



## Bharatiya Vidya Bhavan's

M.M.College of Arts, N.M.Institute of Science and H.R.J. College of Commerce

## Bhavan's College (Autonomous)

[Established in 1946 | Re-Accredited "A" Grade (3rd Cycle) by NAAC]

Munshi Nagar, Andheri (W), Mumbai - 400058



### Degree College Prospectus (FY) 2023-24

- ◆ Autonomous 2020-2030
- ◆ NAAC Re-Accredited "A" Grade
- ◆ STAR College Status Award
- ◆ ISO/IEC 17025:2095

- ◆ NABL Accredited Lab
- ◆ Recipient of FIST "O" Level Grant
- ◆ Research Grants from DBT/DST/UGC/UoM

website: [www.bhavans.ac.in](http://www.bhavans.ac.in)

# Purpose of Education

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*Kulapati K.M. Munshi*

**E**ducation would fail ignominiously in its objective, if it manufactured only a robot and called him an economic man accenting the adjective 'economic' and forgetting the substantive 'man'. A university cannot afford to ignore the cultural aspects of education. Science is a means, not an end, whereas culture is an end in itself. Even though you may ultimately become a computer programmer, a scientist, a doctor, or an engineer, a teacher or a lawyer, you must, while in college, absorb fundamental values which will make you a man of culture; An engineer has not merely to build bridges; he has to be a devoted husband, a kind father, a friendly neighbor, a dutiful citizen, and a man true to himself. He will have trials and tribulations; his heart will fail him at times; he will then need the spiritual strength which true culture alone can give. We, thus at Bhavan's aim to achieve a holistic development of personality through education which in the view of Bharatiya Vidya Bhavan, is both modern and traditional."

*"India will once again be acknowledged as the Vishwa Guru a superpower that embodies the ideals of Vasudhaiva Kutumbakam - The World is One Family"*

*Kulapati. K. M. Munshi*

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*Founding Father of Bharatiya Vidya Bhavan*

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## Principal's Message



Prof. (Dr.) Zarine Bhathena

*“When knowledge is rooted deep in the ethos of Indian culture and yet is a reflection of the world, you get an institution that’s truly global in nature.”*

Welcome to Bhavan's College - where learning meets global standards.

**D**ear Students, you are entering into an Institute, that right from its inception, has grown from strength to strength. The status of “AUTONOMOUS” from UGC, the apex educational body of India for a period of ten years (2020-21 to 2029-30) has added to our academic stature, enabling this college situated in the biggest green lung of Mumbai to be amongst the leading educational institutions of Mumbai City.

While we are enamored by the promises that autonomy holds for us, we do not underestimate the challenges that it would throw up and we are geared to meet it with our distinctive tradition of “committee system, greater participation of the faculty in the administration of the college, the enormous good will of its alumni and the credibility that it has established over the years by strictly following the criteria of merit, transparency, and social justice”. To top it all, we have a rich research culture that works on socially relevant issues. The “Clean water program” undertaken by Bhavan's Research Centre (Microbiology) exemplifies the initiatives taken to create a strong partnership forged between the academia and industry.

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Today, the role of a College is not only to pursue academic excellence but also to motivate and empower its students to be lifelong learners, critical thinkers, and productive members of an ever-changing global society.

Thus at Bhavan's we provide an atmosphere to our students for multifaceted development, where learners are encouraged to channelize their potential in the pursuit of excellence. This can only be possible in a holistic, student-centric environment. The talents, skills, and abilities of each student is identified, nurtured, and encouraged so that he / she is able to reach greater heights. Each students is provided with a platform to think, express and exhibit their skills thereby empowering them to negotiate several issues that will confront them, with the teacher being a facilitator.

While academic excellence is our major thrust, the College is also devoted to prepare the students to be learner for life, groom them to face the challenges of tomorrow and encourage them to be socially relevant. We constantly endeavor to live up to this ideology and inculcate this into everything we do, with the aim that we will be able to ensure that our students grow to their full potential, to pass out as men and women competent to bear responsibility in all walks of life.

In this quest, our alumni and parents are our main support and strength and their consistent support empowers us to do more and more.

With NEP 2020 implementation duly approved by UGC and Government of Maharashtra with effect from 2023-24, the college is geared to conduct 3 years and 4 years graduation degree within the Choice Based Credit System (CBSC Scheme) with multiple entry and exit options.

I am confident enough that the Bhavanites will make themselves stronger day by day, adding a new leaf to the grandeur of the college.

***Prof. (Dr.) Zarine Bhathena***

***Principal***

## About the Institute

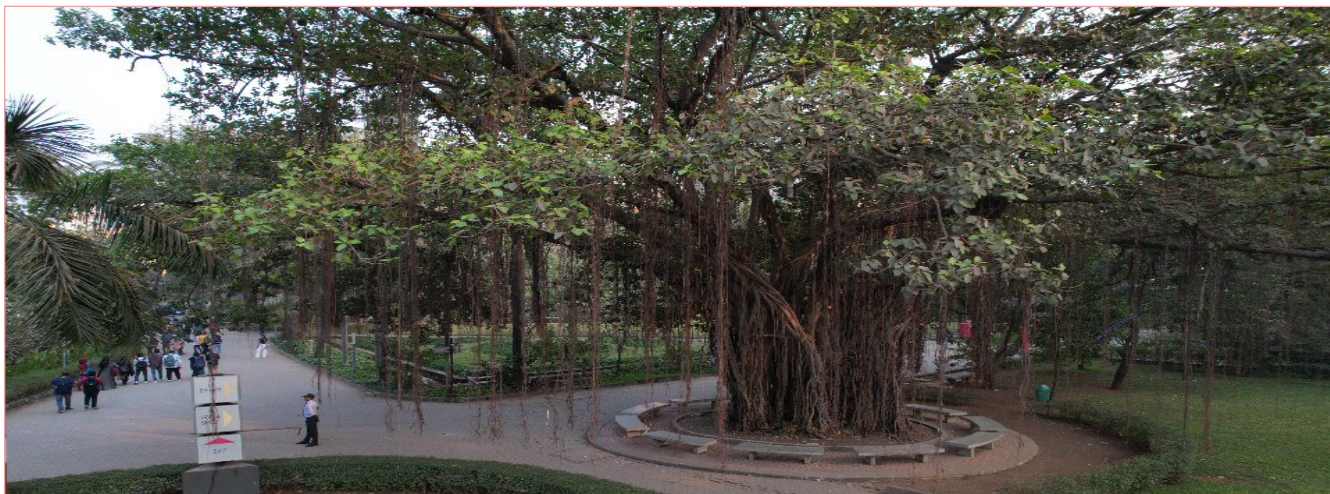


**Bhavan's** College established in 1946, to preserve and propagate Bharatiya Vidya, has throughout the post-independence period, served the society's educational needs, by being deeply committed to Bhavan's Culture, Bhavan's Traditions and Bhavan's Values. Due to the dynamic, versatile and visionary leadership, the Bhavan's Campus at Andheri has been enriched by bonding and networking between the Sister Institutions on the Campus; such that opportunities abound for Bhavanite's to learn the ancient and the new, to explore international endeavors and yet remain strongly rooted in Indian Culture. Thus Bhavan's campus at Andheri truly lives up to the Vision of its founder Kulapati Dr. K. M. Munshiji. For Bhavan's education means **"Amrutam Tu Vidya"** i.e. **"Knowledge is Nectar"** as it strives to bring together sound academic achievement with an extensive, vibrant co-curricular program that includes sports, culture and leadership training.

### **Bharatiya Vidya Bhavan**

**Bharatiya Vidya Bhavan**, the parent body of Bhavan's College, is a voluntary, ever-growing, apolitical national movement with an international outlook, devoted to life, literature and culture. Kulapati Dr. K. M. Munshiji founded the Bharatiya Vidya Bhavan in 1938, almost a decade before India's independence. Today it is fondly referred to simply as "The Bhavan" and has under its umbrella 320 constituent institutions with 112 centers in India and 7 centers overseas. Munshiji was a multifaceted personality with a brilliant career and his firm belief in Indian culture and values has been the guiding force of the Bhavan's success and that of the many establishments founded by him.

## Bhavan's Campus



**K**ulapati Munshiji created many centers of learning and culture. Bhavan's College situated in the heart of Mumbai is one of the Bhavan's first institutions of higher education. The foundation stone of the College was laid by former President of Independent India Dr. Sarvepalli Radhakrishnan and the College was inaugurated by Sardar Vallabhbhai Patel, the Iron Man of India in 1946. The College though Autonomous is affiliated to the University of Mumbai and is eligible for Academic and Research grants from University Grants Commission due to its 2 (f) & 12(B) Status. Bhavan's College is one of the very few colleges which have the privilege to have completed 75 years of dedicated service in the field of education and celebrated its Diamond Jubilee in the very first decade of the new millennium.

The College is located at a walkable distance from the railway station at Andheri (W) and the Azad Nagar Metro Station and approachable by road and a number of bus routes. The College situated within 42 acres of vast green scenic campus has a well-equipped library, computer and scientific laboratories, huge playground, Gymkhana, Gymnasium, and facilities for NCC and NSS for girls and boys.

With grants from UGC, the College has established a UGC - NRC (UGC-Network Resource Centre) which provides internet access to students for academic purpose. The College has a host of qualified, experienced and dedicated teachers to guide the students at the undergraduate as well as post graduate level. The College has a strong faculty of eminent and versatile teachers with over 50% possessing a Doctorate Degree and about 10% involved in offering consultancy services. However, the main strength of the College is the large number of students that enrolls such that since the last few years, the College is registering about 4000 students per year in its Degree College.

## Bhavan's College's

### Vision

- ◆ Holistic development of our students to empower them as citizens of contemporary India along the lines of Bharatiya Vidya envisioned by our founder Kulapati, Dr. K. M. Munshi.
- ◆ To develop professional competency, ethical behaviour & environment consciousness in a learner through creative education ensuring social equity.

### Mission

- ◆ Grooming professionals by providing modern facilities for academic excellence, training in soft and vocational skills, so that they can meaningfully contribute to the building of the Nation.
- ◆ Achieving a holistic development of personality through education which is in the view of Bharatiya Vidya Bhavan, is both modern and tradition so as "to motivate the weak, address the average and challenge the gifted".

### Objectives

- ◆ Overall Student development encouraged through Knowledge, Imagination and Innovation thereby creating responsible global citizens that are endowed with moral and ethical values.
- ◆ Linking studies with contemporary industry developments and applications, Encouraging creative and collaborative engagement in curricular and extra-curricular activities.

## HIGHLIGHTS

- ◆ In 2020, Bhavan's College was proud to receive AUTONOMOUS status for a period of 10 years thereby heralding a new era wherein though affiliated to Mumbai University we were empowered to revise our syllabi, thereby being in sync with what the industry requires. NAAC was quick to recognize our Autonomy and extended the validity of our NAAC status till 2025 due to UGC Peer team visit evaluation
- ◆ In 2022 the college received another feather in its cap by being awarded the DBT - Star Status award which brought with it a financial grant of Rs. 1.06 Crores for a period of 3 years for enhancing UG academics and research activities



## Academics

The College though Autonomous is affiliated to the University of Mumbai and offers aided programs leading to Bachelor's Degree in three streams, viz. **B.A., B.Com. and B.Sc.**

In the stream of Science, students can be admitted to programs leading right up to M.Sc. (by papers and research) & PhD degrees. The college also offers professional / vocational innovative programs to meet the demands of the changing scenario within the society and offers from the year of their inception:

- ◆ **Bachelor of Management Studies (BMS)**
- ◆ **Bachelor of Arts in Multimedia and Mass Communication (BAMMC)**
- ◆ **B.Sc. Information Technology (BSc.IT)**
- ◆ **B.Sc. Computer Science (BSc Comp Sc.)**
- ◆ **B.Sc. Biotechnology (BSc BT)**
- ◆ **B.Com. (Accountancy & Finance) (BAF)**
- ◆ **B.Com. (Retail Management) (BRM)**

The College has continued a unique self-financing Post Graduate Program affiliated to the University of Mumbai i.e. M.Sc. in Biodiversity Wild life Conservation & Management (BWCM) while from the Academic year 2021-22, the college has introduced B.Com (Retail Management) (BRM), a three year UG program with flexibility to exit in between the three years, along with guarantee of paid stipend and placement due to its three semester “on the job apprenticeship training” provided by skill sector of India and RASCI.

