

*"Excellence in Education"*

Shri Vile Parle Kelavani Mandal's

**Narsee Monjee  
College of  
Commerce &  
Economics  
(Autonomous)  
Mumbai 400 056**

*Students' Handbook 2020*

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# Section I

## College Profile

Narsee Monjee College of Commerce & Economics

## PROFILE OF THE COLLEGE

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Narsee Monjee College of Commerce and Economics was established in 1964 by Shri Vile Parle Kelavani Mandal (SVKM), a professionally managed trust with a large number of prestigious academic institutions, under its umbrella. It is the brain-child of leading industrialists and socially conscious philanthropists who wanted to contribute to the society by founding educational institutions in the western suburbs of Mumbai initially and today SVKM stands tall spreading its wings globally.

The college initially started its journey with just ONE program in Commerce with 250 students and today it is the most preferred college among the students with a student strength of almost 5750 and offering SIX undergraduate, THREE Postgraduate and TWO Ph.D. Research Centres in the field of Commerce and Accountancy.

India Today 2020 has ranked NM College 1st in Mumbai, 9th in India amongst the Best Commerce Colleges and 4th in India in Private College with Best Value for money. Annual Education World Higher Education Rankings 2020 -21 listed NM College as the 7th Non-Autonomous College in India and 1st in Maharashtra and Mumbai.

The college is reaccredited with A grade with a CGP of 3.42 by NAAC, and the academic year 2019-20 has been a very special year as it celebrated the grant of Autonomous status to the College, a functional status given to the colleges, by the University Grants Commission (UGC) and University. It provides greater flexibility towards enhancement of academic standards and excellence.

This indeed is a proud moment for all of us as we move ahead to yet another milestone in our journey in providing inclusive, accessible and affordable quality higher education in the field of Commerce, Economics, Accountancy & Finance, Management, Marketing and a host of other disciplines. Apart from the graduate programmes our college proposes to initiate an array of value-added courses and certificate courses through collaborations with professional institutions and industry.

All of the above courses ensure that our students imbibe a genuine understanding of the natural world and its bounty that sustains all economic activity universally. Environmental wisdom, sustainability and awareness of the ethical underpinnings of business decision-making are vital mile-stones against which success is measured. The College strives to employ the best educational and administrative practices thus creating skilled professionals, business leaders and social contributors, in particular and responsible global citizens of the future, in general.

# Section II

## College Facilities

Narsee Monjee College of Commerce & Economics

# INFRASTRUCTURE

## COMPUTER LABORATORY

Two well-equipped computer laboratories with 80 computers enhance the learning process and enable the proper conduct of the University prescribed courses. Branded Personal Computers are installed in these Computer Labs, all networked to facilitate teaching in small batches, with adequate faculty attention.

These labs are ideal for computer-training needs including software releases, user-group meetings, and new application training. Our labs include student PCs and one projector PC. All the PCs run licensed Microsoft Windows 10, including the Microsoft Office Suite, Internet Explorer, Mozilla Firefox, Adobe Acrobat Reader, and various media players. The machines also feature Dual Boot systems with Linux and various softwares required for teaching Learning Process. laboratories are also equipped with wireless Internet access and a printer.

Some highlights and features of the computer labs include:

- Fourty 64 bits high quality LED monitors PCs in each laboratory
- All latest licensed version softwares like Visual Studio, Oracle, JavaNetbeans etc.
- Fluorescent and incandescent lighting with clearly marked controls
- Hard writing surfaces for easier note taking
- Whiteboard, flip chart and markers
- Comfortable, ergonomic seating
- High quality ACs for continuous cooling
- College has the separate IT helpdesk for all installation and maintenance work.
- Smartboards in each Labs

Room no.	Total Computers
Comp. Lab-6	30
E-Lab	50

All the computers in the laboratories, library, staff rooms, exam rooms and office have a dedicated lease line for Internet connectivity. The staff and students have free Wi-Fi access within the premises.

## ELECTRONICS AND COMMUNICATIONS LABORATORY

Electronics Laboratory is located in the third floor, and set with a variety of electronics and embedded systems. The Electronics and Communications Lab provides support to courses such as Basics of computer hardware and operating systems. The lab is equipped with electronic trainer kits, as well as software-defined digital platforms. The Electronics area supports the advanced courses in circuits design, and is also equipped with current day Internet of Things related kits.

Sr. No	Particulars	Quantity
1	Microprocessor 8085 Trainer kit	15

2	Internet of Things (IOT) kits	10
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### CLASSROOMS

Thirty dedicated Lecture rooms with seating capacity between forty to 140 students. The lecture rooms are also used for small group meetings, such as internal staff meetings and training, board meetings, presentations, guest lectures, internal strategy discussions and other similar meetings, including break-out sessions for larger meetings.

Some highlights and features of our class rooms include:

- Air Conditioner/s for each room
- Whiteboard, flip chart and markers
- Natural lighting for a brighter and more inviting atmosphere
- Fluorescent and incandescent lighting with clearly marked controls
- Hard writing surfaces for easier note taking
- Comfortable, ergonomic seating
- Wi-fi connection
- Smart boards in each room

### LIBRARY

NM library is the most sought after place in the college by students, ex-students as well as faculties. It is completely air-conditioned with a seating capacity of 180 students. Every table has facility to plug-in the laptop and Wi-fi access. The conducive atmosphere for studying and the availability of rich resources for study including text books, reference books, books for competitive exams, general knowledge books, journals, magazines, CDs and newspapers. The library has more than 40,000 printed books collection and subscribing almost 100 printed journals and magazines and 20 newspapers. The Library Advisory Committee helps the Librarian to handle the library development and students’ suggestions. Students can recommend any book to the Librarian at any time during the year.

The UGC Network Resource Center with five PC terminals is available free of charge for accessing databases, OPAC (computerized catalogue) and Internet, strictly as per the rules. The network printer provides the facility to print the pages.

Digital library is available at <https://nmcollege.in/library/>, where students have remote access to various databases, information repository, Online public access catalogue (OPAC) of printed books available in library and links to various other online resources. All students are provided with individual ID and password for access to online databases. More than 20 databases provide e-books, e-journals, company data, information related to law, statistics, research, etc. Online Information repository provides remote access to reading lists, bibliographies, library newsletters archives and past years question papers. The other online resources provide many links to many open access resources of government undertakings digital libraries, thesis and dissertations, government online resources, online courses, etc.

The rich collection of online and offline resources and studious atmosphere makes it a very apt place for study for students pursuing professional courses along with the traditional programmes.

The library services include home lending, book-bank, reference service, inter-library loan service, question papers, syllabus, printing, scanning, etc. for faculties and students. The library publishes monthly newsletter, which provides lot of information on various library resources, online resources on curriculum, new arrivals and also students flair where students can publish their articles, poems and art work.

All persons using the Library are subject to the discipline of the college. The library has set rules for using its resources, collection and services. The library also maintains discipline very strictly. Talking loudly, discussing, loitering, eating, smoking, spitting, using mobile, shifting chairs, reserving chairs, scratching on furniture is strictly prohibited. The protocol/ rules for students using library are available on the college website

## OTHER FACILITIES

**Auditoriums & Conference Rooms:** The talent of the students is given a supportive platform through the auditoriums and seminar halls of the SVKM. The SVKM Juhu Jagruti Hall, Bhaidas Maganlal Sabhagriha, Jashoda Rang Mandir and Santokba Hall are available to the college for its events.

**Gymkhana & Gymnasium:** The spirit of sportsmanship is encouraged by the college. A spacious gymkhana has infrastructure and facilities for indoor games. The gymkhana staff is highly qualified. The college participates in games from the district to the national levels. Well-known coaches train students for indoor and outdoor games, training them to excel at inter-college tournaments at national and international levels. Gymnasium is made available for the students and staff of SVKM on the premises of one of our sister institution.

**Play Grounds:** In order to promote sports amongst the students and to provide them a platform to excel in this field, the college hires playgrounds in the nearby vicinity for various outdoor sports like Football, Cricket, Handball, Basket Ball, Volley Ball etc. and arranges for facilities for indoor sports like table tennis, Swimming, Lawn Tennis, Chess, Badminton, Judo, Karate, Skating etc. Coaches and trainers are appointed for the games as desired by the students. Students have participated and won laurels for the college at District Level to International Level.

**Hostel:** Shri Vile Parle Kelavani Mandal has a common men's hostel for all its institutions at a short distance of less than a half-kilometer from the college and hostel for girls opposite Utpal Sanghvi School, close to the college.

**Health Center:** The college has ensured that the staff and students have access to health facilities regularly. A Health-cum-Counseling Centre has been operational for several years. A qualified medical practitioner visits the college daily. Any student and staff can consult the doctor. In times of emergency, help from the doctors and hospitals in the vicinity is taken. The physicians on duty are Dr. Geeta Shah & Dr. H.O.Goyal. The health center is open for the students from 9.00 a.m. to 6.00 p.m.

**Soft Skill Development Cell:** In order to ensure that the students are equipped with all the skills required to face the competitive world, the management provides all the students with soft skills training. We have a separate department and dedicated staff appointed by SVKM, which provides training to the students with assistance from experts from the industry as and when required. The training is provided at no cost to the student.

