secondary & Higher Secondary Education or an equivalent examination are preferred. Students are also admitted through online allotment by the Education Department. Admissions are also given under Minority & In-house quota as per the norm.

As per the guidelines issued by Maharashtra State Board of Secondary and Higher Secondary Education, students securing less than 40% marks in the Science subject at X standard Examination are not eligible for admission to FYJC (Science).

Students who have passed the ICSE/CBSE or any other examination conducted by any Statutory Board other than the Maharashtra State Board must obtain a form for eligibility from the Mumbai Divisional Board Office before seeking admission to the FYJC class.

**NOTE:** Students seeking admission to FYJC Class should submit;

1. Original SSC/ICSE/CBSE or any other equivalent examination Marksheet and two attested xerox copies.
2. Original School Leaving Certificate and two attested xerox copies.
4. One attested xerox copy of Ration Card by girl students.
5. Caste Certificate, if any.

**Note:** The Original School Leaving Certificate shall be retained by the college as a permanent record as per the norm while original SSC mark sheet shall be returned to students after verification.

**Students of Foreign Nationality**

Application for admission from foreign nationals must be accompanied by a clearance certificate from the Indian High Commission and another clearance certificate from their Country's Embassy in India.
SUBJECTS OFFERED BY THE COLLEGE

The following subjects are offered by the college:

1) English                    2) Physics  3) Chemistry
4) Maths & Stats          5) EVS  6) Physical & Health Education
7) Hindi                      8) Biology  9) Information Technology (IT)**
10) Electronics*  11) Computer Science*

* Bifocal Subjects: Electronics & Computer Science

50 Seats are available for each of these two subjects. Each of these two subjects has two papers and these two papers in any one of the two subjects are offered in place of Hindi & Biology.

**IT which has only one paper is offered in place of Hindi (Total 60 seats are available for IT)

ISSUE OF CERTIFICATES

1. Application for Leaving Certificate (L.C) should be submitted duly signed by the Parent / Guardian before 30.4.2020 and the applicants should contact the college office after 2 days to collect the certificate.

2. Duplicate Leaving Certificate will be issued only if an affidavit is produced by the Parent / Guardian along with sufficient evidence to prove that the original one is lost.

3. Bonafide Certificate or any other certificate shall be issued to the student against a written application in the prescribed form available in the college office.

CONCESSIONS & FREESHIPS

All kinds of fee concessions, as admissible by the Govt. of Maharashtra, are provided.

1. Students belonging to SC/ST/OBC/VJNT/DT/NT/SBC of Maharashtra State can avail of freeship / scholarship. For this, students have to fill application form online by logging in at (http://mahadbt.gov.in)

A printout of the duly submitted online (http://mahadbt.gov.in) application form has to be deposited at the College office on or before 31.07.2019. Students can seek the assistance of the Special Cell for any difficulty in filling up the online application form.
Applicants must submit the following relevant documents along with the online and off-line form:

1) Caste Certificate  
2) School Leaving Certificate  
3) Caste Validity Certificate  
4) Previous Marksheets  
5) Income Certificate or Form No. 16  
6) Aadhar Card  
7) Bank Passbook  
8) Aadhar Link with Bank  
9) Indemnity Bond  
10) Gap Certificate (where applicable)

2) Girl's Freeship: Girls will be granted freeship according to the government rules (in force from time to time). To avail this facility a declaration form (available at the college office) should be filled in and submitted to the college office before the stipulated date i.e. 31.08.19 along with a Xerox copy of the ration Card.

3) Freeship for girls is available only up to second child. Third child onwards no benefit is available

Note: 1) Students must approach the college office to get the details of these before 31.07.19
2) Students who do not comply with the requirements within the stipulated date will have to pay full fees, after the last date is over.

**FEES PAYABLE FOR 2019-2020**

<table>
<thead>
<tr>
<th>FYJC (AIDED)</th>
<th>HINDI</th>
<th>405/-</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IT</td>
<td>1605/-</td>
</tr>
<tr>
<td>FYJC (UNAIDED)</td>
<td>HINDI</td>
<td>8095/-</td>
</tr>
<tr>
<td></td>
<td>ELECTRONICS</td>
<td>24,425/-</td>
</tr>
<tr>
<td></td>
<td>COMPUTER SCIENCE</td>
<td>24,425/-</td>
</tr>
</tbody>
</table>

NB:

1. Eligible girl students admitted in aided division will be given freeship, as per government rule.

2. All students admitted will have to pay 1745/- towards examinations, library, extra-curricular activities, college magazine and e-communication.