## Highlights

- The Masters in Humanities unaided courses continues i.e. M.A. (Economics), M.A. (Psychology) along with TYBA (6 units) Geography & Psychology. (Unaided Courses)
- Based on the tremendous demand, the college also continues this year the unaided M.Sc. Courses in Microbiology, Botany Zoology, Physics and Organic Chemistry.

## **Academics for the 21st Century at Bhavan's College**

The Ministry of Human Resource Development, Government of India has designed a new blueprint for higher education in India. The new policy is based on a multidisciplinary approach of liberal education that provides a broad intellectual foundation to think critically, reason analytically, and communicate clearly. The NEP has emphasized the need for 21st century skills. If higher education is to prepare students for life, for work and for becoming effective members of society, it is important to provide a holistic foundation of knowledge, skills, and values to view the world from scientific, artistic, and humanistic angles.

These objectives recall the four pillars formulated by UNESCO in 1996.

- ◆ Learning to know - acquiring a body of knowledge and learning how to learn, so as to benefit from the opportunities that education provides throughout life
- ◆ Learning to do - acquiring not only an occupational skill but also the competence to deal with many situations and work in teams, and a package of skills that enables one to deal with the various challenges of working life
- ◆ Learning to live together – developing an understanding of other people and an appreciation of interdependence in a spirit of respect for the values of pluralism, mutual understanding and peace
- ◆ Learning to developing one's personality and being able to act with autonomy, judgment and personal responsibility, while ensuring that education does not disregard any aspect of the potential of a person: memory, reasoning, aesthetic sense, physical capacities, and communication skills.

The NEP will be implemented in the college from this Academic Year with the curriculum of departments for the undergraduate (UG) programs being planned as per the recommendations of the NEP. UG departments that have masters programs will from this year start the four years' duration UG programs, allowing the students to undergo an in-depth specialization in the fourth year of their studies with an immersive internship and a research project in their specialization. On completion of the fourth year of study, the student will be eligible for a lateral entry to the second year of a master's degree programme. Students may note that they can also opt for an exit after three years of study and will still be awarded a degree under a three-year UG programme.

# Governance

## Management of the College:

Post autonomy, management of the college though within the preview of Govt rules and university statutes is undertaken through Governing body, while the academic standards are maintained through inputs received from the College Academic Council, the various Board of Studies and CDC. Besides these the participation of various statutory and non statutory committees ensure proper management of its academic, financial and general administrative affairs.

Statutory Bodies For Governance Of Autonomous Bhavan's College include:

- ◆ College Governing Body
- ◆ College Academic Council
- ◆ College Board of Studies
- ◆ College Finance Committee
- ◆ College Examination cell

Each of these statutory bodies is constituted as per the UGC regulation for Autonomous College 2018 and Government Notification via its Gazette 2018.

## College Governing Body

The Governing Body of the college is different from Trust Board/Board of Management/ Executive Committee/Management Committee. and constituted as follows:

Sr. No.	Category
1	5 members nominated by Management
2	2 senior teachers of the college nominated by Principal
3	An Educationist or Industrialist of repute
4	UGC Nominee
5	State Government Nominee
6	University Nominee
7	Principal of College

## College Academic Council

Sr. No.	Category
1	<b>Principal</b>
2	Heads of Departments
3	Four Teachers representing different categories of the teaching staff
4	Four Experts / academicians from outside the college representing such areas as Industry Commerce, Law, Education, Medicine, Engineering, Scientists, etc. to be nominated by the Governing Body
5	University Nominees
6	Member Secretary

## Board of Studies

Sr. No.	Category
1	Head of Department
2	Internal Faculty
3	Subject Expert nominated by Academic council
4	One Expert nominated by Vice Chancellor
5	One Representative of industry/corporate/allied area relating to placement
6	One Post graduate meritorious alumnus nominated by principal Co-option by HOD with approval from principal
7	Expert from outside the college when special courses of study are to be formulated

## Finance Committee

Sr. No.	Category
1	Principal
2	Senior faculty Member
3	University Nominee
4	Principal Nominee
5	Accountant

The college in addition to these Statutory Bodies has other non-statutory committees such as the Planning and Evaluation Committee (CDC), Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities Committee, Academic Audit Committee, Equal Opportunity Cell, Women Development Cell, Student Forum, Enabling Committee for Disabled, Special Cell and Quality Circle.

## College Administrative Services

<b>Principal</b>	<b>Prof. (Dr.) Zarine Bhatena</b>
Vice-Principal (Arts)	Dr. (Mrs.) Rekha Sharma
Vice-Principal (Science) & Controller of Examinations	Prof. Prasad Patki
Vice-Principal (Commerce)	Prof. (Dr.) Ajay Kamble
In-Charge Vice-Principal (SFC) Nominated by Management	Prof. R. D. Deshpande
Vice-Principal (Junior College)	Mrs. Deepa Nadkarni
Supervisor (Junior College)	Mr. Jagadish Prajapati
In-Charge Superintendent	Mrs. Vijaya Talpade
In-Charge Accountant	Mr. Harishchandra Bamane
Librarian	Mr. Ramesh G. Paloti
Chairman, Sports	Dr. Uttam M. Yadav
Student Counsellor	Dr. (Mrs.) Kranti Gawali

## CHOICE BASED CREDIT SYSTEM (CBCS)

From the Academic Year: 2023-2024, for the entry-point in Degree Programs (Like B.A; B.Sc.& B. Com), the University of Mumbai has introduced: Choice Based Credit System (CBCS) for UG and PG Programs under the NEP 2020 guidelines.

A few terms which need to be understood by a prospective student in this regard are as follows:

**I. Program:** A set of courses leading to award of degree like B.A; B.Sc; B.Com; M.Sc.

**II. Course:** Course in simple terms refers to the earlier concept of “Subject” e.g. a course in History, a course in Rural Marketing, course in Chemistry.

**III. Credit :** “Credit” refers to the learning hours or workload of a learner. A credit is composed of two parts (a) the time actually spent by the student in classroom/laboratory for academic session and (b) the time spent by the learner for self-studies like completing assignments, projects, Library work for completion of the course, (the list is illustrative and not exhaustive). The (a) and (b) parts of the credits form the total credit allocated to the course.

**IV. Credit completion takes place after the learner has successfully cleared all the evaluation criteria for the program.**

**V. Total Credit Value for a UG program can range from 120-132 credits.**

**VI. Course wise credit assignments:**

**Types of courses included in a degree program are:**

- ◆ Compulsory core course:
- ◆ Ability Enhancement course
- ◆ Discipline Specific elective
- ◆ Skill enhancement course
- ◆ Generic elective

## National Education Policy 2020 Guidelines

### I. Preamble

The Undergraduate Curriculum Framework-2022 of Autonomous Bhavan's College underlines the historical perspective, philosophical basis, and contemporary realities of higher education as enshrined in the National Education Policy 2020 and endeavours to synchronize these cornerstones while charting the road ahead for the state of higher education. The resultant outcome of this comprehensive exercise undertaken by the college is an Undergraduate Curriculum which not only underlines the heart and soul of the NEP 2020 in letter and spirit but also goes on to create a teaching-learning framework at the undergraduate level to attract the young minds towards research, innovation, apprenticeship, social outreach, entrepreneurship and similar such areas of human knowledge and endeavour while imbibing the truly charged academic environ of college life. The following objectives of NEP are kept in perspective while framing the curriculum of Bhavan's college

- » to promote each student's holistic development in both academic and non-academic spheres
- » to provide flexibility to students so that learners have the ability to choose their learning trajectories and programs, and thereby choose their paths in life according to their talents and interests
- » multidisciplinary and holistic education to ensure the unity and integrity of all knowledge thereby eliminating harmful silos between different areas of learning
- » to promote creativity and critical thinking and to encourage logical decision-making and innovation;
- » to promote ethics and human & Constitutional values;
- » to promote multilingualism and the power of language in learning and teaching;
- » to impart life skills such as communication, cooperation, teamwork, and resilience;
- » to promote outstanding research as a corequisite for outstanding education and development.

The below mentioned objectives have been reflected in various features of Bhavan's college programs

**Holistic development of the students:** Nurtured through imparting life skills. These life skill courses shall include courses on 'Environment and Sustainable Development Studies', 'Communication Skills', 'Ethics and Culture', 'Science and Society', 'Computational Skills', 'IT & Data Analytics', and similar such skills which shall make the students better equipped to deal with the life's challenges.

**Flexibility** to the students to determine their learning trajectories and pursuance of programs of study has been well ingrained in the courses. The college allows students to opt for the discipline (s) of study as a core discipline(s) depending on his/her choice.

He/she has been provided the option of focusing on studying allied courses of his/her selected discipline(s) (DSEs) or diversifying in other areas of study of other disciplines. Students have also been provided with the flexibility to study SECs and choose between Internships or Apprenticeship or Projects or Research or Community Outreach at an appropriate stage. In the fourth year, students are provided flexibility to opt for writing a dissertation (on major, minor, or combination of the two) or opt for Academic Projects or Entrepreneurship depending upon their choice and their future outlook, post completion of their formal education.

**Multiple entry and exit facility:** Given the extent of plurality of the Indian society and the diverse background to which students belong, multiple exits and provision of re-entry have been provided at various stages of the undergraduate program to accommodate their requirement and facilitate them to complete their studies depending upon their priorities of life.

**Academic bank of credits:** The earning and accumulation of credits in the Academic Bank of Credit (ABC), and the flexibility to redeem the requisite credit for award of appropriate Certificate / Diploma/ Degree, as the per the norms laid down by the UGC and the University, shall be made available to the students to provide the opportunity for lifelong learning as well as for availing academic outreach beyond the superstructure of the program of study in another University / Institution at the national /international level depending upon individual choice of the student (s).

**Multilingualism:** Semesters 1 and 2 of the program provides an opportunity to the students to study languages which are enshrined under the eighth schedule of the Constitution of India, thereby allowing the students for their holistic development, including the ability to acquire proficiency in a language beyond their mother tongue.

**Research component:** The college provides a mandatory program on research methodologies as one of the generic elective courses at the VI & VII semester for students who opt for writing dissertation on major/ minor at VII and VIII semesters. Further, provision for internship / apprenticeship/ project/ community outreach right from the III semester up to VI semester provides ample opportunity to the students to explore areas of knowledge / activity beyond the four walls of the classroom and reach out to the world outside without any dilution of the academic feature of the course of study, he/she is pursuing.