**Placement Cell:** The College has a Placement Cell with a dedicated Placement Executive. The Placement Cell comprising of the Placement Executive, senior staff members of the college and student members ensure that top companies in the field of Finance, Banking, Insurance, Marketing, Information Technology, Investment Firms etc. are invited to the college campus and students are placed in these companies.

### College Associations and Centers of Excellence

There are thirty associations in college for co-curricular and extra-curricular activities, which cater to the diverse interests of students and aim at holistic development of students and making them socially responsible. These include the NSS and Rotaract club for social service, Planning Forum, Advertising and Marketing Circle, Economics

Association, Wildlife and Nature Club, Hobby Centre, Hindi, Gujarati and Marathi Sahitya Mandals, Computer Society, Intent- Entrepreneurship Development cell, Enactus – Social entrepreneurship Cell, Friends of Library, cultural society, DLLE and so on. All the students of the college are entitled to enroll themselves as members to these Associations. There are set rules for all the associations participation and conducting activities.

All the associations are arranged in various centers of excellence according to their objectives and activities. These centers of excellence are

- ✚ Centre of Excellence in Cultural and Extra Curricular activities
- ✚ Centre of Excellence in Research and Publications
- ✚ Centre of Excellence in Social Outreach
- ✚ Centre of Excellence in Language Development
- ✚ Centre of Excellence in Co-Curricular Development



# Section III

## College Admission Procedure

Narsee Monjee College of Commerce & Economics

# ADMISSION: F.Y.B.Com./ F.Y.B.Com(Honours)/ F.Y.B.M.S. / F.Y.B.F.M. / F.Y.B.A.F./F.Y.BSc.I.T. – 2020-2021 [OTHER THAN INHOUSE]

**The category wise Merit List of students is uploaded on the website.**

The process of admission is as follows:

- 1) Students whose names appear in the merit list would receive an email informing them of the process to be completed further.
- 2) Students then fill the Phase II (Post Admission form) on the link given in the email.
- 3) Students receive a unique email ID and the online form link. The applicants are required to fill in the details as per the instructions and upload the relevant documents.

Students seeking admissions to the First Year of Degree Courses need to note that if the information provided is incomplete or any discrepancy found in case of conversion of grades to marks is incorporated, the admission of such candidates may be cancelled and the decision of the College Authorities would be final and binding on the applicant.

## **DOCUMENTS TO BE UPLOADED FOR ADMISSION for All categories:**

1. The **FINAL COPY** (Water mark) of the Phase II form with the application number should be uploaded and **NOT** the **DRAFT COPY**. **All the Under takings should be signed and uploaded which include**
  - a) Scanned copy of **Undertaking** of Attendance (download , print, enter details, sign, scan and upload)
  - b) Scanned copy of **Undertaking** of University of Mumbai (download , print, enter details, sign, scan and upload)
  - c) Scanned copy of **Undertaking** of submission of original documents [Marksheet, Leaving Certificate, Passing Certificate, T.C/M.C] to the College (download , print, enter details, sign, scan and upload)
  - d) Scanned copy of **Undertaking of Anti Ragging**.
2. Pre-Admission Registration Form of University of Mumbai. (download, print, sign, scan and upload)
3. Scanned copy of Original / Downloaded H.S.C. / Equivalent Mark Sheet
4.
  - a) For students from Maharashtra Board upload Scanned copy of Original Leaving certificate
  - b) For students from other than Maharashtra Board upload the scanned copies of
    - i) 12<sup>th</sup> Migration certificate ii) 12<sup>th</sup> Passing Certificate iii) Transfer certificate /Leaving Certificate as the case maybe
  - c) Scanned copy of S.S.C. / Equivalent Mark Sheet.
  - d) Scanned copy of Ration Card / Telephone Bill / Electricity Bill / Passport as proof of residence.
  - e) Scanned copy of Aadhar Card / photocopy of the receipt of application of Aadhar card in case it is not yet received.
  - f) Any other certificate as applicable, in the name of the student depending upon the category in which he/she is taking admission.

In addition to the above the students, should upload the Relevant Documents mentioned below depending upon the category in which their name appeared in the Merit List Viz

- i) Gujarati Minority,
  - ii) Other Reservations (Sports/cultural/Defence/Freedom Fighter /widow/Divorcee etc).
  - iii) Physically Challenged
- i) **Students seeking admission under GUJARATI LINGUISTIC MINORITY category need to upload the relevant documents satisfying one or more of the following norms:**
1. Should be Gujarati by birth and should have passed the H.S.C. / equivalent Examination.

2. In case if the student is not GUJARATI by birth but the mother of the applicant is Gujarati, the marriage certificate of the parent indicating mother's name must be produced for verification.
3. In case of doubtful surnames, either parent would have to produce their 10<sup>th</sup> std. 12<sup>th</sup> std mark sheet indicating Gujarati as one of the subjects at the 10<sup>th</sup> Std / 12<sup>th</sup> Std.
4. Certificate from the Head of the Community / Trust / institution (Government recognized) confirming the claim.

ii) **STUDENTS whose names appear in the Merit List under the Category of other reservations (DEFENCE, FREEDOM FIGHTERS, TRANSFER & SPORTS, Cultural etc.) need to upload the relevant documents mentioned below as the case maybe:**

- a) Certificate from Zilla Sainik Welfare Association.
- b) **Copy of Tamrapatra.**
- c) **Govt. Transfer Order specifying date of transfer for Transfer.**
- d) Photocopies of the certificates indicating achievements in sports (DSO, National/ International registered and recognized organization) during the years 2018-19 & 2019-20
- e) Photocopies of the certificates indicating achievements in cultural activities representing school in state / National level

iii) The students whose names appear in the merit list of physically challenged category need to upload the relevant document issued by a government hospital

Once the documents are verified by the college, the student would receive another email for payment of fees. The student would be required to pay the fees online only within the stipulated time, through the link provided in the email.

**FEE STRUCTURE**

Sr. No	Course	Open Category from Maharashtra Board	Open Category Other Than Maharashtra Board	Reserved Category (SC/ST/NT/D T/OBC) from Maharashtra Board	Reserved Category (SC/ST/NT/DT/OBC) other than Maharashtra Board
1	F.Y.B.Com	8000	8720	4755	5475
2	F.Y.B.Com (Hons)	95000	95720	-	-
3	F.Y.B.M.S	32000	32720	-	-
4	F.Y.B.A.F	35000	35720	-	-
5	F.Y.B.F.M	32000	32720	-	-
6	F.Y.B.Sc.I.T	40000	40720	-	-
7.	MCom part 1	32000			

**REFUND OF FEES RULES**

Refund of fees can be claimed as per Mumbai University's Circular No. UG / 412 of 2008  
 0.2859: Refund of Tuition, Development and all other fees after cancellation of admissions: The candidates who have taken admission in undergraduate programmes in Govt. colleges, in Govt. aided and unaided programmes conducted by affiliated colleges, and recognized Institutions may request for refund of fees after applying in writing for cancellation of their admission to the programme. The refund of fees as applicable shall be made on or before the 30th day after the date of cancellation and thereafter. The percentage of fees for the programme shall be refunded to the candidate after deducting charges as follows:

Table–1: Fees Deduction on cancellation of admission

	(i)	(ii)	(iii)	(iv)	(v)	(vi)
	Prior to	Up to 20 days	From 21st day	From 51st day	From	Beyond
	Commencement	After	up to 50 days	up to 80 days	From 81 days	110 Days
	of academic	commencement	After	After the	to 110 days	
	term and	of the academic	Commencement	commencement		
	instruction of	term of the	of the academic	of academic		
	the Programme	Programme	term of the	term of the		
			Programme	Programme		
Deduction	Rs. 500/-	20% of the total	30% of the total	50% of the total	60% of the total	100% of the total
	Lump Sum	amount of less.	amount of fees.	amount of fees.	amount of fees.	amount of fees.

**NOTE:**  
The total amount considered for the refund of fees from the commencement of academic term of the programmes including the following:

- ii) The fee charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam. Fee and Enrollment fee) are non-refundable if payment is made by the college prior to the date of cancellation.
- iii) Fee collected for identity card and Library card, admission form and prospectus, enrollment and any other programme specific fee are not refundable after the commencement of the academic term.
- iv) All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation. Provided that wherever admissions are made through centralized admission process for professional and / or for any other programmes by other competent Authorities, the Refund Rules are applicable if specified by such authorities (as per the rules of relevant agencies) for the 1st year admission. In case of admission to subsequent years of the programme, 0.2859 is applicable for cancellation of admission. Provided further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant programmes. Further that 0.2859-A & 0.2859-B have been repealed and the amended 0.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Under Graduate Programmes has been brought into force with effect from the academic year 2008-2009.

**Refund of College Deposit**

Application for the refund of college deposit must be made within one year of the applicant ceasing to be a student of the College, failing which the deposit amount will be forfeited.