3. Students opting for IT will have to pay 2300/- additional fees towards laboratory expenses.
REFUND OF FEES

1. If a student informs in writing to the Principal before the commencement of the academic year that he/she wants to withdraw admission then all the fees, deposits except the admission fee will be refunded.

2. If a student desires to withdraw his/her name and apply for refund of fees after the commencement of the academic year, then the admission fee, term fee and laboratory fee in full and also the proportionate amount of tuition fee till the month in which refund is claimed will be retained by the college. The remaining amount of the tuition fee and deposits will be refunded.

* As per the new banking regulations, fees are to be paid through Cash/NEFT/Demand Draft/Pay order drawn in favour of

1) NES Ratnam Junior College
2) NES Ratnam Junior College Unaided Account

RULES AND REGULATIONS OF EXAMINATIONS

A candidate attending the Junior College classes, shall be eligible to appear for examinations on fulfilling the following conditions.

1. He/she should have attended not less than 75% of the lectures / tutorials / practicals held in each of the two terms. A candidate who does not fulfill the minimum attendance of 75% separately as stated above and whose deficiency is not condoned will not be admitted to the examination. The Examination form of such candidates will be withdrawn under Regulation 93 (8). The candidate may make up the deficiency in attendance.

   Either

   a) During the first part of the next academic year, if the student intends to appear for the examination in the following October or November.

   OR

   b) During the first or second or both parts of the next academic year, if the student intends to appear for the examination in the following February or March.

Two Units Tests / Internal Assessments and two Terminal Examinations will be held in the course of the First year. A student who remains absent from any examination, except on medical grounds, will not be re-examined. While the college conducts all the FYJC examinations, the final SYJC examination is conducted by the Maharashtra State Board of Secondary & Higher
Secondary Education. However all SYJC students will have to appear for Unit Test I & II/Internal Assessment I & II, First Terminal & Preliminary Examinations conducted by the college before they appear for the Final Examination conducted by the Board.

Attendance for each examination is compulsory. Verification of Marks

If, after the declaration of results, a parent or guardian desires Verification of his/her ward's marks in the FYJC Second Terminal Examination in any subject, he may apply in the prescribed form available at the college office along with the prescribed fee to the Principal, within 15 days from the date of declaration of result. In scrutiny, only the totals are rechecked and it is also ensured that all questions have been assessed. The results of the scrutiny will be communicated to the parent or guardian immediately after the reopening of the college in June. Verification does not mean or include reassessment or revaluation.

**PROGRESS REPORT**

The result of the examinations entered in the Progress Report (Mark Sheet) is intended to apprise parents/guardians of the progress and conduct of their ward. The college authorities will show this to the parent during the Open Day kept to announce the result. The parents/guardians are earnestly requested to:

1) Attend the Open Day (date is communicated through their ward / through SMS)
2) Go through the report carefully and affix their signatures wherever required.
3) Take effective remedial measures in case the student is found to be weak in any subject or the student's attendance and conduct are reported unsatisfactory. If a candidate appears in all subjects and fails in one or more subjects his deficiency of marks in maximum 3 subjects shall be condoned for the purpose of passing the examination.

**Brief Information about FYJC Examinations.**

**E.V.S**

<table>
<thead>
<tr>
<th>I-Term</th>
<th>II-Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project -30 Marks</td>
<td>Project -30 Marks</td>
</tr>
<tr>
<td>Internal Assessment</td>
<td>20 Marks</td>
</tr>
<tr>
<td>Internal Assessment</td>
<td>20 Marks</td>
</tr>
<tr>
<td>(seminar/journal)</td>
<td>(seminar/journal)</td>
</tr>
<tr>
<td><strong>Total -50 Marks</strong></td>
<td><strong>Total- 50 Marks</strong></td>
</tr>
</tbody>
</table>
PHYSICAL AND HEALTH EDUCATION

As per revised syllabus Physical and Health Education has been introduced as a compulsory subject for F.Y.J.C. w.e.f. 2012-13. It will have a weightage of 50 marks per term for which 25 marks written + 25 marks practical examinations will be conducted.