## **II. Abbreviations:**

1. 'AEC' indicates 'Ability Enhancement Course'
2. 'B.A. indicates 'Bachelor of Arts'
3. 'B.Com.' indicates 'Bachelor of Commerce'
4. 'B.Sc. indicates 'Bachelor of Science'
5. 'DSC' indicates 'Discipline Specific Core'
6. 'DSE' indicates 'Discipline Specific Elective'
7. 'GE/OE' indicates 'Generic Elective'/open elective
8. 'SEC' indicates 'Skill Enhancement Course'
9. 'VAC' indicates 'Value Addition Course'



### III. Definitions

**1. Courses of study** — Courses of study indicates pursuance of study in a particular discipline. Every discipline shall offer three categories of courses of study, viz. Discipline Specific Core courses (DSCs), Discipline Specific Electives (DSEs) and Generic /Open Electives (GEs).

a) **Discipline Specific Core (DSC):** Discipline Specific Core is a course of study, which should be pursued by a student as a mandatory requirement of his/her program of study. DSCs shall be the core credit courses of that particular discipline which will be appropriately graded and arranged across the semesters of study, being undertaken by the student, as per NEP 2020. The DSCs specified in the framework would be identified by the concerned Department as core courses to be taught in a Program..

For example, for award of single discipline specific degree, such as B.A. (History), B.Com., B.Sc. (Physics) and similar such program DSCs shall be the core courses of History, Commerce and Physics, respectively.

b) **Discipline Specific Elective (DSE):** The Discipline Specific Electives (DSEs) shall be a pool of credit courses of that particular discipline (single discipline program of study) which a student chooses to study from his/her particular discipline(s). There shall be a pool of DSEs from which a student may choose a course of study. The DSEs specified in the framework would be identified by the concerned Department as elective courses to be taught in a Program.

For example, to pursue B.Sc. (Honors) Physics, DSEs chosen should be from a pool of DSEs of Physics.

c) **Generic Elective (GE).** Generic Electives shall be a pool of courses which is meant to provide multidisciplinary or interdisciplinary education to students. GEs shall consist of a pool of courses offered by various disciplines of study (excluding the GEs offered by the parent discipline), in groups of odd and even semesters, from which a student can choose. The GEs specified by the college would be identified by the concerned Departments as GEs to be taught in a Program.

**In case a student opts for DSEs beyond his/her discipline specific course (s) of study, such DSEs shall be treated as GEs for that student.**

**d) Ability Enhancement course (AEC), Skill Enhancement Course (SEC) & Value Addition Course (VAC)**

These three courses shall be a pool of courses offered by all the Departments in groups of odd and even semesters from which students can choose. A student who desires to make Academic Project/ Entrepreneurship as Minor has to pick the appropriate combination of courses of GE, SEC, VAC, & Internship/Apprenticeship/Project/Community (IAPC) which shall be offered in the form of various modules as specified in the scheme of studies.

- (i) AEC courses are the courses based upon the content that leads to knowledge enhancement through various areas of study. They are Language and Literature and Environmental Science and Sustainable Development which will be mandatory for all disciplines.
- (ii) SEC courses are skill-based courses in all disciplines and are aimed at providing hands-on-training, competencies, skills, etc. SEC courses may be chosen from a pool of courses designed to provide skill-based instruction.

(iii) VAC courses are value based courses which are meant to inculcate ethics, culture, constitutional values, soft skills, sports education and such similar values to students which will help in all round development of students.

## 2. Major discipline

a) A student pursuing a three year undergraduate program or a four-year undergraduate program in a specific discipline as notified by the college (Core course) shall be awarded appropriate degree with Major in a Discipline on completion of VI or VIII Semester, if he/she secures in that Discipline at least 50% of the total credits

## 3. Minor discipline

a) A student mentioned at 2 (a) above pursuing a four-year UG program may be awarded Minor in a discipline, on completion of VIII Semester, if he/she earns minimum 28 credits from seven GE courses of that discipline. For example, if a student pursuing B.A. (Honors) History chooses seven GE courses of Political Science out of a total of twelve GE courses and writes dissertation, he/she shall be awarded on successful completion of VIII Semester, Major in History and Minor in Political Science.

This definition of Minor is independent of GE'S for which there is a requirement of 28 credits to be treated as Minor.

### Definitions of Key Words:

a. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.

b. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select courses from the prescribed courses (core, open elective, discipline elective, ability and skill enhancement language, soft skill etc. courses).

c. **Course:** Usually referred to as 'paper', which is a component of a program. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ project work/ vocational training/viva/ seminars/term papers / assignments / presentations/ self-study etc. or a combination of some of these.

d. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree /diploma / certificate is prescribed in terms of number of credits to be earned.

e. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week in a semester. One credit is equivalent to one hour of lecture or tutorial or two hours of practical work/field work per week in a semester.

f. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

g. **Credit Point:** It is the product of grade point and number of credits for a course.

h. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

i. **Program:** It is a study in a discipline leading to award of a Degree, diploma or certificate.

j. **Semester:** Each semester will consist of over 16 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be generally scheduled from June to November and even semester from January to May.

k. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

- l. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all the semesters of a program. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters and sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- m. **Transcript or Grade Card or Certificate:** Based on the grades earned, a Grade Card shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured etc.).

### **3. PROGRAMMES OFFERED BY AUTONOMOUS BHAVANS COLLEGE :**

#### **3.1 Faculty of Arts:**

- a) 3 years Bachelor of Arts, B.A.
- b) 4 years Bachelor of Arts with Honors, B.A.(Hons.) in Economics
- c) 4 years Bachelor of Arts with Honors, B.A.(Hons.) in Psychology
- d) 2 years Master of Arts, M.A. in Economics
- e) 2 years Master of Arts, M.A. in Psychology
- f) 3 years Bachelor of Arts, B.A. in Multimedia and Communication

#### **3.2 Faculty of Science**

- a) 3 years Bachelor of Science, B.Sc. in botany/chemistry/microbiology/physics/zoology/statistics/Mathematics.
- b) 4 years Bachelor of Science with honors, B.Sc. (Hons.) in botany/chemistry/microbiology/physics /zoology
- c) 4 years Bachelor of Science with honors (research), B.Sc. (Hons.)(research) in botany/chemistry/microbiology/physics /zoology
- c) 3 years Bachelor of science in Computer Science, B.Sc.(CS)
- d) 3 years Bachelor of Science in Information Technology, B.Sc.(IT)
- e) 3 years Bachelor of Science in Biotechnology, B.Sc.(BT)
- f) 2 years Master of Science, M.Sc. in various Disciplines/ Subjects

#### **3.3 Faculty of Commerce**

- a) 3 years Bachelor of Commerce, B.Com.,
- b) 3 years Bachelor of management studies, BMS,
- c) 3 years Bachelor of Commerce in accountancy and finance BAF
- d) 3 years Bachelor of Commerce in Retail Management (Vocational), B.Com. (Vocational)

**4. DURATION OF PROGRAMMES, CREDITS REQUIREMENTS AND OPTIONS:** The undergraduate degree will be of either a three- or four-year duration, with multiple entry and exit options within this period, The four years multidisciplinary Bachelor's program is the preferred option as it allows the opportunity to experience the full range of holistic and multidisciplinary education with a focus on major and minor subjects as per the student's preference. The four-year program may also lead to a degree with Research, if the student completes a rigorous research project in the major area(s) of study.

The undergraduate programs shall extend over three/four academic years (six/Eight Semesters) with multiple entry and exit options. The students can exit after the completion of one academic year (two semesters) with the Certificate in a discipline or a field; Diploma after the study of two academic years (four Semesters) and Regular Bachelor Degree after the completion of Three academic years (six Semesters). The successful completion of Four Years undergraduate Program would lead to Bachelor Degrees with Honors in a discipline/subject.

Each semester shall consist of at least 16 weeks of study with a minimum of 90 working days (excluding the time spent for the conduct of end semester examinations). The candidates shall complete the courses equivalent to minimum credit requirements

Exit with	Minimum Credits Requirement	NSQF Level
Certificate at the Successful Completion of First Year (Two Semesters) of Four Years Multidisciplinary UG Degree Program	44	5
Diploma at the Successful Completion of the Second Year (Four Semesters) of Four Years Multidisciplinary UG Degree Program	88	6
Basic Bachelor Degree at the Successful Completion of the Third Year (Six Semesters) of Four Years Multidisciplinary Undergraduate Degree Program	132	7
Bachelor Degree with Honors in a Discipline at the Successful Completion of the Four Years (Eight Semesters) Multidisciplinary Undergraduate Degree Program	176	8

The students shall be required to earn at least fifty per cent of the credits from the Higher Education Institution (HEI) awarding the degree or diploma or certificate: Provided further that, the student shall be required to earn the required number of credits in the core subject area necessary for the award of the degree or Diploma or Certificate, as specified by the degree awarding HEI, in which the student is enrolled.

A candidate who successfully completes a three year Bachelor's degree, with a minimum CGPA of 7.5 and wishes to pursue the fourth year of the undergraduate program by research, shall be allowed to continue the program with Research to obtain the Bachelor's degree with honors by research, while other candidates may continue their studies in the fourth year of the undergraduate program with or without a research project along with other courses as prescribed for the program to complete their Bachelor's degree with honors.

Candidates who successfully complete their four years Bachelor's degree with honors, either by research or course work with research component and a suitable grade are eligible to enter the 'Doctoral (Ph.D.) Program' in a relevant discipline or to enter the 'Two Semester Master's Degree program'.

**National Skills Qualifications Framework:** General Education has to be synchronized/ aligned with skill and Vocational Education as per National Skills Qualifications Framework. The level descriptors are given below as described in UGC Guidelines on National Skills Qualifications Framework. The curriculum of Bhavan's College (Autonomous) has been be designed in a manner that at the end of year-1, year-2 and year-3, students are able to meet below mentioned level descriptors for level 5, 6 and 7 of NSQF, respectively:

The progressive curriculum thus shall position knowledge and skills required on the continuum i.e of novice problem solvers (at entry level of the program) to expert problem solvers (by the time of graduation):

- At the end of first year – Ability to solve well defined problems
- At the end of second year – Ability to solve broadly defined problems
- At the end of third year – Ability to solve complex problems that are ill-structured requiring multi-disciplinary skills to solve them

During fourth year- Experience of workplace problem solving in the form of Internship or Research Experience preparing for Higher Education or Entrepreneurship Experience

**Masters Program:** Master's Degree Programs will be of One Academic Year (Two Semesters) for the Four Years Honors Degree holders and it will be of Two Academic Years (Four Semesters) for the three years basic or three years Honors Degree holders.

Two Years Master's Degree Programs will have exit option at the end of One Academic Year (Two Semesters) with the Post-graduate Diplomas in the respective disciplines/ subjects, provided they complete courses equal to a minimum of 44 credits:

**Note: A student will be allowed to enter/re-enter only at the Odd Semester and can only exit after the Even Semester. Re-entry at various levels as lateral entrants in academic programs should be based on the earned credits and proficiency test records.**

Study Webs of Active Learning for Young Aspiring Minds (SWAYAM): is India's national Massive Open Online Course (MOOC) platform ([www.swayam.gov.in](http://www.swayam.gov.in)), designed to achieve the three cardinal principles of India's Education Policy: access, equity, and quality.

The University Grants Commission (Credit Framework for Online Learning Courses through SWAYAM) Regulations, 2021 have been notified in the Gazette of India, which now facilitates an institution to allow up to 40 per cent of the total courses being offered in a particular program in a semester through the online learning courses offered through the SWAYAM platform.

Universities with approval of the competent authority may adopt SWAYAM Courses for the benefit of the students. A student will have the option to earn credit by completing quality-assured MOOC programs offered on the SWAYAM portal or any other online educational platform approved by the UGC/ the regulatory body from time to time.