# Section V

## Programmes Offered

Narsee Monjee College of Commerce & Economics

## UNDERGRADUATE PROGRAMMES

### Bachelor of Commerce (B.Com.)

Name of the Programme: Bachelor of Commerce (B.COM)						Semester: I Year of the Programme : First Year									
Sr. No .	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits		Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority	Sign of HOD
1	Financial Accounting I	NMUBCOM101	60	4	2 1/2	25	75	100	25	75	100		Yes	1	
2	Business And Entrepreneurship	NMUBCOM102	45	3	2 1/2	25	75	100	25	75	100		Yes	2	
3	Microeconomics I	NMUBCOM103	45	3	2 1/2	25	75	100	25	75	100		Yes	3	
4	Fundamentals of Business Communication	NMUBCOM104	60	4	2 1/2	25	75	100	25	75	100		Yes	4	
5	Environmental Systems and Issues	NMUBCOM105	45	3	2 1/2	25	75	100	25	75	100		Yes	5	
6	Ethics and Social Responsibility	NMUBCOM106	30	2	2 1/2	25	75	100	25	75	100		Yes	6	
7	Mathematical and Statistical	NMUBCOM107	75	5	2 1/2	25	75	100	25	75	100		Yes	7	

	Techniques I														
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Name of the Programme: Bachelor of Commerce (B.COM)					Semester: II Year of the Programme: First Year										
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme										
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority	Sign of HOD
1	Financial Accounting II	NMUBCOM201	60	4	2 1/2	25	75	100	25	75	100		Yes	1	
2	Principles of Management	NMUBCOM202	45	3	2 1/2	25	75	100	25	75	100		Yes	2	
3	Microeconomics II	NMUBCOM203	45	3	2 1/2	25	75	100	25	75	100		Yes	3	
4	Corporate Communication	NMUBCOM204	60	4	2 1/2	25	75	100	25	75	100		Yes	4	
5	Environment Management	NMUBCOM205	45	3	2 1/2	25	75	100	25	75	100		Yes	5	
6	Self- Development and Managerial Skills	NMUBCOM206	30	2	2 1/2	25	75	100	25	75	100		Yes	6	
7	Mathematical and Statistical Techniques II	NMUBCOM207	75	5	2 1/2	25	75	100	25	75	100		Yes	7	

Name of the Programme: Bachelor of Commerce (B.COM)					Semester: III Year of the Programme: Second Year										
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme										
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority	Sign of HOD
1	Accountancy and Financial Management III	NMUBCOM301	45	3	2 1/2	25	75	100	25	75	100		Yes	1	
2	Financial Accounting and Auditing - Introduction to Management Accounting	NMUBCOM302	45	3	2 1/2	25	75	100	25	75	100		Yes	2	
	OR														
2	Business Management - Marketing Management I	NMUBCOM303	45	3	2 1/2	25	75	100	25	75	100		Yes	2	
3	Commerce III - Management: Functions and Challenges	NMUBCOM304	45	3	2 1/2	25	75	100	25	75	100		Yes	3	
4	Business Economics III - Macroeconomics	NMUBCOM305	45	3	2 1/2	25	75	100	25	75	100		Yes	4	
5	Computer Programming I	NMUBCOM306	45	3	2 1/2	25	75	100	25	75	100		Yes	5	
	OR														
5	Advertising I	NMUBCOM307	45	3	2 1/2	25	75	100	25	75	100		Yes	5	
6	Foundation Course -	NMUBCOM30	30	2	2 1/2	25	75	100	25	75	100		Yes	6	



	Contemporary Issues III	8													
7	Business Law I	NMUBCOM309	45	3	2 1/2	25	75	100	25	75	100		Yes	7	

Name of the Programme: Bachelor of Commerce (B.COM)					Semester: IV Year of the Programme: Second Year										
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme										
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority	Sign of HOD
1	Accountancy and Financial Management IV	NMUBCOM401	45	3	2 1/2	25	75	100	25	75	100		Yes	1	
2	Financial Accounting and Auditing – Auditing	NMUBCOM402	45	3	2 1/2	25	75	100	25	75	100		Yes	2	
	OR														
2	Business Management - Marketing Management II	NMUBCOM403	45	3	2 1/2	25	75	100	25	75	100		Yes	2	
3	Commerce IV - Management: Production and Finance.	NMUBCOM404	45	3	2 1/2	25	75	100	25	75	100		Yes	3	
4	Business Economics IV - Foundations of Public Finance	NMUBCOM405	45	3	2 1/2	25	75	100	25	75	100		Yes	4	
5	Computer Programming II	NMUBCOM406	45	3	2 1/2	25	75	100	25	75	100		Yes	5	
	OR														

5	Advertising II	NMUBCOM407	45	3	2 1/2	25	75	100	25	75	100		Yes	5	
6	Foundation Course - Contemporary Issues IV	NMUBCOM408	30	2	2 1/2	25	75	100	25	75	100		Yes	6	
7	Business Law II	NMUBCOM409	45	3	2 1/2	25	75	100	25	75	100		Yes	7	

Name of the Programme: Bachelor of Commerce (B.COM)					Semester: V Year of the Programme: Third Year										
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme										
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority	Sign of HOD
1	Financial Accounting and Auditing VII - Financial Accounting	NMUBCOM501	60	4	2 1/2	25	75	100	25	75	100		Yes	1	
2	Financial Accounting and Auditing VIII - Cost Accounting	NMUBCOM502	60	4	2 1/2	25	75	100	25	75	100		Yes	2	
	OR														
1	Business Management Paper I- Management and Organisation Development	NMUBCOM503	60	4	2 1/2	25	75	100	25	75	100		Yes	1	
2	Business Management Paper II - Financial Management.	NMUBCOM504	60	4	2 1/2	25	75	100	25	75	100		Yes	2	
3	Commerce V -Marketing	NMUBCOM505	45	3	2 1/2	25	75	100	25	75	100		Yes	3	
4	Business Economics V - Macroeconomic Aspects of Indian Economy	NMUBCOM506	45	3	2 1/2	25	75	100	25	75	100		Yes	4	

5	Direct and Indirect Taxation Paper I	NMUBCOM507	45	3	2 1/2	25	75	100	25	75	100		Yes	5	
6	Elements of Operational Research Paper I	NMUBCOM508	45	3	2 1/2	25	75	100	25	75	100		Yes	6	
7	Export Marketing Paper I	NMUBCOM509	45	3	2 1/2	25	75	100	25	75	100		Yes	7	
8	Computer Systems and Applications Paper I	NMUBCOM510	45	3	2 1/2	25	75	100	25	75	100		Yes	8	
9	Psychology of Human Behaviour at Work Paper I	NMUBCOM511	45	3	2 1/2	25	75	100	25	75	100		Yes	9	

Name of the Programme: Bachelor of Commerce (B.COM)						Semester: VI Year of the Programme: Third Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits			Examination Scheme								Sign of HOD
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority	
1	Financial Accounting and Auditing IX - Financial Accounting	NMUBCOM601	60	4	2 1/2	25	75	100	25	75	100		Yes	1	
2	Financial Accounting and Auditing X - Cost Accounting	NMUBCOM602	60	4	2 1/2	25	75	100	25	75	100		Yes	2	
	OR														
1	Business Management Paper III - Management and Organisation Development.	NMUBCOM603	60	4	2 1/2	25	75	100	25	75	100		Yes	1	

<b>2</b>	Business Management Paper IV - Financial Management	NMUBCOM604	60	4	2 1/2	25	75	100	25	75	100		Yes	<b>2</b>	
<b>3</b>	Commerce VI - Human Resource Management	NMUBCOM605	45	3	2 1/2	25	75	100	25	75	100		Yes	<b>3</b>	
<b>4</b>	Business Economics VI - International Economics	NMUBCOM606	45	3	2 1/2	25	75	100	25	75	100		Yes	<b>4</b>	
<b>5</b>	Direct and Indirect Taxation Paper II	NMUBCOM607	45	3	2 1/2	25	75	100	25	75	100		Yes	<b>5</b>	
<b>6</b>	Elements of Operational Research Paper II	NMUBCOM608	45	3	2 1/2	25	75	100	25	75	100		Yes	<b>6</b>	
<b>7</b>	Export Marketing Paper II	NMUBCOM609	45	3	2 1/2	25	75	100	25	75	100		Yes	<b>7</b>	
<b>8</b>	Computer Systems and Applications Paper II	NMUBCOM610	45	3	2 1/2	25	75	100	25	75	100		Yes	<b>8</b>	
<b>9</b>	Psychology of Human Behaviour at Work Paper II	NMUBCOM611	45	3	2 1/2	25	75	100	25	75	100		Yes	<b>9</b>	

## Bachelor of Commerce (Honours)

Name of the Programme: Bachelor of Commerce (Hon)					Semester: I Year of the Programme : First Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Accounting I	NMUBCOMH101	90	6	2 1/2	25	75	100	25	75	100		Yes	1
2	Cost & Management Accounting I	NMUBCOMH102	60	4	2 1/2	25	75	100	25	75	100		Yes	2
3	Income Tax Law I	NMUBCOMH103	60	4	2 1/2	25	75	100	25	75	100		Yes	3
4	Mathematical and Statistical Techniques I	NMUBCOMH104	60	4	2 1/2	25	75	100	25	75	100		Yes	4
5	Microeconomics	NMUBCOMH105	45	3	2 1/2	25	75	100	25	75	100		Yes	5
6	Business Law I	NMUBCOMH106	45	3	2 1/2	25	75	100	25	75	100		Yes	6
7	Business Communication	NMUBCOMH107	45	3	2 1/2	25	75	100	25	75	100		Yes	7