Total marks obtained will be converted into grade for final examination.

Examination Pattern for F.Y.J.C. for all subjects except Electronics & Computer Science.

1) I-Internal Assessment (Tutorials/ MCQ./ Test/ Seminar) = 25 Marks
2) I- Term Examination = 50 Marks
3) II- Internal Assessment (Tutorials/ MCQ/ Test/ Seminar) = 25 Marks
4) II-Term Examination = 100 Marks
   - For Physics, Chemistry, Biology : 70 Marks Theory+ 30 Marks Practical/Project
   - For Maths & IT : 80 Marks Theory+20 Marks Practical
   - For English/Hindi : 80 Marks Theory+20 Marks Oral


1) I-Unit Test 50 Marks
2) I-Term Examination
   Paper-I 100 Marks
   Paper-II 100 Marks
3) II-Unit Test 50 Marks
4) II-Term Examination
   Paper-I 100 Marks
   Paper-II 100 Marks
* For Term I & II Examinations each paper will have 50 marks practical & 50 marks theory. Total 100 marks
1. A student should score minimum 35% marks in each subject including EVS in order to be declared passed in FYJC Examination, provided he/she has also cleared Physical & Health Education Examinations.

2. If a student has scored 35% marks but not cleared Physical & Health Education Examination, he/she will be declared failed.

3. If a candidate appears in all subjects and fails in one or more subjects, his/her deficiency of marks in maximum 3 subjects & maximum 15 marks shall be condoned for the purpose of passing the examination.

4. Although maximum 10 marks condonation is to be given in one subject such concession should not exceed the required minimum percentage of passing in the subject i.e. 35%.

5. All the practicals prescribed for the course should, as far as possible, be completed by the student. However they should not be allowed to appear for the practical examinations and the marks for the Journal should not be given if the students fail to perform practicals prescribed for the course.

6. No candidate should be promoted to the next higher standard if he/she fails even after applying the rule of giving the benefit of condonation of marks as provided in the rules of condonation No.3

7. There shall not be a re-examination in the case of failed students.

8. In the case of students who could not appear at the first or second term-end examination for genuine reasons, due to ill health (on producing a medical certificate in time) or such other reason beyond his/her control (such as natural calamities) the Head of the Junior College shall hold the first-term-end examination as early as possible, but in any case before the end of the second term. However second-term-end-examination in case of such student should be conducted immediately after the second-term-end-examination. Such concession should not be given in case of students absent during the yearly work.
9. The procedure for conducting the examination mentioned under Rule No.8 will be the same, as for the second-term-end-examination. However, the question papers of the examination should be different from that at the first/second-term-end-examination. The question papers and the assessed answer books of all examinations of all students should be preserved for one year for inspection by the Education Office/Dy. Director.

10. The result of the re-examination should be declared within a week's time so as to enable the successful student to seek admission in the Second Year of the Junior College.

11. There shall be no extra fees for the re-examination of student.

12. The students who pass the FYJC (Std.XI) examination will be awarded the following Grades.

   Grade-I (With Distinction) : To successful candidates who obtain not less than 75% marks in the aggregate, calculated on the basis of the six (in case of vocational subject) or seven subjects offered for the examination.

   Grade-II To successful candidates who obtain less than 75% but not less than 60% of marks in the aggregate calculated on the basis of the six (in case of vocational subject) or seven subjects offered for the examination.

   Grade-III To successful candidates who obtain not less than 45% marks but less than 60% of marks in the aggregate calculated on the basis of the six (in case of vocational subject) or seven subjects offered for the examination.

   Grade-Pass To all other successful candidates.

Provided that the First (with distinction) or First or Second Grade shall not be awarded to a candidate who appears for the examination with any exemption or exemptions claimed by him/her. Provided further that, the aggregate total of marks obtained by a candidate is less than the total of marks required for obtaining the first grade, but not more than 3 marks, candidate shall be given the necessary grace marks not exceeding his aggregate of marks for the purpose of award of the First grade.