**ATTENDANCE AND CHANGE OF SUBJECTS:** A candidate shall be considered to have satisfied the requirement of attendance for a semester if he/she attends not less than 75% of the number of classes actually held up to the end of the semester in each of the subjects. There shall be no minimum attendance requirement for the Co-curricular and extension activities.

An option to change a language/subject may be exercised only once, within four weeks from the date of commencement of the I Semester on payment of fee prescribed.

Whenever a change in a subject is permitted, the attendance in the changed subject shall be calculated by taking into consideration the attendance in the previous subject studied.

9.4 If a candidate represents his/her institution / University in Sports /NCC / NSS / Cultural or any officially sponsored activities he/she may be permitted to claim attendance for actual number of days participated, based on the recommendation of the Head of the Institution concerned.

A candidate who does not satisfy the requirement of attendance in one or more courses/ subjects shall not be permitted to take the University examination of these courses/ subjects and the candidate shall seek re-admission to those courses/ subjects in a subsequent year.

**For Science Faculty leading to a B.Sc. degree (Aided /Unaided)**

Semester	Discipline specific course (DSC) Major(science)	Minor	Open elective	Ability enhancement course (AEC)	Value addition Course (VAC)	Skill enhancement course (vSEC)	IKS /Field work /dissertation	Total credits
Semester 1 and 2	Choose any one Each subject will have 1 paper of 3 credits and 1 practical of 1 credit	You can choose any one from the basket of subject provided for each major subject selected Each subject will have 1 paper of 3 credits and 1 practical of 1 credit	Choose any one (minimum batch size to run the course will be atleast 25 students) Science students Will select courses from the basket of commerce or arts faculty only Each subject will have 1 paper of 3 credits each and 1 practical/case study of 1 credit	Compulsory Will be a language course from arts faculty only The subject will have 1 paper of 2 credits	Choose any one (minimum batch size to run the course 25 ) Will be from the basket of courses provided by science faculty and will be taught by the DSC dept Each subject will have 1 paper of 2 credits	Choose any one Will be from science faculty Each course will have 1 paper of 3 credits each and 1 practical of 1 credit	Compulsory Semester 1 Will have generic IKS Semester 2 Cocurricular course	22
Credits	04	04	04	02	02	04	02	22

Semester	Discipline specific course (DSC)	Minor	Open elective	Ability enhancement course(AEC)	Skill enhancement course (vSEC)	IAPC/Field work /dissertation	Total credits
Sem 3 and 4	Continue with the major subject selected in the first year Each subject will have 2 papers of 3 credits and 1 practical of 2 credits	Continue with the Minor subject selected in the first year Each subject will have 1 paper of 3 credits and 1 practical of 1 credit	Choose any one (minimum batch size to run the course 25 ) Science students Will select courses from the basket of commerce or arts faculty only Each subject will have 1 paper of 2 credits	Compulsory Will be a language course from arts faculty only Subject will have 1 paper of 2 credits	Choose any one Will be from science faculty Each course will have 1 paper of 2 credits	Compulsory	
Credits	08	04	02	02	02	04	22
Semester	Discipline specific course (DSC) Major(science)	Minor	Core elective course (DSE) Major (science)	Vocational & skill addition Course (VSC) related to DSC subject only	IAPC/Field work /dissertation/OJT Inter-intra faculty	Total credits	
Sem 5 and 6	Continue with that major subject selected in first/second Year Each subject will have 3 papers, each of theory 3 credits and 1 practical of 3 credits	Choose any one from the basket of electives given by the dept teaching the selected major subject Each subject will have 1 paper of 3 credits and 1 practical of 1 credit	Continue with the Minor subject selected in the first year Each subject will have 1 paper of 2credits	Compulsory Will be from discipline taken as the major subject Each course will have 1 paper of 2 credits	Compulsory		
Credits	12	04	02	02	02	22	

### For Arts Faculty leading to a B.A. degree (Aided /Unaided)

Semester	Discipline specific course (DSC) Major(science)	Minor	Open elective	Ability enhancement course (AEC)	Value addition Course (VAC)	Skill enhancement course (VSEC)	/IKS Field work /dissertation	Total credits
Semester 1 and 2	Choose any one Each subject will have 1 paper of 4 credits	You can choose any one from the basket of subject provided for each major subject selected Each subject will have 1 paper of 4 credits	Choose any one (minimum batch size to run the course will be atleast 25 students) arts students will select courses from the basket of course provided by the commerce or science faculty only Each subject will have 1 paper of 3 credits each and 1 practical/case study of 1 credit	Compulsory Will be a language course from arts faculty only The subject will have 1 paper of 2 credits	Choose any one (minimum batch size to run the course 25 ) Will be from the basket of courses provided by arts faculty and will be taught by the DSC dept Each subject will have 1 paper of 2 credits	Choose any one Will be from arts faculty Each course will have 1 paper of 4 credits each	Compulsory Semester 1 Will have generic IKS Semester 2 Co-curricular course	22
<b>Credits</b>	<b>04</b>	<b>04</b>	<b>04</b>	<b>02</b>	<b>02</b>	<b>04</b>	<b>02</b>	<b>22</b>
<b>Semester</b>	<b>Discipline specific course (DSC) Major</b>	<b>Minor</b>	<b>Open elective</b>	<b>Ability enhancement course (AEC)</b>	<b>Skill enhancement course (VSEC)</b>	<b>IAPC/Field work /dissertation</b>	<b>Total credits</b>	
Sem 3 and 4	Continue with the major subject selected in the first year Each subject will have 2 papers of 4 credits	Continue with the Minor subject selected in the first year Each subject will have 1 paper of 4 credits	Choose any one (minimum batch size to run the course 25 ) Arts students Will select courses from the basket of course provided by the commerce or science faculty only Each subject will have 1 paper of 2 credits	Compulsory Will be a language course from arts faculty only Subject will have 1 paper of 2 credits	Choose any one Will be from arts faculty Each course will have 1 paper of 2 credits	Compulsory		
<b>Credits</b>	<b>08</b>	<b>04</b>	<b>02</b>	<b>02</b>	<b>02</b>	<b>04</b>	<b>22</b>	
<b>Semester</b>	<b>Discipline specific course (DSC) Major</b>	<b>Core elective course (DSE) Major</b>	<b>Minor</b>	<b>Vocational &amp; skill addition Course (VSC) related to DSC subject only</b>	<b>Compulsory Will be from discipline taken as the major subject Each course will have 1 paper of 2 credits</b>	<b>IAPC/Field work Inter-intra faculty</b>	<b>Total credits</b>	
Sem 5 and 6	Continue with that major subject selected in first/second Year Each subject will have 3 papers of 4 credits	Choose any one from the basket of electives given by the dept teaching the selected major subject Each subject will have 1 paper of 4 credits	Continue with the Minor subject selected in the first year Each subject will have 1 paper of 2 credits	Compulsory Will be from discipline taken as the major subject Each course will have 1 paper of 2 credits	Compulsory			
<b>Credits</b>	<b>12</b>	<b>04</b>	<b>02</b>	<b>02</b>	<b>02</b>	<b>02</b>	<b>22</b>	

**For commerce Faculty leading to a B.Com. degree (Aided /Unaided)**

Semester	Discipline specific course (DSC)	Minor	Open elective	Ability enhancement course (AEC)	Value addition Course (VAC)	Skill enhancement course (vSEC)	IKS /Field work /dissertation	Total credits
Semester 1 and 2	Choose any one Each subject will have 1 papers of 4 credits	You can choose any one from the basket of subject provided for each major subject selected Each subject will have 1 paper of 4 credits	Choose any one (minimum batch size to run the course will be atleast 25 students) commerce students Will select courses from the basket of science faculty only Each subject will have 1 paper of 3 credits each and 1 case study/practical of 1 credit	Compulsory Will be a language course from arts faculty only The subject will have 1 paper of 2 credits	Choose any one (minimum batch size to run the course 25 ) Will be from the basket of commerce faculty and courses provided by the DSC dept Each subject will have 1 paper of 2 credits	Choose any one Will be from commerce faculty Each course will have 1 paper of 3 credits each and 1 case study of 1 credit	Compulsory Semester 1 Will have generic IKS Semester 2 Cocurricular course	22
<b>Credits</b>	<b>04</b>	<b>04</b>	<b>04</b>	<b>02</b>	<b>02</b>	<b>04</b>	<b>02</b>	<b>22</b>

Semester	Discipline specific course (DSC) Major	Minor	Open elective	Ability enhancement course (AEC)	Skill enhancement course (vSEC)	IAPC/Field work /dissertation	Total credits
Sem 3 and 4	Continue with the major subject selected in the first year Each subject will have 2 papers of 4 credits	Continue with the Minor subject selected in the first year Each subject will have 1 paper of 4 credits	Choose any one (minimum batch size to run the commerce students Will select courses from the basket of science faculty only Each subject will have 1 paper of 2 credits	Compulsory Will be a language course from arts faculty only Subject will have 1 paper of 2 credits	Choose any one Will be from commerce faculty Each course will have 1 paper of 2 credits	Compulsory	
<b>Credits</b>	<b>08</b>	<b>04</b>	<b>02</b>	<b>02</b>	<b>02</b>	<b>04</b>	<b>22</b>
Semester	Discipline specific course (DSC) Major	Minor	Core elective course (DSE)	Vocational & skill addition Course (VSC) related to DSC subject only	IAPC/Field work /dissertation /OJT Inter-intra faculty	Total credits	
Sem 5 and 6	Continue with that major subject selected in first/second Year Each subject will have 3 papers of 4 credits	Choose any one from the basket of electives given by the dept teaching the selected major subject Each subject will have 1 paper of 4 credits	Continue with the Minor subject selected in the first year Each subject will have 1 paper of 2 credits	Compulsory Will be from discipline taken as the major subject Each course will have 1 paper of 2 credits	Compulsory		
<b>Credits</b>	<b>12</b>	<b>04</b>	<b>02</b>	<b>02</b>	<b>02</b>	<b>22</b>	



## **Opportunities for Personality Development and Students Support**

**Library:** A good library is the backbone of higher education and our College library definitely fulfills this requirement. The Main library is housed in Mulraj Khatau Hall and has more than 65000 books including textbooks, reference books and general knowledge books. There is a spacious reading room which accommodates 200 students at a time. It is open from 9.00 a.m. to 5.00 p.m., the time is extended to 7.00 p.m. during examinations. Apart from Home-Lending system against readers tickets on a weekly basis, there are Book-Bank facilities whereby by a student can borrow books for a period of semester. There are departmental libraries too in subjects like Physics, History, Marathi and Microbiology.

**JAWS:** Under the HEPSN (Higher Education for Persons with Special Needs) scheme of UGC, the College has acquired a software termed “JAWS” to help the visually challenged students’ to access and use computers. This is housed in the Library on the ground floor.

**NCC Boys & Girls:** The NCC unit of the college enables you to realize your potential to be an independent and disciplined Indian, to be adventurous and develop a strong multifaceted personality ready to support the society in all its needs.