Name of the Programme: Bachelor of Commerce (Hon)					Semester: II Year of the Programme : First Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Accounting II	NMUBCOMH201	90	6	2 1/2	25	75	100	25	75	100		Yes	1
2	Cost & Management Accounting II	NMUBCOMH202	60	4	2 1/2	25	75	100	25	75	100		Yes	2
3	Income Tax Law II	NMUBCOMH203	60	4	2 1/2	25	75	100	25	75	100		Yes	3
4	Mathematical and Statistical Techniques II	NMUBCOMH204	60	4	2 1/2	25	75	100	25	75	100		Yes	4
5	Macroeconomics	NMUBCOMH205	45	3	2 1/2	25	75	100	25	75	100		Yes	5
6	Business Law II	NMUBCOMH206	45	3	2 1/2	25	75	100	25	75	100		Yes	6
7	Environmental Studies	NMUBCOMH207	45	3	2 1/2	25	75	100	25	75	100		Yes	7

Name of the Programme: Bachelor of Commerce (Hon) v					Semester: III Year of the Programme : Second Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightag e (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Templat e Assigned	GR Applicabi lity	Priority
1	Advanced Accounting-I	NMUBCOMH30 1	90	6	2 1/2	25	75	100	25	75	100		Yes	1
2	Auditing & Assurance-I	NMUBCOMH30 2	45	3	2 1/2	25	75	100	25	75	100		Yes	2
3	Indirect Tax	NMUBCOMH30 3	60	4	2 1/2	25	75	100	25	75	100		Yes	3
4	Financial Management-I	NMUBCOMH30 4	45	3	2 1/2	25	75	100	25	75	100		Yes	4
5	Advanced Macro Economics	NMUBCOMH30 5	45	3	2 1/2	25	75	100	25	75	100		Yes	5
6	Strategic Management	NMUBCOMH30 6	45	3	2 1/2	25	75	100	25	75	100		Yes	6
7	Corporate Law	NMUBCOMH30 7	60	4	2 1/2	25	75	100	25	75	100		Yes	7

Name of the Programme: Bachelor of Commerce (Hon)					Semester: V Year of the Programme : Third Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	<b>Corporate Financial Reporting -I</b>	NMUBCOMH501	<b>75</b>	5	2 1/2	25	75	100	25	75	100		Yes	1
2	<b>Investment Analysis and Portfolio Management</b>	NMUBCOMH502	<b>60</b>	4	2 1/2	25	75	100	25	75	100		Yes	2
3	<b>Indian Economy Issues &amp; Prospects</b>	NMUBCOMH503	<b>45</b>	3	2 1/2	25	75	100	25	75	100		Yes	3
4	<b>Wealth Management</b>	NMUBCOMH504	<b>45</b>	3	2 1/2	25	75	100	25	75	100		Yes	4
5	<b>Internship</b>	NMUBCOMH505	<b>45</b>	3	2 1/2	25	75	100	25	75	100		Yes	5
6	<b>Ethics and Governance</b>	NMUBCOMH506	<b>45</b>	3	2 1/2	25	75	100	25	75	100		Yes	6



Name of the Programme: Bachelor of Commerce (Hon)					Semester: VI Year of the Programme : Third Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	<b>Corporate Financial Reporting -II</b>	NMUBCOMH601	<b>75</b>	5	2 1/2	25	75	100	25	75	100		Yes	1
2	<b>Derivative Analysis and Valuation</b>	NMUBCOMH602	<b>60</b>	4	2 1/2	25	75	100	25	75	100		Yes	2
3	<b>International Trade and Foreign Exchange</b>	NMUBCOMH603	<b>45</b>	3	2 1/2	25	75	100	25	75	100		Yes	3
4	<b>Project Work</b>	NMUBCOMH604	<b>45</b>	3	--	--	100	100	--	100	100		No	4
5	<b>Organisation Behaviour and Human Resource Management</b>	NMUBCOMH605	<b>45</b>	3	2 1/2	25	75	100	25	75	100		Yes	5
6	<b>Entrepreneurship Management</b>	NMUBCOMH606	<b>45</b>	3	2 1/2	25	75	100	25	75	100		Yes	6

Bachelor of Management Studies  
BMS

Name of the Programme: Bachelor of Management Studies (BMS)					Semester: I Year of the Programme : First Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Introduction to Financial Accounts	NMUBMS101	45	3	2 1/2	25	75	100	25	75	100		Yes	1
2	Business Law	NMUBMS102	45	3	2 1/2	25	75	100	25	75	100		Yes	2
3	Business Statistics	NMUBMS103	45	3	2 1/2	25	75	100	25	75	100		Yes	3
4	Business Communication	NMUBMS104	45	3	2 1/2	25	75	100	25	75	100		Yes	4
5	Environmental Management	NMUBMS105	30	2	2 1/2	25	75	100	25	75	100		Yes	5
6	Micro Economics	NMUBMS106	60	4	2 1/2	25	75	100	25	75	100		Yes	6
7	Workplace Psychology and Organisational Behaviour	NMUBMS107	60	4	2 1/2	25	75	100	25	75	100		Yes	7

Name of the Programme: Bachelor of Management Studies (BMS)					Semester: II Year of the Programme : First Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Principles of Marketing	NMUBMS201	45	3	2 1/2	25	75	100	25	75	100		Yes	1
2	Industrial Law	NMUBMS202	45	3	2 1/2	25	75	100	25	75	100		Yes	2
3	Business Mathematics	NMUBMS203	45	3	2 1/2	25	75	100	25	75	100		Yes	3
4	Basics of Financial Services	NMUBMS204	45	3	2 1/2	25	75	100	25	75	100		Yes	4
5	Information Technology in Business Management	NMUBMS205	30	2	2 1/2	25	75	100	25	75	100		Yes	5
6	Macro Economics	NMUBMS206	60	4	2 1/2	25	75	100	25	75	100		Yes	6
7	Principles of Management	NMUBMS207	60	4	2 1/2	25	75	100	25	75	100		Yes	7

Name of the Programme: Bachelor of Management Studies (BMS)					Semester: III Year of the Programme : Second Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Basics of Financial Services	NMUBMS301	45	3	2 1/2	25	75	100	25	75	100		Yes	1
2	Corporate Finance	NMUBMS302	45	3	2 1/2	25	75	100	25	75	100		Yes	2
3	Advertising	NMUBMS303	45	3	2 1/2	25	75	100	25	75	100		Yes	3
4	Consumer Behaviour	NMUBMS304	45	3	2 1/2	25	75	100	25	75	100		Yes	4
5	IT in Business Management I	NMUBMS305	30	2	2 1/2	25	75	100	25	75	100		Yes	5
6	Accounting for Managerial Decisions	NMUBMS306	45	3	2 1/2	25	75	100	25	75	100		Yes	6
7	Business Planning and Entrepreneurship	NMUBMS307	45	3	2 1/2	25	75	100	25	75	100		Yes	7
8	Foundation Course III - Environmental Management	NMUBMS308	45	3	2 1/2	25	75	100	25	75	100		Yes	8
9	Strategic Management	NMUBMS309	45	3	2 1/2	25	75	100	25	75	100		Yes	9

Name of the Programme: Bachelor of Management Studies (BMS)					Semester: IV Year of the Programme : Second Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Auditing	NMUBMS401	45	3	2 1/2	25	75	100	25	75	100		Yes	1
2	Financial Institutions & Markets	NMUBMS402	45	3	2 1/2	25	75	100	25	75	100		Yes	2
3	Integrated Marketing Communication	NMUBMS403	45	3	2 1/2	25	75	100	25	75	100		Yes	3
4	Rural Marketing	NMUBMS404	45	3	2 1/2	25	75	100	25	75	100		Yes	4
5	IT in Business Management II	NMUBMS405	30	2	2 1/2	25	75	100	25	75	100		Yes	5
6	Business Economics II	NMUBMS406	45	3	2 1/2	25	75	100	25	75	100		Yes	6
7	Business Research Methods	NMUBMS407	45	3	2 1/2	25	75	100	25	75	100		Yes	7
8	Foundation Course IV - Ethics & Governance	NMUBMS408	45	3	2 1/2	25	75	100	25	75	100		Yes	8
9	Production & Total Quality Management	NMUBMS409	45	3	2 1/2	25	75	100	25	75	100		Yes	9

Name of the Programme: Bachelor of Management Studies (BMS)					Semester: V Year of the Programme : Third Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Investment Analysis and Portfolio Management	NMUBMS501	45	3	2 1/2	25	75	100	25	75	100		Yes	1
2	Commodity and Derivatives Market	NMUBMS502	45	3	2 1/2	25	75	100	25	75	100		Yes	2
3	Wealth Management	NMUBMS503	45	3	2 1/2	25	75	100	25	75	100		Yes	3
4	Direct Tax	NMUBMS504	45	3	2 1/2	25	75	100	25	75	100		Yes	4
5	E-Commerce & Digital Marketing	NMUBMS505	45	3	2 1/2	25	75	100	25	75	100		Yes	5
6	Services Marketing	NMUBMS506	45	3	2 1/2	25	75	100	25	75	100		Yes	6
7	Sales & Distribution Management	NMUBMS507	45	3	2 1/2	25	75	100	25	75	100		Yes	7
8	Customer Relationship Management	NMUBMS508	45	3	2 1/2	25	75	100	25	75	100		Yes	8
9	Logistics & Supply Chain Management	NMUBMS509	60	4	2 1/2	25	75	100	25	75	100		Yes	9
10	Corporate Communication and Public Relations	NMUBMS510	60	4	2 1/2	25	75	100	25	75	100		Yes	10