NB: In case there is any change in the promotion rule made by the Board during the year, Students/Parents will be accordingly intimated.
FACULTY DETAILS:

Biology
Ms. Varsha S. Patodekar: (HOD) MSc, BEd, PGD Ecology & Environment
Ms. Madhumita Ray: MSc, BEd

Chemistry
Ms. Sunita Suresh P: (HOD) MSc, BEd
Ms. Indrani Bhowmick: MSc, BEd
Ms. Suvarna Aneesh: MSc, BEd
Ms. Sangline Jathanna: MSc, BEd

Physics
Mr. Sudhir Divekar: (HOD) MSc, BEd
Mr. Manoj S. Talekar: MSc, BEd
Ms. Shanmuga Priya: MSc, BEd
Ms. Pranali Kalmbate: MSc

Mathematics
Ms. Nirmala Kale: MSc, BEd
Mr. Anil Kumar Sharma: MSc, BEd

English
Ms. Jebaberla Nadar: MA, BEd

Hindi
Ms. Sonu Kori: MA, BEd

Information Technology
Ms. Priyanka Kasbe: MSc

Electronics
Ms. Komal Warang: BE

Computer Science
Ms. Priti V. Sandav: MCA
FACILITIES AVAILABLE

COLLEGE LIBRARY

Timing: 7:30 am - 6:30 pm

The College has a well-equipped library located on the third floor, covering an area of 2800sq.ft. The library contains books and periodicals pertaining to the courses of study, competitive examinations, reference books, journals and also books of general interest.

Besides the reference section, special facilities are available for the home issue of library books. Its facilities and services exist solely for the benefit of its users—the whole academic community of staff and students. Because it fulfils a community need, regulations governing the use of the library are duly imposed. The rules devised ensure that best services can be given to a greatest number of users.

Rules:

i. Complete silence and strict discipline must be maintained in the library.

ii. Books are issued for the exclusive personal use of individual students. Anyone found borrowing books for another may be denied the use of the library facility.

iii. Readers must, on receiving a book, examine it, and report to the library attendant any damage found therein. If they fail to do so, they will naturally be held liable for any damage that may be detected later.

iv. Books lost, damaged or defaced, must be paid for by the user who drew the book. The value of the books or of damage will be assessed by the librarian.

v. The librarian reserves the right to recall any book or periodical at any time.

vi. In case of home issue, a fine at the rate of Rs. 2 per day (including Holiday/Sunday) will be imposed on books returned after the due date.

vii. The due date can be extended under special circumstances, with the permission of the librarian.

viii. All books borrowed must be returned before claiming the library deposit.

ix. Disregard of library rules, indiscipline and misbehaviour will render students liable to be refused access to the library besides disciplinary action, if so warrants.
EXTRA CURRICULAR ACTIVITIES

Students are motivated to participate in competitions / activities such as:

1. Debate
2. Dramatics
3. Educational Tours/Hikes
4. Elocution
5. Essay Writing
6. Exhibitions
7. Fine Arts
8. Performing Arts
9. Quiz
10. Seminars
11. Sudoku
12. Cross Word

Occasions like the following are celebrated in a befitting manner:

1) Annual Day & Prize Distribution  
2) Foundation Day 
3) Ganesh Utsav
4) Independence Day  
5) Republic Day 
6) Sports Day
7) Talent Parade  
8) Talent Search Week 
9) Teacher's Day
10) Maharashtra Day

COMMITTEES AND FORUMS:

1. Academic and Administrative Committee
2. Admission Committee
3. Attendance Committee
4. College Development Council
5. Cultural Forum
6. Discipline Committee
7. Examination Committee
8. Gymkhana Committee
9. Library Committee
10. Science Association
11. Students' Council
12. Unfair Means Inquiry Committee

STUDENTS' COUNCIL

The College has an active Students' Council. The Students' Council organizes a number of extra-curricular activities providing opportunity to develop every talent in the students of the College like Personality Development Training, Career Exhibitions with guidance from experts, etc. The Council organises various seminars/ workshops for students with the help of Professionals. Visits to Orphange, Old Age Home, Paediatric Ward of Tata Memorial Hospital are also organized by Students' Council. Students' Council also organizes Ganesh Utsav and Farewell Party for SYJC Students.
PROGRAMME ORGANIZED BY
NES Ratnam Junior College of Science

Activities 2018-19

Annual Sport Meet 2018-19
Get Set Go
Who’s The first fastest runner

Guest Lecture in Physics
Drawing Skills by Young artist
Practising YOGA

Talent Parade

Career Guidance in Biology
Study trip in Biology
My Ganesha – Idol Making

Tobacco Free Campus
Tree Plantation in College
Class Counselling Session
I. ATTENDANCE

1. Attendance at all lectures/tutorials/practicals/tests/examinations/is compulsory for all students. A student 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 semester/term.