Contact person for enrollment: Major. (Ms.) Malini Sharma (for girls) and Capt. V. S. Kota (for boys) from 15th June to 7th August

### **• Requirement**

Duration of NCC course 3 years

Examination to be attended for Certification 'B' & 'C

Camps to be attended - minimum two per year

### **• Rewards**

Cadet Scholarship

Additional 10 marks under the University ordinance 0.299A

Additional weightage to 'C' certificate for post graduate students Reservation of seats for joining armed forces for NCC Candidates

**N.S.S.:** Students can enroll in N.S.S. as volunteers. An N.S.S. volunteer should be in the unit for 2 years either during their 1st year and 2nd year; or 2nd year and 3rd year. Under N.S.S., drives such as cleanliness, tree plantation, blood donation, anti-dowry, anti-smoking, anti-drug abuse and AIDS awareness are undertaken. Volunteers who complete social work of 120 hours and one rural camp of 10 days gets certificate from University of Mumbai and under University Ordinance 0.229 a student will be awarded ten grace marks per year for two years.

**Sports:** The College Gymkhana has facilities for games and sports like Cricket, Football, Volley-Ball, Kho-Kho, Kabbadi, Table-Tennis, Chess, Carom etc. The College has a Spacious sports Ground suitable for all field and track events. Gymkhana Common Room is open from 8.30a.m. to 5:00 p.m.

**Cultural Activities:** Talent Search: College organizes Talent Search i.e. competitions amongst our students in various cultural events in the month of July/August. The selected students are given opportunity to represent our College at various inter-collegiate competitions, youth festival and our own College festival – Kala Mohotsav. The festival aims to provide platform to students for various creative activities / competitions

**Associations:** The College has a number of associations which help to identify and enhance the skills of our students in various curricular and extracurricular-activities. The nominal membership fee is charged and the accounts are maintained by the Chairperson of the respective association.

<b>Names of Associations</b>			
1	Bhavan's Chamber of Commerce	10	Bhavan's Nature Club
2	Bhavan's Association of Microbiology	11	Planning Forum
3	Career Guidance and Placement Cell	12	Political Science Association
4	English Athenaeum	13	Statistics Study Circle
5	Kautilya Association of History	14	Bhavan's Chemizone
6	Mathminar	15	Hindi Sangh
7	Bhavan's Coenozoo	16	Young Physics Enthusiasts
8	Bhavan's Paleozoo	17	Philosophy and Psychology Association
9	Marathi Wangmaya Mandal Association	18	Bhavan's Botanical Association

**Women's Development Cell:** Bhavan's College has had the foresight and is one of the few colleges in Mumbai city which has established the Women's Development Cell from 2000. The WDC engages in women empowerment activities related to the matters of gender sensitization.

**Internal Complaints Committee (ICC):** In accordance with sexual harassment of women at workplace (Prevention Prohibition and Redressal) Act 2013 (14 of 2013).the college has constituted the Internal Complaints Committee (ICC).to deal with alleged cases of sexual harassment. This has also been mandated by University Grants Commission vide notification dated 2nd May 2016 titled (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in Higher Educational Institutions) Regulation 2015, the copy of which is available in the Library. Any complaints for its logical resolution and its guaranteed confidentiality can be lodged on the following email: [icc@bhavans.ac.in](mailto:icc@bhavans.ac.in).

**Students' Council:** The College constitutes a Students' Council according to the rules of University of Mumbai. Students Council is entrusted with the responsibility to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. The Councils do not engage in any political activities.

### **Mentoring Facilities**

**Special Cell and Maitri Sangh:** The College has a Special Cell established to help students belonging to reserved categories viz SC/ST/NT/OBC etc. The students of the College belonging to the reserved category are assisted by staff members of the Cell in matters relating to Admission / Scholarship / Free-ship Grievances if any are addressed by the Secretary. College has established a "Maitri Sangh" for reserved category students to help them get information about free ship / scholarship awarded by the Government

**Career Counselling and Placement Cell:** Most departments of the College in the Aided and the Self-Financing Programs conduct career counselling session for the students. A Placement Cell is being run efficiently under the guidance of our College professors. This cell provides immense opportunities to our students by organizing placement events during the academic year. Number of our student's secure jobs even before their graduation due to such placement and recruitment drives.

### **Group Insurance Scheme / Yuva Raksha:**

The College offers Group Insurance for all the students for which they need to fill the form and submit it along with their admission form. YUVA RAKSHA (National Insurance Company - Tel.: 2851808/ 2043055/ 2043055 / 2047193/2048058). The students have to pay a premium of Rs.40/- per year. The students will be eligible for compensation as per following rules.

In case of permanent disability up to Rs. One Lac.

Hospitalization - as per bills, maximum up to Rs. One Lac.

In case of unfortunate demise of the student the parents are eligible for compensation up to Rs. One Lac

In any other case as per rules, students/parents will have to make their claim in writing to the insurance company through the Principal

### **Scholarships:**

Government of India Scholarship / Government of Maharashtra Free-ship for students belonging to SC/ST/NT/OBC: are provided in order to encourage merit and to help the deserving students, the College gives a number of merit scholarships and free-ships every year. Details regarding the List of Scholarships, requirements, and Last Date of Application are available in the College office, and are displayed on the notice boards. Students claiming scholarship and free-ships must submit completed form of application, with all the necessary documents before the last date notified to get the scholarship / free ship. Students who fail to submit these in time or those whose applications have been rejected by Government will have to pay the full fee for the year before being allowed to appear for the Annual Examination. In addition, the Government Primary Teachers, Secondary School Teacher, Freedom Fighters and E.B.C. student free ships are also available for deserving students according to the rules laid down by the Government. Prescribed forms of Scholarship/free studentship will be available on the social welfare's website..

Students need to open an account in Corporation bank, Andheri (W) Branch in order to avail of scholarship since the scholarship amount will be directly transferred to the student's account by the Government, provided the student has applied for scholarship with all the documents and in time.

Students who do not submit scholarship/ free ship will have to pay full fees for the academic year before the commencement of annual examination.

NAME OF SCHOLARSHIP	ELIGIBILITY	DOCUMENTS NEEDED	WEBSITE DETAILS
Government of India Post Matric Scholarship to SC Students	Parents income upto Rs. 250000/-	<ul style="list-style-type: none"> <li>◆ Self-Attested Photocopy of Caste Certificate</li> <li>◆ Self-Attested Photocopy of Marksheet of last three years</li> <li>◆ Self-Attested Photocopy of Ration Card.</li> <li>◆ Self-Attested Photocopy of Leaving Certificate.</li> <li>◆ Income Certificate issued by Tahasildar in original</li> <li>◆ Self-Attested Photocopy of Aadhar Card.</li> <li>◆ Self-Attested Photocopy of Bank Pass Book of Student</li> <li>◆ UID Seeded form.</li> <li>◆ Self-Attested Photocopy of Fee Receipt</li> <li>◆ Domicile Certificate</li> </ul>	Students are required to apply online on the website. <a href="https://mahadbtmahait.gov.in">https://mahadbtmahait.gov.in</a> and submit the hard copy of the form in the office on or before 30.09.2023 failing which they will have to pay full fees.

NAME OF SCHOLARSHIP	ELIGIBILITY	DOCUMENTS NEEDED	WEBSITE DETAILS
Government of India Post Matric Scholarship to OBC/VJNT/SBC Students	Parents income upto Rs. 100000/- Concession upto 2 <sup>nd</sup> Child Only	<ul style="list-style-type: none"> <li>◆ Self-Attested Photocopy of Caste Certificate</li> <li>◆ Self-Attested Photocopy of Marksheet of last three years</li> <li>◆ Self-Attested Photocopy of Ration Card.</li> <li>◆ Self-Attested Photocopy of Leaving Certificate.</li> <li>◆ Income Certificate issued by Tahasildar in original</li> <li>◆ Self-Attested Photocopy of Aadhar Card.</li> <li>◆ Self-Attested Photocopy of Bank Pass Book of Student</li> <li>◆ UID Seeded form.</li> <li>◆ Self-Attested Photocopy of Fee Receipt</li> <li>◆ Domicile Certificate</li> <li>◆ Non-Creamy Layer Certificate in Original</li> </ul>	Students are required to apply online on the website. <a href="https://mahadbtmahait.gov.in">https://mahadbtmahait.gov.in</a> and submit the hard copy of the form in the office on or before 30.09.2023 failing which they will have to pay full fees.

<b>NAME OF SCHOLARSHIP</b>	<b>ELIGIBILITY</b>	<b>DOCUMENTS NEEDED</b>	<b>WEBSITE DETAILS</b>
Government of India Post Matric to ST Students	Parents income upto Rs. 250000/-	<ul style="list-style-type: none"> <li>◆ Self-Attested Photocopy of Caste Certificate</li> <li>◆ Self-Attested Photocopy of Marksheet of last three years</li> <li>◆ Self-Attested Photocopy of Ration Card.</li> <li>◆ Self-Attested Photocopy of Leaving Certificate.</li> <li>◆ Income Certificate issued by Tahasildar in original</li> <li>◆ Self-Attested Photocopy of Aadhar Card.</li> <li>◆ Self-Attested Photocopy of Bank Pass Book of Student</li> <li>◆ UID Seeded form.</li> <li>◆ Self-Attested Photocopy of Fee Receipt</li> <li>◆ Domicile Certificate</li> </ul>	Students are required to apply online on the website. <a href="https://mahadbtmahait.gov.in">https://mahadbtmahait.gov.in</a> and submit the hard copy of the form in the office on or before 30.09.2023 failing which they will have to pay full fees.

<b>NAME OF SCHOLARSHIP</b>	<b>ELIGIBILITY</b>	<b>DOCUMENTS NEEDED</b>	<b>WEBSITE DETAILS</b>
Post Matric Minority scholarship to Muslim/Christian/Buddhist/Parsi/Sikh students	Those students who have secured 50% and above in their previous exam and parents income upto 2 Lakhs	<ul style="list-style-type: none"> <li>◆ Self-Attested Photocopy of Marksheet</li> <li>◆ Self-Attested Photocopy of Ration Card.</li> <li>◆ Self-Attested Photocopy of Aadhar Card.</li> <li>◆ Self-Attested Photocopy of Bank Pass Book of Student</li> <li>◆ UID Seeded form.</li> <li>◆ Income Certificate issued by Tahasildar in original</li> <li>◆ Domicile Certificate</li> </ul>	Students are required to apply online on the website. <a href="https://scholarship.gov.in">https://scholarship.gov.in</a> and submit the hard copy of the form in the office on or before 30.09.2023 failing which they will have to pay full fees.