Name of the Programme: Bachelor of Management Studies (BMS)					Semester: VI Year of the Programme : Third Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	International Finance	NMUBMS601	45	3	2 1/2	25	75	100	25	75	100		Yes	1
2	Innovative Financial Services	NMUBMS602	45	3	2 1/2	25	75	100	25	75	100		Yes	2
3	Project Management	NMUBMS603	45	3	2 1/2	25	75	100	25	75	100		Yes	3
4	Indirect Tax	NMUBMS604	45	3	2 1/2	25	75	100	25	75	100		Yes	4
5	Brand Management	NMUBMS605	45	3	2 1/2	25	75	100	25	75	100		Yes	5
6	Retail Management	NMUBMS606	45	3	2 1/2	25	75	100	25	75	100		Yes	6
7	International Marketing	NMUBMS607	45	3	2 1/2	25	75	100	25	75	100		Yes	7
8	Media Planning &	NMUBMS608	45	3	2 1/2	25	75	100	25	75	100		Yes	8

	Management													
9	Operations Research	NMUBMS609	60	4	2 <sup>1/2</sup>	25	75	100	25	75	100		Yes	9
10	Project Work	NMUBMS610	---	4	--	--	100	100	--	100	100		No	10



## Bachelor of Commerce (Accounts & Finance)

B.A.F.

Name of the Programme: Bachelor of Commerce (Accounting & Finance)					Semester: I Year of the Programme : First Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teachi ng	Total no. of credi ts	Examination Scheme									
					Exam duratio n (hrs.)	Internal Assessm ent %	Term End Exam %	Total Weight age (100%)	Int. Assessm ent max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Templ ate Assign ed	GR Applic ability	Priorit y
1	Financial Accounting I	NMUBAF101	60	4	2 1/2	25	75	100	25	75	100		Yes	1
2	Cost Accounting I	NMUBAF102	60	4	2 1/2	25	75	100	25	75	100		Yes	2
3	Financial Management I	NMUBAF103	60	4	2 1/2	25	75	100	25	75	100		Yes	3
4	Business Communication I	NMUBAF104	30	2	2 1/2	25	75	100	25	75	100		Yes	4
5	Foundation Course I	NMUBAF105	30	2	2 1/2	25	75	100	25	75	100		Yes	5
6	New Venture Planning	NMUBAF106	45	3	2 1/2	25	75	100	25	75	100		Yes	6
7	Business Mathematics & Statistics	NMUBAF107	45	3	2 1/2	25	75	100	25	75	100		Yes	7

Name of the Programme: Bachelor of Commerce (Accounting & Finance)					Semester: II Year of the Programme : First Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightag e (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Templat e Assigned	GR Applicabi lity	Priority
1	Financial Accounting II	NMUBAF201	60	4	2 1/2	25	75	100	25	75	100		Yes	1
2	Financial Markets & Services	NMUBAF202	60	4	2 1/2	25	75	100	25	75	100		Yes	2
3	Financial Management II	NMUBAF203	60	4	2 1/2	25	75	100	25	75	100		Yes	3
4	Business Communication II	NMUBAF204	30	2	2 1/2	25	75	100	25	75	100		Yes	4
5	Foundation Course II	NMUBAF205	30	2	2 1/2	25	75	100	25	75	100		Yes	5
6	Business Law I	NMUBAF206	45	3	2 1/2	25	75	100	25	75	100		Yes	6
7	Business Economics I	NMUBAF207	45	3	2 1/2	25	75	100	25	75	100		Yes	7

Name of the Programme: Bachelor of Commerce (Accounting & Finance)					Semester: III Year of the Programme : Second Year									
Sr. No	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weight age (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Financial Accounting III - Special Accounting Areas	NMUBAF301	45	3	2 1/2	25	75	100	25	75	100		Yes	1
2	Cost Accounting II - Methods of Costing	NMUBAF302	45	3	2 1/2	25	75	100	25	75	100		Yes	2
3	Taxation II - Direct Taxes I	NMUBAF303	45	3	2 1/2	25	75	100	25	75	100		Yes	3
4	Information Technology in Accountancy I	NMUBAF304	45	3	2 1/2	25	75	100	25	75	100		Yes	4
5	Foundation Course in Commerce III -Financial Market Operations	NMUBAF305	30	2	2 1/2	25	75	100	25	75	100		Yes	5
6	Business Law II - Business Regulatory Framework	NMUBAF306	45	3	2 1/2	25	75	100	25	75	100		Yes	6
7	Business Economics II	NMUBAF307	45	3	2 1/2	25	75	100	25	75	100		Yes	7

Name of the Programme: Bachelor of Commerce (Accounting & Finance)						Semester: IV Year of the Programme : Second Year								
Sr. No .	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits		Examination Scheme								
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weight age (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Financial Accounting IV - Special Accounting Areas	NMUBAF401	45	3	2 1/2	25	75	100	25	75	100		Yes	1
2	Management Accounting - Introduction to Management Accounting	NMUBAF402	45	3	2 1/2	25	75	100	25	75	100		Yes	2
3	Taxation III - Direct Taxes II	NMUBAF403	45	3	2 1/2	25	75	100	25	75	100		Yes	3
4	Information Technology in Accountancy II	NMUBAF404	45	3	2 1/2	25	75	100	25	75	100		Yes	4
5	Foundation Course in Management IV - Introduction to Management	NMUBAF405	30	2	2 1/2	25	75	100	25	75	100		Yes	5
6	Business Law III - Company Law	NMUBAF406	45	3	2 1/2	25	75	100	25	75	100		Yes	6
7	Research Methodology in	NMUBAF407	45	3	2 1/2	25	75	100	25	75	100		Yes	7

Accounting and Finance														
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Name of the Programme: Bachelor of Commerce (Accounting & Finance)					Semester: V Year of the Programme : Third Year									
Sr. No	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teachi ng	Total no. of credi ts	Examination Scheme									
					Exam duratio n (hrs.)	Internal Assessm ent %	Term End Exam %	Total Weight age (100%)	Int. Assessm ent max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Templ ate Assign ed	GR Applic ability	Priorit y
1	Cost Accounting III	NMUBAF501	45	3	2 1/2	25	75	100	25	75	100		Yes	1
2	Financial Management II	NMUBAF502	45	3	2 1/2	25	75	100	25	75	100		Yes	2
3	Taxation IV - Indirect Taxes II	NMUBAF503	45	3	2 1/2	25	75	100	25	75	100		Yes	3
4	International Finance	NMUBAF504	45	3	2 1/2	25	75	100	25	75	100		Yes	4
5	Financial Accounting V	NMUBAF505	60	4	2 1/2	25	75	100	25	75	100		Yes	5
6	Financial Accounting VI	NMUBAF506	60	4	2 1/2	25	75	100	25	75	100		Yes	6

Name of the Programme: Bachelor of Commerce (Accounting & Finance)					Semester: VI Year of the Programme : Third Year									
Sr. No	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teachi ng	Total no. of credi ts	Examination Scheme									
					Exam duratio n (hrs.)	Internal Assessm ent %	Term End Exam %	Total Weight age (100%)	Int. Assessm ent max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Templ ate Assign ed	GR Applic ability	Priorit y
1	Cost Accounting IV	NMUBAF601	45	3	2 1/2	25	75	100	25	75	100		Yes	1
2	Financial Management III	NMUBAF602	45	3	2 1/2	25	75	100	25	75	100		Yes	2
3	Taxation V - Indirect Taxes III	NMUBAF603	45	3	2 1/2	25	75	100	25	75	100		Yes	3
4	Security Analysis and Portfolio Management	NMUBAF604	45	3	2 1/2	25	75	100	25	75	100		Yes	4
5	Financial Accounting VII	NMUBAF605	60	4	2 1/2	25	75	100	25	75	100		Yes	5
6	Project Work II	NMUBAF606	----	4	--	--	100	100	--	100	100		No	6

## Bachelor of Commerce (Financial Markets)

### BFM

Name of the Programme: Bachelor of Commerce (Financial Markets)					Semester: I Year of the Programme : First Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weight age (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Financial Accounting I	NMUBFM101	45	03	2 1/2	25	75	100	25	75	100		Yes	1
2	Foundations of Finance	NMUBFM102	45	03	2 1/2	25	75	100	25	75	100		Yes	2
3	Business Mathematics	NMUBFM103	45	03	2 1/2	25	75	100	25	75	100		Yes	3
4	Communication Skills	NMUBFM104	45	03	2 1/2	25	75	100	25	75	100		Yes	4
5	Business Ethics and Corporate Governance	NMUBFM105	45	03	2 1/2	25	75	100	25	75	100		Yes	5
6	Business Environment	NMUBFM106	60	04	2 1/2	25	75	100	25	75	100		Yes	6