2. Students who do not have minimum required attendance of 75% of actual lectures/tutorials/practical periods conducted in each semester/term or do not show satisfactory progress will not be sent for University/Board/College examination as per ordinance 0.119 of the University of Mumbai / Regulation No. 93 (8) of Maharashtra State Board of Secondary and Higher Secondary Education.

3. Periodical tests/seminars etc. conducted by the College are compulsory for students of all classes.

4. A student who remains absent for periodical tests/examinations due to his/her illness shall be required to submit medical certificate.

5. A student who remains absent for three consecutive days is required to submit a leave application duly signed by his/her parent/guardian, immediately on reporting to college. For yet longer absence without satisfactory justification, the student will be liable for action as the College deems fit.

6. Parents/Guardians of students shall be kept informed about the attendance and performance of their wards. The assistance of the parent/guardian in remedying drawbacks of his/her ward is imperative.

II. ANTI RAGGING

An Anti-Ragging Committee has been set up as per the guidelines of Maharashtra Prohibition of Ragging Act, 1999 / UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009.
DISCIPLINE AND CODE OF CONDUCT
(DEGREE COLLEGE / JUNIOR COLLEGE)

III. DISCIPLINE

1. Every student is responsible to the College for taking utmost care of the college premises/property. Any damage done to the property of the College is to be compensated either individually or collectively. Where the damage is caused deliberately or negligently, action/quantum of punishment would be imposed by the Discipline Committee.

2. Any damage to the College building, furniture and fixtures by the students shall be treated as a breach of discipline.

3. Students should observe strict punctuality. Appropriate action will be taken against late comers.

4. Students are not allowed to skip lectures/tutorials/practicals for the day he/she is present.

5. No committee or organization of students is permitted in the College.

6. No person, other than the college staff, can be invited to address any meeting or to participate in the college activities, without the prior permission of the Principal.

7. Students are not supposed to loiter in the college corridors or play in the gymkhana when lectures/tutorials/practicals/examination/tests are in progress.

8. Smoking is strictly prohibited in the college premises since the College is a NO-TOBACCO ZONE.

9. No student is allowed to indulge in any political activity or any group activity, which is detrimental to the interest of the College.

10. If the conduct of any student is detrimental to the Institution, the Principal may ask the student to leave the college without assigning any reason. The Principal's decision is final and binding in this regard.

11. No student or staff member shall collect any money without the written permission of the Principal.
12. Discipline and good behaviour is must from students at all social gatherings and celebrations of the college.

13. No notice shall be put on the notice board, including black boards without the written permission of the Principal or the faculty members authorized in the matter concerned.

14. All programmes, meetings, gatherings, picnics, hiking etc. will be conducted only with prior written approval of the Principal.

15. Students’ Council too cannot arrange picnics without the prior approval of the Principal.

16. Dress Code befitting an educational institution is expected to be followed by students at all times. Students will be asked to go back home if the dress worn is found to be inappropriate for an educational environment.

17. Students shall not wear T-shirts, Capri or three fourth length pants in the college. Sleeveless outfits are also not permitted.

18. Students of Junior College must wear White Top & Blue or Black Jeans / Trousers (No Capri or three fourth length pants allowed)

19. Use of Mobile Phone in the college premises is punishable as per University / Board Guidelines and if found being used, shall be confiscated & the user shall be fined.

20. Students shall not go out of the premises during ongoing lectures, tutorials or practicals. In an emergency student can go during lectures with the prior permission of Principal after collecting gate pass from the office.

21. Students of Degree College who are found adopting unfair means at the examinations, will be dealt with as per the University Rules MU Act. 1994 / Provisions of Act. No. XXX1/1982 as the case may be.