<b>NAME OF SCHOLARSHIP</b>	<b>ELIGIBILITY</b>	<b>DOCUMENTS NEEDED</b>
Post Matric Central sector Scholarship	Students who have passed their HSC Exam and their names appear in the eligible list on the website	<ul style="list-style-type: none"> <li>◆ Self-Attested Photocopy of Marksheet</li> <li>◆ Self-Attested Photocopy of Ration Card.</li> <li>◆ Self-Attested Photocopy of Aadhar Card.</li> <li>◆ Self-Attested Photocopy of Bank Pass Book of Student</li> <li>◆ UID Seeded form.</li> <li>◆ Income Certificate issued by Tahasildar in original</li> <li>◆ Domicile Certificate</li> </ul>

<p>PCT/SST/NTW Ex-servicemen Freeship</p>	<p>Student who are ward of Primary Teacher, Secondary Teacher, Non-Teaching Staff and Ex-Service Men are eligible for Free-ship, concession is applicable up to 2nd Child</p>	<p>Prescribed Application form duly filled in and signed by the Principal I Headmaster of the College I school and counter-signed by Block Development Officer in case of Children of Primary Teachers along with following Documents. Two Self Attested Photocopies of Mark sheet. Two Self Attested Photocopies of Fee Receipt. Two Self Attested Photocopies of Ration Card. Two Self Attested Photocopies of Aadhar Card. Form No. 16</p>
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<p>State Government OPEN Merit Scholarship (Fresh Award)</p>	<p>Those Students who have secured 90% marks in SSC Examination</p>	<p>Prescribed Application form duly filled along with following Documents. Self Attested Photocopies of SSC Mark sheet. Self Attested Photocopies of Ration Card. Self Attested Photocopies of Aadhar Card. Self Attested Photocopies of Caste Certificate</p>
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<p>State Government OPEN Merit Scholarship (Renewal Award)</p>	<p>Students can apply for renewal of scholarship in 12<sup>th</sup></p>	<p>Prescribed Application form duly filled along with following Documents. Self Attested Photocopies of Previous Year Mark sheet. Self Attested Photocopies of Ration Card. Self Attested Photocopies of Aadhar Card. Self Attested Photocopies of SSC Mark sheet.</p>
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<p>National Merit Scholarship</p>	<p>Those Students who have secured 1<sup>st</sup> or 2<sup>nd</sup> Rank at School / College Level are Eligible</p>	<p>Prescribed Application form duly filled along with following Documents. Self Attested Photocopies of Previous Year Mark sheet. Self Attested Photocopies of Ration Card. Self Attested Photocopies of Aadhar Card.</p>
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<p>Physical Handicapped Scholarship</p>	<p>Students should Open Account in TDC Bank</p>	<p>Self Attested Photocopies of Handicapped Certificate Self Attested Photocopies of Mark sheet. Self Attested Photocopies of Ration Card. Self Attested Photocopies of Aadhar Card. Self Attested Photocopy of Thane District Co-operative Bank Passbook</p>
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## College Discipline

The College attaches great importance to discipline and the same must be scrupulously observed to code of conduct by the students. Failure to comply with any of the rules, regulations or requirements notified within the code of conduct will lead to strict disciplinary action including removing the name of the student from the College roll. The code of conduct is uploaded on the college website. An identity card will be provided and the student has to wear I-card every day when within the College.

- ◆ All students are responsible to the Principal, the Vice Principals and members of the staff for their conduct in the public, on the campus as well as outside.
- ◆ Insubordination, abusive language /misbehavior, or misconduct can lead to the dismissal of a student.
- ◆ Demonstration of any kind in the College is strictly prohibited.

## Attendance

- ◆ College very strictly follows the university of Mumbai **O.6086** and students are advised to attend all lectures, practical and tutorials regularly. Employed students are advised to seek admission through Institute of Distance Education, University of Mumbai.
- ◆ Students attendance will be monitored digitally using **TeachUs App**. Its mandatory for all students, parents / guardians to download the above motioned app so that they can regularly monitor their attendance
- ◆ As per ordinance 6086 minimum 75% attendance taken as an average of total number of lectures, practical, tutorials and other academic session as envisaged in the syllabus and conducted by the college during the semester. It is mandatory for every student to have minimum 50% attendance for each course failing which the student will not be allowed to appear in the semester end examination.
- ◆ After seeking admission be in contact with Bhavan's College website [www.bhavans.ac.in](http://www.bhavans.ac.in) for all the rules and regulation related to attendance
- ◆ In case of sickness, a leave application shall have to be submitted to the College office along with a medical certificate within two days of resuming the College. Fitness certificate at the time of resuming the College is essential, if the absence due to sickness is, for more than one week.



**UNIVERSITY OF MUMBAI**  
**No. UG/01 of 2014**

**CIRCULAR:-**

A reference is invited to the Ordinances 119, 120 & 125 relating to the minimum attendance necessary for keeping terms and condonation of deficiency in attendance vide this office circulars No. UG/502 of 1999, dated 6<sup>th</sup> October, 1999 and No. UG/58 of 2010, dated 20<sup>th</sup> March, 2010 and the Directors/Heads of the University Departments, Principals of the affiliated colleges, Heads of the recognized Institutions concerned, the Captain Superintendent, Ministry of Surface Transport, Training ship 'Chanakya', Government of India, Nerul, Navi Mumbai-400 706, are hereby informed that in exercise of the powers conferred upon the Management Council under Section 54(1) of the Maharashtra Universities Act, 1994, the Management Council has repealed the existing Ordinances 119, 120 & 125 and new O.6086 relating to the attendance for learners has been introduced as per **Appendix** and the same has been brought into force **with effect from the academic year 2014-15 and thereafter.**

Place : Mumbai-400 032.

REGISTRAR

Dated : 5<sup>th</sup> May, 2014.

To,

The Directors/Heads of the University Departments, Principals of the affiliated colleges, Heads of the recognized Institutions concerned, the Captain Superintendent, Ministry of Surface Transport, Training ship 'Chanakya', Government of India, Nerul, Navi Mumbai-400 706.

**A.C ./7.2/06.01.2014.**

**M.C. /30/18.02.2014.**

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No. UG/01 -A of 2014

Mumbai-400 032

5<sup>th</sup> May, 2014

Copy forwarded with Compliments for information to:-

- 1) The Deans, of all faculties and Chairmen/Chairpersons of the various Board of Studies and **Ad-hoc** Board of Studies.
- 2) The Director, Board of College and University Development.
- 3) The Controller of Examinations.
- 4) The Co-Ordinator, University Computerization Centre.

Sd/-  
REGISTRAR

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

**O . 6086 : Attendance for learners**

- 1) There shall be the Attendance Committee, for smooth conduct of this ordinance, in every college/institute/Department of the University comprising of at least three members (to be nominated from other departments in case of the University Departments having less than 3 teachers), the Vice-Principal/ Senior Teacher (Convener) and at least two more teachers ensuring representation of the concerned faculties, nominated by the Principal/Director/Head.
- 2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfills at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practicals, tutorials etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s. Further it is mandatory for every learner to have min 50% attendance for each course & average attendance has to be 75%.
- 3) The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular/co-curricular activity/competition/camp/workshop/convention/symposium/seminar etc. where the said learner is officially representing the college/ University/ District/ State/ Country with the permission of the Principal /Director/ Head of the College/ Institute/ University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, at Sr. No 2, shall be deemed to have been attended by the said learner .
- 4) Without prejudice to what is stated here-in-above, the Principal/Director/Head of the concerned College/Institute/Department of the University shall be the competent authority to condone the absentee of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the said college/Institute/Department of the University, wherein it is mandatory on the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.

..... 2/-

- 5) The attendance committee ensures that the attendance records are maintained in order and that the warning letters are issued to the defaulting learners at least twice in every semester & that in the first week of every month for the previous month default list it display on college notice board. If they are falling short of attendance while also displaying the list of defaulters declaring their respective attendance for the month. The defaulting learners should also be called (along with the parent/guardian wherever necessary) to meet the Convener, attendance committee in the middle of the semester with a view to make the consequences adequately clear while understanding the difficulties if any and encouraging the learner to comply with the requirement of the attendance. Needless to say that the learners should be made aware of the provisions of the ordinances for attendance at the time of admission and an undertaking may be obtained from them (countersigned by the parent/guardian wherever necessary) assuring regular attendance while understanding the consequences of defaulting.
- 6) At the end of the semester on recommendation of the attendance committee the Principal/Director/Head of the college/Institute/University Department shall display list of the learners who are not allowed to keep terms, allowing them to appeal to the Principal/Director/Head of the College/Institute/Department of the University within 3 days from the date of display of the notice. After disposing the appeals the Principal/Director/Head shall intimate the same to the In-charge of Examinations/the Controller of examinations to withdraw the examination forms of such defaulting learner sunder intimation to those learners ensuring that this communication reaches the concerned at least 10 clear days before the commencement of the respective examinations.
- 7) The learners whose terms are not granted by the college/institute/department of the University can appeal to the controller of examinations, if desired, in a prescribed form and by paying fees prescribed by the Management Council within 3 days from the receipt of this intimation and that the controller of examinations shall arrange a hearing of the learners along with their concerned Principals/Directors/Heads of the Department, represented in person or through a teacher nominated by them before the committee (one each for every faculty) nominated by the Management Council comprising of 3 members including the convener. The respective committees shall convey their decisions to the controller of examinations which shall be final and binding on the learners once accepted and communicated by the controller of examinations.

**(The existing Ordinances O.119, O.120 & O.125 are repealed)**

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**Identity Cards:** All students must wear their valid Identity Cards issued by the College when they are on the College campus even on Sundays and holidays or else strict disciplinary action will be taken against them.

**Use of Mobile Phone:** Use of Mobile phones is strictly prohibited on the college campus unless mandated by the college for online lectures. Any loss of mobile phones is the absolute responsibility of student, and no complaints of loss of mobile will be entertained by the staff of the college.

**Anti-National Activities:** The students while studying in any College, if found indulging in anti-national activities contrary to the provision of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the College without any notice by the Principal of the College.

**UGC Guidelines on Student's Entitlements:** The UGC has prepared a charter of student's entitlements that lists out the various entitlements of all students along with other student-related services and simplified procedure for redressal of grievances. UGC guidelines on student's entitlement are available on the UGC website "www.ugc.ac.in" student can refer to the website and read university ordinance No. APD/Misc./315 of 2000, 24th August, 2000.

### **Anti-Ragging Committee**

The College has a statutory anti ragging committee for attending to grievances. It's Convener is Dr. Nirmala Pawar (HOD, Dept. of Economics) and Vice Principal In charge of the committee is Shri. A. R. Pawar (HOD, Dept. of Physics) Students may complaint about ragging at the following  
**email id: antiragging@bhavans.ac.in**

### **Anti-Ragging Rules**

#### **(a) Prevention:**

The Committee recommends the following guidelines to prevent ragging in the educational institutions.

**Anti-ragging movement should be** initiated by the institution right from the time of advertisement for admissions. The advertisement must clearly mention that ragging is banned in the institutions, and anyone indulging in ragging is liable to be punished appropriately, including expulsion from the institution and/or imprisonment up to 3 years, and/or fine up to Rs, 25,000/-

The brochure of admission/instruction booklet for candidates must print in block letters the prohibition of Ragging Act/Ordinance in full along with other details of punishments for ragging. It also must mention in clear terms its business and that the college will not hesitate to take strength action against the offenders

The application form for admission/enrolment should itself have a printed undertaking to be signed by the candidate to indicate that he/she is aware of the law regarding ragging as well as dire punishments. and that he/she, if found guilty of ragging, is liable to be punished appropriately

The application form must also contain a written undertaking to be signed by the parent/guardian of the applicant stating that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the letter is found guilty of ragging

Undertaking of similar nature as in 3 and 4 above should be made mandatory in the application forms for admission to the hostels as well.

A printed leaflet detailing when and to whom one has turn for information help and guidance for various purposes, addresses and telephone numbers of such persons, etc. Should be given to each fresher at the time of admission, so that the fresher's need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. This will reduce their dependence on their seniors and the latter will lose the moral authority to command.

The leaflet mentioned above can also tell the fresher about their rights as bonafide students of the institution that they should desist from doing anything against their will even if ordered by the seniors, that they have nothing to fear as the institutions cares for them and will not tolerate any atrocities against them.

A letter from the controller of Exams./Principal/Dean of Students must be sent at the end of the academic year to the parents/guardians of the students who are getting promoted to the 2/3rd year informing them about the law regarding ragging and the punishment, and appealing to them to impress upon their wards to desist from indulging in ragging when the new academic session starts.