7	Micro Economics	NMUBFM107	60	04	2 1/2	25	75	100	25	75	100		Yes	7

Name of the Programme: Bachelor of Commerce (Financial Markets)					Semester: II Year of the Programme : First Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Financial Accounting II	NMUBFM201	45	03	2 1/2	25	75	100	25	75	100		Yes	1
2	Principles of Management	NMUBFM202	45	03	2 1/2	25	75	100	25	75	100		Yes	2
3	Business Statistics	NMUBFM203	45	03	2 1/2	25	75	100	25	75	100		Yes	3
4	Corporate Communication	NMUBFM204	45	03	2 1/2	25	75	100	25	75	100		Yes	4
5	Computer skills	NMUBFM205	45	03	2 1/2	25	75	100	25	75	100		Yes	5
6	Principles and Practices of Banking and Insurance	NMUBFM206	60	04	2 1/2	25	75	100	25	75	100		Yes	6
7	Macro Economics	NMUBFM207	60	04	2 1/2	25	75	100	25	75	100		Yes	7



Name of the Programme: Bachelor of Commerce (Financial Markets)					Semester: III Year of the Programme : Second Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Templat e Assigned	GR Applicabi lity	Priority
1	Debt Markets 1	NMUBFM301	45	03	2 1/2	25	75	100	25	75	100		Yes	1
2	Equity Markets 1	NMUBFM302	45	03	2 1/2	25	75	100	25	75	100		Yes	2
3	Commodities Markets	NMUBFM303	45	03	2 1/2	25	75	100	25	75	100		Yes	3
4	Business Law 1	NMUBFM304	45	03	2 1/2	25	75	100	25	75	100		Yes	4
5	Foundation Course in Financial Markets FC III- Money Markets	NMUBFM305	30	02	2 1/2	25	75	100	25	75	100		Yes	5
6	Management Accounting	NMUBFM306	45	03	2 1/2	25	75	100	25	75	100		Yes	6
7	Computer skills 1	NMUBFM307	45	03	2 1/2	25	75	100	25	75	100		Yes	7

Name of the Programme: Bachelor of Commerce (Financial Markets)					Semester: IV Year of the Programme : Second Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightag e (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Templat e Assigned	GR Applicabi lity	Priority
1	Debt Markets 2	NMUBFM401	45	03	2 1/2	25	75	100	25	75	100		Yes	1
2	Equity Markets 2	NMUBFM402	45	03	2 1/2	25	75	100	25	75	100		Yes	2
3	Commodities Derivatives	NMUBFM403	45	03	2 1/2	25	75	100	25	75	100		Yes	3
4	Business Law 2	NMUBFM404	45	03	2 1/2	25	75	100	25	75	100		Yes	4
5	Foundation Course in Financial Markets FC IV- Foreign Exchange Markets	NMUBFM405	30	02	2 1/2	25	75	100	25	75	100		Yes	5
6	Corporate Finance	NMUBFM406	45	03	2 1/2	25	75	100	25	75	100		Yes	6
7	Business Economics 2	NMUBFM407	45	03	2 1/2	25	75	100	25	75	100		Yes	7

Name of the Programme: Bachelor of Commerce (Financial Markets)					Semester: V Year of the Programme : Third Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Templat e Assigned	GR Applicabi lity	Priority
1	Marketing in Financial Services	NMUBFM501	45	03	2 1/2	25	75	100	25	75	100		Yes	1
2	Technical Analysis	NMUBFM502	45	03	2 1/2	25	75	100	25	75	100		Yes	2
3	Corporate Accounting	NMUBFM503	45	03	2 1/2	25	75	100	25	75	100		Yes	3
4	Direct Tax - Income Tax	NMUBFM504	45	03	2 1/2	25	75	100	25	75	100		Yes	4
5	Financial Derivatives	NMUBFM505	60	04	2 1/2	25	75	100	25	75	100		Yes	5
6	Business Ethics & Corporate	NMUBFM506	60	04	2 1/2	25	75	100	25	75	100		Yes	6

	Governance													
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Name of the Programme: Bachelor of Commerce (Financial Markets)					Semester: VI Year of the Programme : Third Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightag e (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Templat e Assigned	GR Applicabi lity	Priority
1	Venture Capital & Private Equity	NMUBFM601	45	03	2 1/2	25	75	100	25	75	100		Yes	1
2	Mutual Fund Management	NMUBFM602	45	03	2 1/2	25	75	100	25	75	100		Yes	2
3	Organizational Behavior	NMUBFM603	45	03	2 1/2	25	75	100	25	75	100		Yes	3
4	Indirect Tax - GST	NMUBFM604	45	03	2 1/2	25	75	100	25	75	100		Yes	4
5	Risk Management	NMUBFM605	60	04	2 1/2	25	75	100	25	75	100		Yes	5
6	Project 1	NMUBFM606	---	04	--	--	100	100	--	100	100		No	6

## Bachelor of Science (information Technology)

### Bsc IT

Name of the Programme: Bachelor of Science(Information Technology)					Semester: I Year of the Programme : First Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Structured Programming using C	NMUBSCIT101	60	4	2 1/2	25	75	100	25	75	100	--	Yes	1
	C Programming Practical	NMUBSCITP101	30	1	1 1/2	50	--	100	50	--	50	--	No	
2	Web Programming	NMUBSCIT102	60	4	2 1/2	25	75	100	25	75	100	--	Yes	2
	Web Programming Practical	NMUBSCITP102	30	1	1 1/2	50	--	100	50	--	50	--	No	

3	<u>Basics of Computer Hardware &amp; Operating Systems</u>	<b>NMUBSCIT103</b>	<b>60</b>	4	2 <sup>1/2</sup>	25	75	100	25	75	100	--	Yes	3
	Hardware & Operating System Practical	<b>NMUBSCITP103</b>	<b>30</b>	1	1 <sup>1/2</sup>	50	--	100	50	--	50	--	No	
4	<u>Discrete Mathematics</u>	<b>NMUBSCIT104</b>	<b>60</b>	4	2 <sup>1/2</sup>	25	75	100	25	75	100	--	Yes	4
	Discrete Mathematics Practical	<b>NMUBSCITP104</b>	<b>30</b>	1	1 <sup>1/2</sup>	50	--	100	50	--	50	--	No	
5	<u>Communication Skills</u>	<b>NMUBSCIT105</b>	<b>45</b>	3	2 <sup>1/2</sup>	25	75	100	25	75	100	--	Yes	5
	Communication Skills Practical	<b>NMUBSCITP105</b>	<b>30</b>	1	1 <sup>1/2</sup>	50	--	100	50	--	50	--	No	

<b>Name of the Programme: Bachelor of Science(Information Technology)</b>					<b>Semester: II Year of the Programme : First Year</b>									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	<u>Object Oriented Programming</u>	<b>NMUBSCIT201</b>	<b>60</b>	4	2 <sup>1/2</sup>	25	75	100	25	75	100	-	Yes	1
	Object oriented Programming Practical	<b>NMUBSCITP201</b>	<b>30</b>	1	1 <sup>1/2</sup>	50	-	100	50	-	50	-	No	
2	<u>Microprocessor Design and Programming</u>	<b>NMUBSCIT202</b>	<b>60</b>	4	2 <sup>1/2</sup>	25	75	100	25	75	100	-	Yes	2
	Microprocessor Design and	<b>NMUBSCITP202</b>	<b>30</b>	1	1 <sup>1/2</sup>	50	-	100	50	-	50	-	No	

	Programming Practical													
3	<u>Notion of Operating System</u>	NMUBSCIT203	60	4	2 1/2	25	75	100	25	75	100	-	Yes	3
	Linux Operating System Practical	NMUBSCITP203	30	1	1 1/2	50	-	100	50	-	50	-	No	
4	<u>Statistical Methods for Data Science</u>	NMUBSCIT204	60	4	2 1/2	25	75	100	25	75	100	-	Yes	4
	Statistical Methods for Data Science Practical	NMUBSCITP204	30	1	1 1/2	50	-	100	50	-	50	-	No	
5	<u>Digital Marketing</u>	NMUBSCIT205	45	3	2 1/2	25	75	100	25	75	100	-	Yes	5
	Digital Marketing Practical	NMUBSCITP205	30	1	1 1/2	50	-	100	50	-	50	-	No	

Name of the Programme: Bachelor of Science(Information Technology)					Semester: III Year of the Programme : Second Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	<u>Python Programming</u>	NMUBSCIT301	60	2	2 1/2	25	75	100	25	75	100	-	Yes	1
	Python Programming Practical	NMUBSCITP301	30	2	1 1/2	50	-	100	50	-	50	-	No	
2	<u>Data Structures</u>	NMUBSCIT302	60	2	2 1/2	25	75	100	25	75	100	-	Yes	2
	Data Structures Practical	NMUBSCITP302	30	2	1 1/2	50	-	100	50	-	50	-	No	