22. Students of Junior College who are found adopting unfair means at the examinations, will be dealt with as per the Board Norms.
IV BEHAVIOUR AND CONDUCT

1. Courtesy and respect must be the key attributes of a student's behaviour. Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.

2. Students are expected to behave with all visitors and members of the staff with respect. They should always remember that the College is judged by their conduct. Any major breach of discipline and courtesy, as also disrespect to the members of the college staff, will be treated as serious and students responsible for such misbehaviour will be summarily dismissed.

3. Absolute Silence must be maintained in the classroom / laboratory during lectures / tutorials/practicals.

4. Scribbling on the walls and desks etc. is strictly prohibited. Severe punishment (including fines) shall be meted out to offenders.

5. All students are responsible to the college authorities for their behaviour both inside and outside the College, both individually and collectively. Any reported or observed objectionable conduct both inside & outside the College on the part of any student or group of students shall render him or them liable for disciplinary action.

6. Students are responsible for the safe custody of their books and other belongings. They are advised not to bring gold/silver ornaments into the College for their personal safety.

7. Complaints regarding loss of Mobile Phone, Jewellery etc. will not be entertained, as bringing these items inside the College is strictly prohibited.

8. No books (other than text books or library books), magazines etc. should be brought to the College.

9. Students should be particular about cleanliness of the college. They should use the bins specially provided for litter.
10. Habitual idleness, late coming, willful disobedience or misconduct, individually or collectively will be seriously dealt with which may even go up to suspension or dismissal.

11. Students are not allowed to bring any outsider for any of the college functions. Only parents/guardians are allowed to attend the college functions on the strength of the invitation extended to them. Suitable disciplinary action will be taken against those students who are found violating this rule.

12. Students suffering from diseases declared infectious by a Registered Medical Practitioner and which require quarantine or isolation will not be permitted to attend college without being certified as cured by the Medical Practitioner.

13. It is important for the parents/guardians to note that the reputation of the College depends on the conduct of its students. They are, therefore, to ensure that their wards display a decent conduct not only inside the college but also outside the campus and in Social events.

14. Parents or guardians are given to understand that they cannot dictate to the management and that the management has the right to decide on what conditions they will admit or retain students in their institution, since such conditions are invariably in conformity with the instructions issued by the appropriate authority from time to time.

15. In the interest of smooth progress of students it is highly necessary that the Parents maintain a very cordial relation with the College. Parents are, therefore, firmly advised that any problem about their ward's studies should be brought to the College only for solving as per Rules and not involve any outsider.

16. Any student who is persistently insubordinate or is repeatedly or willfully mischievous or is guilty of malpractices in connection with examinations or has committed an act of serious indiscipline and/or misbehaviour, or who, in the opinion of the Head of the Institution, has an unwholesome influence on his fellow students may be expelled or suspended from the college for a specified period.
17. Insubordination and use of indecent language or conduct are sufficient reasons for dismissal of a student.

18. Students should make themselves familiar with the college rules and regulations and College notices issued from time to time concerning them and also with the regulations and norms of Board / University as the case may be.

19. Students should switch off the lights, fans, etc when not required and also while leaving the classrooms / laboratory / library.

20. Students must not get involved in any kind of fights /arguments with colleagues or even outsiders both inside and outside the college premises.

21. Students joining the college, by that very fact, are deemed to have accepted and committed to observe all the rules and regulations of the institution to the entire satisfaction of the college authorities.

**IDENTITY CARD**

Every bonafide student will obtain an identity card affixed with his/her latest photograph and bearing the authenticating signature of the Principal. It is the duty of the student to collect the identity card issued by the College at the beginning of the first term. It is compulsory for students to display the identity card on their person when they are in the College premises and even outside in College programmes.

In case of loss/damage of identity card, it should be reported to the college office immediately. Duplicate identity card must be obtained by paying an amount of Rs. 100/-.

**FOR PARENTS AND GUARDIANS**

- Parents and guardians are requested to go through and comply with the rules of attendance, behaviour, conduct and discipline while admitting their wards to the college.

- Parents and Guardians will be issued I-card at the College entrance whenever they come to the College for any purpose or for any programme of the college and show it if demanded.