A similar appeal from the Dean of Students/Principal should be sent to all 2nd and 3rd year students (to be handed over to them when they come to pay the fees) at the commencement of the academic session

Undertakings should be mandatory also at the commencement of academic session each year, that is, such undertakings should be given even by the students of 2nd and 3rd years as well as their parents/guardians. If there is no provision for receiving application forms for registration at that stage (unlike for the first-year admission), the receipt for the fees paid for 2/3rd year should be issued only after receiving such undertakings.

At the commencement of the academic session, the Head of the Institution (Vice Chancellor/Director/Principal, etc) may address a meeting of various agencies like Wardens, representatives of students, parents/guardians, faculty, police and other law and order machinery with an appeal to help eradicate the menace of ragging in the institution completely.

At the commencement of the academic session, the institution should constitute a Vigilance Committee consisting of senior faculty members, some hostel authorities like wardens and a few responsible senior students to have an in-built mechanism for checking the incidence of ragging.

The committee should monitor the events involving ragging, enquire into them and make recommendations in this regard to the Institution authorities. The committee can draw up its modalities of functioning, of visits/meetings, etc

The community at large and the students in particular must be made aware of the dehumanizing of ragging inherent in its perverse forms. For this, big posters (preferably multi colored, using different colors for the provisions of law punishments, building/hostels as well as at all vulnerable places. A few of them may be of permanent nature (like the anti-drug use poster in some campuses, bus stops etc). These posters can also be used to send message across, that ragging is a cognizable offence and the institution means business and shall not fail to take strict action against the offenders. The posters may also (optionally) include the names of those punished for ragging the previous year and the nature of punishment.

The media may be requested to give adequate publicity to the negative aspects of ragging mainly during July and August every year so that public awareness and aversion can be built up against ragging.

All vulnerable locations have to be identified (for a list of a few of them, please see para 5 above) properly illuminated and manned, posters as mentioned in para 13 above put up prominently. The members of the Vigilance Committee should visit such locations frequently during the first two-three months of the academic year.

Security may be tightened in the premises of the institution, especially at the vulnerable places. If necessary, intense policing should be resorted to, at those points at odd hours during the first two-three months of the academic session.

The powers of wardens and other authorities should be suitably enhanced. Some of them may be vested with a kind of magisterial powers, so that they can take immediate action in certain situations.

The security personnel posted in hostels must be under the direct control of the wardens and assessed by them.

A disciplinary Committee may be set up at the institution level to consider the recommendations of the Vigilance Committee and spell out the punishments. If considered necessary, this Committee can further investigate the events, recommendations for which were brought before it.

The Head of the institution (Vice-Chancellor/Director/Principal, etc.) should take immediate action on receipt of the recommendation of the disciplinary Committee. He can also take action *sue motto* if the circumstances so demand

Fresher should be encouraged to report incidents of ragging. Those who do not do so even when being witness or victims, should also be punished suitably

When the persons committing or abetting the crime of ragging are not identified collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential riggers not to indulge in ragging.

For speedy disposal of cases involving ragging, the institution should continue with the disciplinary proceedings, even if a FIR has been filed and a case is pending before a court of law.

The Migration Certificate issued by an institution should have an entry, apart from those of general conduct and behaviour, whether the student had participated in and/or punished for the offence of ragging, or not

If an institution fails to curb ragging, the UGC/funding agency should stop financial assistance to such an institution till such time as it achieves the same.

A University may disaffiliate a college or institution for failing to curb ragging.

Apart from the above, the institution may think up and formulate certain positive actions and a system of incentive broadly on the following lines:

#### (b) Punishments

The following could be the possible punishments for those who are found guilty of participation in or abetment of ragging. The quantum of punishment shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee or the court of law.

- ◆ Cancellation of admission.
- ◆ Suspension from attending classes.
- ◆ Withholding/withdrawing scholarship/fellowship and other benefits.
- ◆ Debarring from appearing in any test/examination or other evaluation process.
- ◆ Withholding results.
- ◆ Debarring from representing the institution in any national or international meet, tournament, youth festival, etc,
- ◆ Suspension/expulsion from the hostel.
- ◆ Rustication from the institution for periods varying from 1 to 4 semesters.
- ◆ Expulsion from the institution and consequent debarring from admission to any other institution.
- ◆ Fine up to Rs. 25,000/-
- ◆ Rigorous imprisonment up to three years.
- ◆ While the first 10 punishment can be awarded by the appropriate authority of the institution itself, the last punishment can be awarded only' by a court of law'

## Admission

Admission of students into the Autonomous Degree Courses will be on the basis of the aggregate marks in the qualifying examination or its equivalent, for both the Undergraduate (UG) and the Postgraduate (PG) courses, unless specified otherwise.

For all courses, admissions are based only on the merit secured by the candidates as per the selection criteria of the respective courses. .

All applications for admissions to any UG or PG degree course should be submitted by the date notified by the College. Late applications will not be accepted.

Admissions will be considered to be completed only when the full fees for the academic year are paid (against an official receipt), and the name of the applicant appears on the relevant rolls. Only the Principal can condone payment in full or allow payment in part.

All UG and PG admissions are valid only for one year and are therefore to be renewed for each subsequent year of study.

A student will not be re-admitted to the College if they have:

- ◆ had three unsuccessful attempts at the same examination.
- ◆ been debarred twice within the first four semesters.
- ◆ had serious complaints of indiscipline against them in the previous year.

### Admission Policies

- ◆ All applicants must apply through Online Admission Portal through the college website
- ◆ **No student will be granted admission until they submit their ABC id which shall be obtained from government website [www.abc.gov.in](http://www.abc.gov.in)**
- ◆ The application fee is Rs. 220/- to be paid through the Online Admission Portal
- ◆ Admissions for both UG and PG programs are open under the Late Admission Policy only if seats are available
- ◆ Admission will be granted on merit only
- ◆ Applications will be processed for both undergraduate and postgraduate degree programs only after the results of +2 examinations or UG degree results are released
- ◆ If you need any information about the degree/diploma you are considering, please feel free to call the head of department concerned. The list is provided on the website.
- ◆ “The college does not discriminate on the basis of class, caste, creed, religion, language or gender, and welcomes Students from a wide diversity of backgrounds irrespective of class, caste, creed, religion, language or gender
- ◆ Students from the state of Maharashtra shall ordinarily be given preference.
- ◆ Provisional admission may be granted to selected students
  1. If applicants are unable to submit the required documents at the time of admission
  2. If original documents have not been presented for verification.

**Note:** Name once filled on the Portal can not be changed by student unless applied to Principal along relevant affidavit.



## Admission intake

Bhavan's College (Autonomous), Mumbai is an aided college and thus follows the reservation policy of the country regarding Reservation of Seats as given by the University of Mumbai vide Circular No. Spl. Cell / (68) / 218 / 2005 dated 3rd June, 2005 and any other circular as released time to time by the government

Sanctioned seats for various courses are as follows :

### Number of Seats Sanctioned for

Aided UG Courses	Unaided UG Courses	Aided PG courses	Unaided PG courses
BA =240	BMS=120	MSc (Botany)=10	MSc (Botany)=10
BCom=480	BAMMC=120	MSc (Org. Chem.)=04	MSc (Org. Chem.)=04
BSc =360	BAF=60	MSc (Microbiology)=10	MSc (Microbiology)=10
	BSC(IT)=60	MSc (Physics)=10	MSc (Physics)=10
	BSC(CS)=60	MSc (Zoology)=10	MSc (Zoology)=10
	BSC(BT)=35	PhD	MA (Psychology) = 60
	BRM (Voc)=30		MA (Economics) = 60
	BA (Psychology) = 60		
	BA (Geography) = 60		

The college follows the Government Reservation Policy for different categories as follows

i)	SC: 13%	iv)	NT(B): 2.5%	vii)	OBC: 19%
ii)	ST: 7%	v)	NT(C): 3.5%	viii)	SBC (2%)
iii)	DT (A): 3%	vi)	NT(D): 2%		

(Reservation for Maratha and EBC quota will be as per the rules and regulation of the govt and university) 15% seats are allotted under Management Quota while 3% of seats are allotted to eligible candidates who are physically challenged. Some seats are allotted to meritorious students with achievements in sports/ cultural activities / Ex servicemen's ward / Freedom Fighter's ward or grandchildren / widow or divorcee girl students

# Admission Procedures

## To Fill Registration form for First Year (FY) Degree Courses

It is mandatory for all candidates seeking admission to the FY courses in the Degree Colleges to fill in the Registration Form from the link available on college website.

The details filled by the student in this form will appear in all his/her certificate, marksheets, hall tickets, enrollment form. Therefore utmost care should be taken while filling their form. The details filled by the students must be correct, authentic and precise.

### Following are few guidelines for the same:

**Name:** your name should exactly match with your XIIth. marksheet. In case of Maharashtra Board, the name appears as surname, own name, father's name, mother's name and in case of CBSE- own name, father's name, surname (It should match exactly with XIIth. marksheet)

**Photo and Sign:** The photo and sign should be legible & clear. It must be according to size Specified.

**Subject:** The subject selection will be as per the availability of subject in the college. Make sure you select the subject/papers which is taught in the college and give your 1st, 2nd and 3rd Preference.

**DOB/Gender:** Make sure you select personal details such as gender/DOB/Medium of instruction/ Disability (if any) properly

**Name in Devnagari / Marathi:** The name in devnagari script/ Marathi script should be as you desire/to be written in all your testimonials in devnagari script.

All admission through student Application and fee payment System is done through Mastersoft ERP, however, soft copy should be saved and printout of form must be submitted on due date of verification. An incomplete application will not be considered for admission.

**No admission is complete without full payment of the fees.**

**Student should regularly visit college website [www.bhavans.ac.in](http://www.bhavans.ac.in) for various circulars/ notifications and to check the merit list.**

- ◆ Students are advised to verify the admission forms before submission to avoid any sort of mistakes. Once the form is submitted by the students, the college will verify the student's information and approve their admission 'through a merit list displayed on the website after which only the students can make the payment of fee online only. **No Cheque / DD / Cash will be accepted.**
- ◆ Before, filling up of admission form, Students should have scan copies of various documents such as address proof, Date of Birth Proof, Marksheet ready
- ◆ The format for the undertaking regarding submission of original marksheet/ documents, is given in the University Circular dated 18th July, 2020 which is uploaded on the college website. Students have to upload the same while filling the college admission form
- ◆ Students are requested to select their subject combinations carefully on the Mastersoft Portal.
- ◆ Please check the admission Notice for dates specified for release of Merit List, Verification of Documents (Offline) and Payment of fees online.
- ◆ On being admitted, the student shall immediately submit the following documents
  1. Class XII Statement of Marks
  2. Caste Certificate (wherever applicable)
  3. Documentary Evidence for Special Category status
  4. Passing Certificate (required for getting Eligibility Certificate)
  5. Migration Certificate (required for getting Eligibility Certificate)

## **Degree College Cancellation of admission & Refund of Fees**

**(Subject to revision from time to time)**

Students are hereby informed that cancellation of admission followed by refund of fees will only be done if the following procedure is followed:

Student must give an application for cancellation through the Mastersoft Online ERP portal filling in all the details specified. A print out of the application will then be attached and submitted to the office for further processing along with their hand written application

- ◆ The office admin staff will forward the same to the Vice principal in charge of the respective faculty who will append their comments after due discussions with HOD and send it to principal for final approval.
- ◆ The document after receiving approval from Principal will be forwarded to Accounts Office for initiation of refund. All amounts refunded must be logged in the Mastersoft portal and will be done through NEFT banking facilities. Amount refunded will be as per the Ordinance relating to the refund of all the fees which will be related to all the faculties
- ◆ Refund amount to be released after cancellation of admission will be as per Ordinance 0.2859

**O.2859 : Refund of Tuition, Development and all other fees after cancellation of admissions :** The candidates who have taken admission in under graduate courses in Govt. colleges, in Govt. aided and unaided courses conducted by affiliated colleges, and recognized institutions may request for refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter. The percentage of fees for the course shall be refunded to the candidate after deducting charges as follows : -

**Table - 1 : Fees Deduction on cancellation of admission**

<b>Period</b>	<b>Percentage of Deduction Charges</b>
Prior to Commencement of Academic Term	Rs.500/- Lump sum
Upto 20 days after the Commencement of Academic Term <b>i.e. 12th June 2023</b>	20% of the Total Amount of Fees
From 21st day upto 50 days after the Commencement of Academic Term <b>i.e. 12th June 2023</b>	30% of the Total Amount of Fees
From 51st day upto 80 days after the Commencement of Academic Term of the course <b>i.e. 12th June 2023</b> or 31st August whichever is earlier	50% of the Total Amount of Fees
From 81days to 110 days after commencement of academic term or From September 1st to September 30th September whatever is earliest	60% of the Total Amount of Fees
After 110 days or September 30th whatever is earliest	100% of the Total Amount of Fees

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

- ◆ All the fees items chargeable for one year are as per relevant University circular for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities ).
- ◆ The fees charged towards group insurance and all fees components to be paid as University share ( including Vice-Chancellor's fund, University fees for sports and cultural activities, E-charge, disaster management fund, exam fees and Enrollment fees) are non refundable if payment is made by the college prior to the date of cancellation.
- ◆ Fees collected for Identity card and Library card, admission form and prospectus, enrollment and any other course specific fees are not refundable.
- ◆ All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation.