3	<u>Computer Networks</u>	<b>NMUBSCIT303</b>	<b>60</b>	2	2 1/2	25	75	100	25	75	100	-	Yes	3
	Computer Networks Practical	<b>NMUBSCITP303</b>	<b>30</b>	2	1 1/2	50	-	100	50	-	50	-	No	
4	<u>Database Management Systems</u>	<b>NMUBSCIT304</b>	<b>60</b>	2	2 1/2	25	75	100	25	75	100	-	Yes	4
	Database Management Systems Practical	<b>NMUBSCITP304</b>	<b>30</b>	2	1 1/2	50	-	100	50	-	50	-	No	
5	<u>Applied Mathematics</u>	<b>NMUBSCIT305</b>	<b>60</b>	2	2 1/2	25	75	100	25	75	100	-	Yes	5
	Mobile Programming Practical	<b>NMUBSCITP305</b>	<b>30</b>	2	1 1/2	50	-	100	50	-	50	-	No	

Name of the Programme: Bachelor of Science(Information Technology)					Semester: IV Year of the Programme : Second Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Core Java	<b>NMUBSCIT401</b>	<b>60</b>	2	2 1/2	25	75	100	25	75	100	-	Yes	1
	Core Java Practical	<b>NMUBSCITP401</b>	<b>30</b>	2	1 1/2	50	-	100	50	-	50	-	No	
2	Introduction to Embedded Systems	<b>NMUBSCIT402</b>	<b>60</b>	2	2 1/2	25	75	100	25	75	100	-	Yes	2
	Introduction to Embedded Systems Practical	<b>NMUBSCITP402</b>	<b>30</b>	2	1 1/2	50	-	100	50	-	50	-	No	
3	Computer Oriented	<b>NMUBSCIT403</b>	<b>60</b>	2	2 1/2	25	75	100	25	75	100	-	Yes	3



	Statistical Techniques													
	Computer Oriented Statistical Techniques Practical	NMUBSCITP403	30	2	1 <sup>1/2</sup>	50	-	100	50	-	50	-	No	
4	Software Engineering	NMUBSCIT404	60	2	2 <sup>1/2</sup>	25	75	100	25	75	100	-	Yes	4
	Software Engineering Practical	NMUBSCITP404	30	2	1 <sup>1/2</sup>	50	-	100	50	-	50	-	No	
5	Computer Graphics and Animation	NMUBSCIT405	60	2	2 <sup>1/2</sup>	25	75	100	25	75	100	-	Yes	5
	Computer Graphics and Animation Practical	NMUBSCITP405	30	2	1 <sup>1/2</sup>	50	-	100	50	-	50	-	No	

Name of the Programme: Bachelor of Science(Information Technology)					Semester: V Year of the Programme : Third Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Software Project Management	NMUBSCIT501	60	2	2 <sup>1/2</sup>	25	75	100	25	75	100		Yes	1
	Project Report	NMUBSCITP501	30	2	1 <sup>1/2</sup>	50	-	100	50	-	50		No	
2	Internet of Things	NMUBSCIT502	60	2	2 <sup>1/2</sup>	25	75	100	25	75	100		Yes	2
	Internet of Things Practical	NMUBSCITP502	30	2	1 <sup>1/2</sup>	50	-	100	50	-	50		No	

3	Artificial Intelligence	NMUBSCIT503	60	2	2 <sup>1/2</sup>	25	75	100	25	75	100		Yes	3
	Artificial Intelligence Practical	NMUBSCITP503	30	2	1 <sup>1/2</sup>	50	-	100	50	-	50		No	
4	Advanced Web Programming	NMUBSCIT504	60	2	2 <sup>1/2</sup>	25	75	100	25	75	100		Yes	4
	Advanced Web Programming Practical	NMUBSCITP504	30	2	1 <sup>1/2</sup>	50	-	100	50	-	50		No	
5	Enterprise Java	NMUBSCIT505	60	2	2 <sup>1/2</sup>	25	75	100	25	75	100		Yes	5
	Enterprise Java Practical	NMUBSCITP505	30	2	1 <sup>1/2</sup>	50	-	100	50	-	50		No	

Name of the Programme: Bachelor of Science(Information Technology)					Semester: VI Year of the Programme : Third Year									
Sr. No.	Name of the Module (Subject)	Module Code	Total no. of hours of Class Room Teaching	Total no. of credits	Examination Scheme									
					Exam duration (hrs.)	Internal Assessment %	Term End Exam %	Total Weightage (100%)	Int. Assessment max. marks	Term End Exam Max. Marks	Total Aggr. Marks	Template Assigned	GR Applicability	Priority
1	Software Quality Assurance	NMUBSCIT601	60	2	2 <sup>1/2</sup>	25	75	100	25	75	100	--	Yes	1
	Project Implementation	NMUBSCITP601	30	2	--	--	150	100	--	--	150	--	No	
2	Security in Computing	NMUBSCIT602	60	2	2 <sup>1/2</sup>	25	75	100	25	75	100	--	Yes	2
	Security in Computing Practical	NMUBSCITP602	30	2	1 <sup>1/2</sup>	50	--	100	50	--	50	--	No	
3	Business Intelligence	NMUBSCIT603	60	2	2 <sup>1/2</sup>	25	75	100	25	75	100	--	Yes	3
	Business Intelligence Practical	NMUBSCITP603	30	2	1 <sup>1/2</sup>	50	--	100	50	--	50	--	No	
4	Geographical Information System	NMUBSCIT604	60	2	2 <sup>1/2</sup>	25	75	100	25	75	100	--	Yes	4

	Geographical Information System Practical	<b>NMUBSCITP604</b>	<b>30</b>	<b>2</b>	1 <sup>1/2</sup>	50	--	100	50	--	50	--	No	
5	IT service Management	<b>NMUBSCIT605</b>	<b>60</b>	<b>2</b>	2 <sup>1/2</sup>	25	75	100	25	75	100	--	Yes	5
	Advanced Mobile Programming	<b>NMUBSCITP605</b>	<b>30</b>	<b>2</b>	1 <sup>1/2</sup>	50	--	100	50	--	50	--	No	

## POST GRADUATE COURSES

Masters of Commerce

MCOM

**M.Com(Advanced Accountancy/Banking & Finance/Business Management) Programmes under Autonomy**

**Programme Structure**

***M.Com I(to be implemented from the Academic Year 2020 -21)***

Total Programme Credits: 96				Overall Credits: 48			
		<b>Semester I (Total Credits:24)</b>				<b>Semester II (Total Credits:24)</b>	
Sr.No	Module Code	Module Name	Credits	Sr.No	Module Code	Module Name	Credits
1	NMPMCOM101	Strategic Management	6	1	NMPMCOM201	Research Methodology for Business	6
2	NMPMCOM102	Economics for Business Decisions	6	2	NMPMCOM202	Macro Economics Concepts and Applications	6
3	NMPMCOM103	Cost and Management Accounting	6	3	NMPMCOM203	Corporate Finance	6
4	NMPMCOM104	Business Ethics and Corporate Social Responsibility	6	4	NMPMCOM204	E-Commerce	6
			24				24

***M.Com II(Advanced Accountancy) (to be implemented from the Academic Year 2020-21)***

Total Programme Credits: 96				Overall Credits: 48			
		<b>Semester III(Total Credits:24)</b>				<b>Semester IV(Total Credits:24)</b>	

Sr.No .	Module Code	Module Name	Credit s	Sr.No .	Module Code	Module Name	Credit s
		<b>Group A: Advanced Accounting, Corporate Accounting and Financial Management</b>					
	<b>1</b>	<b>Elective Courses</b>			<b>1</b>	<b>Elective Courses</b>	
<b>1</b>	<b>NMPMCOMAA30 1</b>	<b>Advanced Financial Accounting</b>	<b>6</b>	<b>1</b>	<b>NMPMCOMAA40 1</b>	<b>Corporate Financial Accounting</b>	<b>6</b>
<b>2</b>	<b>NMPMCOMAA30 2</b>	<b>Direct Tax</b>	<b>6</b>	<b>2</b>	<b>NMPMCOMAA40 2</b>	<b>Indirect Tax - Introduction to Goods and Service Tax</b>	<b>6</b>
<b>3</b>	<b>NMPMCOMAA30 3</b>	<b>Advanced Cost Accounting</b>	<b>6</b>	<b>3</b>	<b>NMPMCOMAA40 3</b>	<b>Financial Management</b>	<b>6</b>
	<b>2</b>	<b>Project Work</b>			<b>2</b>	<b>Project Work</b>	
<b>4</b>	<b>NMPMCOMAA30 4</b>	<b>Project Work - I</b>	<b>6</b>	<b>4</b>	<b>NMPMCOMAA40 4</b>	<b>Project Work - II</b>	<b>6</b>
			<b>24</b>				<b>24</b>

### M.Com II(Business Management ) (to be implemented from the Academic Year 2020-21)

Total Programme Credits: 96

Overall Credits: 48

		<b>Semester III(Total Credits:24)</b>				<b>Semester IV(Total Credits:24)</b>	
Sr.No .	Module Code	Module Name	Credit	Sr.No .	Module Code	Module Name	Credit
		<b>Group B: Business Studies(Management)</b>					
	<b>1</b>	<b>Elective Courses</b>			<b>1</b>	<b>Elective Courses</b>	