**Vide : University Circular UG/253 of 1996**

“O.2574: (a) The registration fee once paid for the post - graduate course will not be refunded for any reason.

- ◆ The tuition fees paid by a candidate for the course in which he is registered as a post-graduate student will be refunded to him if he leaves the said course without attending any lectures, seminars or practicals, subject to a deduction of 25% of the tuition fees there from the administrative charges. An application by the candidate for such refund will only be entertained if it is received by the Registrar / Head of the University Department within fifteen days from the date of commencement of the lectures of the academic year in which the fees is paid.
  
- ◆ The tuition fees paid by a candidate for the course in which he is registered as a post-graduate student will be refunded to him if he leaves the said course and joined the another course of this University for which he applied at the same time and the selection for the new course of this University is made later, subject to a deduction of 25% of the tuition fees there from for administrative charges. An application entertained if it is received by the Registrar/Head of the University Department within fifteen days from the date of his paying tuition fees for the new course

**“YUVA RAKSH”**

(Group Insurance Scheme for Students)

**Student’s Registration Form**

(Copy to be submitted along with the Admission Form)

1. Name of the Insured Student : \_\_\_\_\_
2. Class : \_\_\_\_\_
3. Residential Address : \_\_\_\_\_  
\_\_\_\_\_
4. Student’s Date of Birth : \_\_\_\_\_
5. Blood Group : \_\_\_\_\_
6. Name of the Guardian : \_\_\_\_\_
7. Signature of the Guardian : \_\_\_\_\_
8. Amount of Premium Paid : \_\_\_\_\_  
(Cash/Cheque (Details))

\_\_\_\_\_  
Student’s Signature

**For Office Use Only**

Received from Student (Name \_\_\_\_\_ of \_\_\_\_\_ Class)  
Premium of Rs. \_\_\_\_\_ against receipt no. \_\_\_\_\_ dated \_\_\_\_\_

Institute / Department / College Seal / Stamp with Signature .

(College to preserve the slip along with Admission Form)

**National Insurance Company Limited**

### **STUDENTS' ATTENDANCE UNDERTAKING**

This is to undertake that I am aware that admission to a regular course warrants regular attendance in the classes/practical, and that the college is implementing Mumbai University Ordinance 0.6086 for students' attendance.

I declare that I shall maintain minimum 75% overall attendance and minimum 50% attendance in individual subjects. I shall download the "Teach Us" Attendance App on my mobile and monitor my attendance regularly through the same. I shall also follow all the rules and instructions of the Attendance Committee.

I completely understand and agree that if I fail to fulfill the attendance criteria, I shall not be allowed to appear for the semester end examination. I shall ensure that that my parents/guardians also download and use the attendance app to know my attendance in the college. In the event of shortfall in the attendance, I undertake to abide by the decision of the college to debar me from the semester examination.

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Name of the Student

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Signature of the Student

### **STUDENTS' ATTENDANCE UNDERTAKING**

I, the parent/guardian of the student undertake that I shall periodically monitor my ward's attendance in classes. I shall download the "Teach Us" Attendance App and use the same. I shall attend the parents' meeting convened by the Attendance Committee and meet the teachers if necessary. I assure that my ward shall maintain the requisite attendance in classes and practicals. I understand and agree that if my ward does not have minimum required attendance, he/she shall not be allowed to appear for the semester end examination.

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Name of the Parent

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Signature of the Parent

**BHAVAN'S COLLEGE**  
**Andheri (W), Mumbai — 400 058**

Undertaking by Student & Parent / Guardian in  
Accordance with Prohibition of Ragging Act 1999

I, the undersigned-----

Son/ Daughter / Ward of -----

(Surname)

(First Name)

(Middle Name)

a student of Bhavan's College, do hereby undertake as follows:

1. I am aware of the law regarding ragging as well as punishments for ragging and if found guilty of ragging, I am liable to be punished appropriately.
2. The Prospectus provided by the College, includes all the information about the “ Action, against ragging, Maharashtra Prohibition and Ragging Act 1999 which is in effect from 15<sup>th</sup> May, 1999” as well as “University of Mumbai Circular No. APD/MISC/315 of 2000, dtd. 24<sup>th</sup> August 2000” of pages 13 to 19. I shall preserve the Prospectus and refer to the rules and regulations as long as I am a student of the College.
3. I hereby also undertake not to resort to ragging as well as not to abet ragging
4. The Information about “ Anti Ragging Squad” of the College has been displayed on the College Notice Board and I have read the same.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

I, the Parent / Guardian of the Student -----  
have read the undertaking signed by my son / daughter / ward and I endorse the same

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent / Guardian



## Student Undertaking for Well Being / Health

To,  
The Principal  
Bhavan's College  
Andheri (W)  
Mumbai - 400058

Respected Sir/Madam,

I \_\_\_\_\_

Class: \_\_\_\_\_ Roll No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Hereby declare that (tick what is applicable)

I am totally fit/healthy and that i do not suffer from any chronic illness

I suffer from a chronic illness termed as \_\_\_\_\_

For which I am under medical treatment from \_\_\_\_\_

Dr. \_\_\_\_\_ Mobile No. \_\_\_\_\_

In case of emergency, the College may contact my relative who is my

(relationship) \_\_\_\_\_ Mobile No. \_\_\_\_\_

Signature of student: \_\_\_\_\_

\_\_\_\_\_

I, Mr./ Ms. \_\_\_\_\_

parent / guardian of Mr./Ms. \_\_\_\_\_ agree with the above under-

taking. I indemnify Bhavan's College for any medical help that is extend / arranged by the college

Authorities to my ward, in case of any medical emergency. In case of such medical emergency, I

shall bear all the expense that the college may incur for the same.

Signature of Parent / Guardian: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_





*Bhavan's Campus, Munshi Nagar, Andheri (W), Mumbai - 400058*

## **ELIGIBILITY NORMS TO APPEAR FOR ADDITIONAL EXAMINATIONS**

- a). A student unable to attend/appear for internal/ external examination, on medical ground can appear for additional examinations, with permission from the Principal.
- b). If the learner is absent for the examination due to participation in Intercollegiate, state/national/ international activities organized by university/authorized national/international bodies, NSS/NCC/Sports/ cultural departments etc authenticated by Principal he/ she may be allowed to appear for additional examination.
- c). The student must submit an application to the Principal stating the reason for his/her absence within Eight days of conduct of the examination along with necessary testimonials and documents.
- d). The Principal on scrutiny of the documents may grant permission to the student to appear at the additional examination.
- e) A student who is debarred from appearing at the semester end examination for use of unfair means under 0.5050 will not be allowed to appear for additional Semester End Examination.

## **STANDARD OF PASSING**

- The learners to pass a course shall have to obtain a minimum of 40 % marks separately in internal as well as external examination at each course.
- To pass the course, minimum Grade D in the project component, wherever applicable shall be obtained.
- A learner will be said to have passed, the course if the learner passes the Internal Assessment & Semester End Examination separately,
- A learner who passes in the Internal Examination but fails in the Semester End Examination of the Course shall reappear for the Semester End Examination of that course, however his/her marks at the Internal Examination shall be carried over and he/she shall be entitled for credit & grade obtained by him/her only on passing the entire course.

## **AMENDED ORDINANCE 8438 RELATING TO ATKT RULES FOR DETERMINING ELIGIBILITY LIST FOR PROMOTION TO HIGHER CLASS :**

### **FOR ARTS AND COMMERCE FACULTY:**

- a) A learner shall be allowed to keep terms for Semester II irrespective of number of heads of failure in Semester I.
- b) A learner shall be allowed to keep terms for semester III if he/she passes each of Semester I & Semester II. If the learner fails in not more than four courses of Semester I and Semester II taken together with failure in not more than two courses each in semester I & II
- c) A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III.
- d) A learner shall be allowed to keep terms for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV OR If the learner passes Semester I and Semester II and fails in not more than four courses of Semester III and Semester IV taken together with failure in not more than two courses each in sem. III & Sem IV OR If the learner passes Semester III and Semester IV and fails in not more than four courses of Semester I and Semester II taken together with failure in not more than two courses each in sem. I & Sem II

e) A learner shall be allowed to keep terms for Semester VI irrespective of number of heads of failure in Semester V.

f) The learner can appear for the Sem. VI examination but the result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V entirely.

#### **FOR SCIENCE FACULTY**

1. A learner shall be allowed to keep terms for Semester II irrespective of grades obtained in each course of Semester I.

2. A learner shall be allowed to keep terms for Semester III if he/she passes with grade 'E' or above in each course, at each of Semester I and Semester II.

3. He/she fails in not more than three courses, in each of Semester I and Semester II (For all Science Programmes, carrying total 900 or more marks)

4. He/she fails in not more than three courses with failure in not more than total 200 marks, in each of Semester I and Semester II (For all Science programmes, carrying less than total 900 marks)

5. iii) A learner shall be allowed to keep terms for Semester IV irrespective of grades obtained in each course of Semester III.

6. iv) A learner shall be allowed to keep terms for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV examination.

7. He/she has passed Semester I and Semester II entirely and fails in not more than three courses in each of Semester III and Semester IV. (For all Science Programmes, carrying total 900 or more marks)

8. He/she has passed Semester I and Semester II and fails in not more than three courses with not more than total 200 marks, in each of Semester III and Semester IV. (For all Science Programmes carrying less than total 900 marks). **OR** He/she has passed Semester III and Semester IV entirely and fails in not more than three courses in each of Semester I and Semester II. (For all Science Programmes, carrying total 900 or more marks) **OR** He/she has passed Semester III and Semester IV and fails in not more than three courses with not more than total 200 marks, in each of Semester I and Semester II. (For all Science Programmes carrying less than total 900 marks).

9. A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each course of Semester V.

10. The result of Semester VI shall be kept in abeyance until the learner passes each Semester I, Semester II, Semester III, Semester IV and Semester V