1	NMPMCOMBM30 1	Human Resource Management	6	1	NMPMCOMBM40 1	Supply Chain Management and Logistics	6
2	NMPMCOMBM30 2	Entrepreneurial Management	6	2	NMPMCOMBM40 2	Advertising and Sales Management	6
3	NMPMCOMBM30 3	Organizational Behaviour	6	3	NMPMCOMBM40 3	Retail Management	6
	2	<i>Project Work</i>			2	<i>Project Work</i>	
4	NMPMCOMBM30 4	Project Work - I	6	4	NMPMCOMBM40 4	Project Work - II	6
			24				24

***M.Com II(Banking & Finance ) (to be implemented from the Academic Year 2020-21)***

Total Programme Credits: 96

Overall Credits: 48

<b>Semester III(Total Credits:24)</b>				<b>Semester IV(Total Credits:24)</b>			
Sr.No	Module Code	Module Name	Credits	Sr.No	Module Code	Module Name	Credits
		<b>Group C: Banking and Finance</b>					
	1	<b>Elective Courses</b>			1	<b>Elective Courses</b>	
1	NMPMCOMBF30 1	Commercial Bank Management	6	1	NMPMCOMBF40 1	International Finance	6
2	NMPMCOMBF30 2	Financial Markets	6	2	NMPMCOMBF40 2	Financial Services	6

3	NMPMCOMBF30 3	Treasury Management	6	3	NMPMCOMBF40 3	Investment Management	6
	2	<i>Project Work</i>			2	<i>Project Work</i>	
4	NMPMCOMBF30 4	Project Work - I	6	4	NMPMCOMBF40 4	Project Work - II	6
			24				24

# PHD RESEARCH CENTER

Area	Business Policy and Administration	Accountancy
Research Guide	Dr. Parag Ajgaonkar	Dr. Kedar Bhide Dr. Meghana Chotaliya
Research Advisory Committee (RAC) Chairperson	Dr. Parag Ajgaonkar	Dr. Parag Ajgaonkar
RAC Convener	Dr. Parag Ajgaonkar	Dr. Kedar Bhide
RAC Subjects Experts	Dr. Anupama Nerurkar Dr. Kinnary Thakkar	Dr. Jayant Apte Dr. Seema Shah
No. of students enrolled	01	02



# Section VI

## Examination Guidelines under Autonomy

Narsee Monjee College of Commerce & Economics

# UNDER GRADUATE SCHEME OF EXAMINATIONS, PASSING STANDARDS & PROGRESSION

## RULES (CREDIT BASED EVALUATION NORMS) FOR UNDERGRADUATE PROGRAMMES

### FACULTY OF COMMERCE

The performance of the learner will be evaluated in two components. The first component will be an Internal Assessment with a weightage of 25% of total marks per course. The second component will be a Semester End Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Internal Assessment and Semester End Examinations is as shown below:

**a) Internal Assessment – 25% of the total marks per course**

Particulars	Percentage
Class test / Assignment / Project / Practical (Computer System & Application, etc.) / Quiz etc. (any two components - to be conducted at different instants of time)	25

**b) Semester End Examinations – 75% of the total marks per course**

- i) Duration – These examinations shall be of a duration of two and a half hours.
- ii) Theory question paper pattern shall be decided by the respective Board of Studies.

**c) Passing Standards**

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of Internal Assessment and Semester End Examination. The learner should also obtain minimum of 40% marks (i.e. 10 out of 25, if the maximum marks allocated to Internal Assessment is 25) out of the total marks allotted to the Internal Assessment and minimum 40% marks out of the total marks allotted to the Semester End Examination (i.e. 30 out of 75, if the maximum marks allocated to the Semester End Examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course, in case that course consists of only Internal Assessment Component or Semester End Exam component.

Sr.	Particulars	Percentage
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Courses with a Component	No.			Practical
	1	Semester End Practical Examinations	20	
	2	Journal / Viva	05	

Courses with Projects:

A semester end evaluation of 100%, as a presentation along with a dissertation, followed by viva-voce examined by a panel of examiners. (There should be one Internal and one External Examiner for each practical examination. The average marks awarded by both the examiners will be considered as the final marks).

FACULTY OF SCIENCE (FOR B.Sc. IT)

The performance of the learner will be evaluated as follows. The first component will be an Internal Assessment Theory 25 marks, second component be internal practical 50 marks. The third component will be a Semester End Examination with 75 marks of the total marks per course. The allocation of marks for the two Internal Assessment and Semester End Examinations is as shown below :

a) Internal Component (Theory) – 25 Marks of the total marks per course

Particulars	Marks
Class test / Assignment / Project (any two components to be conducted at different instants of time)	25

b) Internal Component (Practical Breakup)

Particulars	Marks
Machine Test	30
Mini Project / Case study / Field Visit ( Report to be submitted and certified prior to Practical examination	20

c) Semester End Examination-75% of the total marks per course

- i) Duration – These examinations shall be of a duration of two and a half hours.
  - ii) Theory question paper pattern shall be decided by the respective Board of Studies.
- (Two Examiners should conduct the practical examination in each course. **For T.Y.B. Sc. One of the examiners will be external and other examiner can be internal faculty who has requisite number of years of teaching**

experience. At any given point of time no examination should be conducted by only single external or only internal examiner) The average of marks awarded by both the examiners should be considered as final marks).

**d) Passing Standards**

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of Internal Assessment Theory, Internal Assessment Practical and Semester End Examinations. The learner should also obtain minimum of 40% marks (i.e. 10 out of 25 if the maximum marks allocated to Internal Assessment Theory is 25) out of the total marks allotted to the Internal Assessment. The learner should also obtain minimum of 40% marks (i.e. 20 out of 50 if the maximum marks allocated to Internal Assessment Practical is 50) out of the total marks allotted to the Internal Assessment Practical and minimum 40% marks out of the total marks allotted to the Semester End Examination (i.e. 30 out of 75 if the maximum marks allocated to the Semester End examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course in case that course consists of only Internal Assessment Component or only Semester End Exam component.

**Performance Grading:**

A 10-point grading system will be followed for declaration of results for both Under Graduate and Post Graduate programmes. It involves calculations for a Grade Point Average (GPA) and the final Cumulative Grade Point Average (CGPA).

Grade Points and Letter Grades			
Percentage of Marks Obtained	Grade Point	Letter Grade	Performance
90.00 and above	10	O	Outstanding
80-89.99	9	A+	Excellent
70-79.99	8	A	Very Good
60-69.99	7	B+	Good
55- 59.99	6	B	Above Average
50-54.99	5	C+	Average
45-49.99	4	C	Satisfactory
40-44.99	3	D	Pass
Less than 40	0	F	Fail
Absent	--	F	Fail

PROGRESSION RULES

A learner who has passed in all the courses (as per the rules of the Passing Standards) of Semester I and Semester II examinations of the first year of the programme will be promoted to the second year of the programme concerned. A learner who has passed in all the courses of Semester III and Semester IV examinations of the second year of the programme will be promoted to the programme concerned, of the third academic year. The result of Semester VI shall be kept in abeyance until the learner passes each of the previous five semesters.

A learner who fails to pass in one or more courses in Semester I examination will be “allowed to keep terms” (ATKT) and will be permitted to attend lectures and appear for the semester-end exams of Semester II. This means that the learners will be allowed to keep terms for both the semesters during the first year of the programme, irrespective of the number of failures in any number of courses of the first and second semesters of that respective year of the programme. This criterion will apply to the subsequent years also.

Such failed learners will be allowed to appear at **Semester-end re-examination in all the ‘failed courses’** which will be conducted after declaration of the results of each semester end examination of that academic year. This re-examination will be held only once in an academic year and will be held immediately after declaration of the results of the semester concerned.

The learner is required to pay the prescribed fees for re-examinations before the commencement of the respective examination. Online applications for re-examinations (ATKT) along with the payment of prescribed fee before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online within the s time frame stipulated by the college, through the student portal.

A learner who has failed to pass in not more than three courses in the respective year of the programme i.e. two semesters taken together, after the said re-examination (as mentioned in point no. 3 above) will also be permitted to apply for admission to the next year of the programme. Such learners will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination conducted for the regular learners of the subsequent batch. A learner, who has failed to pass in more than 03 courses in the respective year of the programme i.e. both the semesters taken together, after the said re-examination (as mentioned in point no. 3 above), will not be allowed to continue to the next year of the programme. Such learners will be required to appear for the re- examination of the courses in which they have failed to pass. They will appear for the re-examination conducted for the regular learners of the subsequent batch. Such a learner will also have an option to take re-admission in the same year, which he/she failed to pass, of the programme.

The same criteria regarding re-examination as mentioned above shall be applied to Semester III and Semester IV of the second year of the programme and for Semester V and Semester VI of the third year of the programme.

With regard to promotion to the third year of the programme, a learner must have passed in all the courses of the first year of the programme.

VALIDITY OF PROGRAMMES

The learners should fulfil the requirements of the respective programmes as per the validity period given in the table below, including academic break. **No readmission/ re-examination attempts will be granted after validity period is over.** In case the validity period expires, the learner will have to seek admission, on merit basis, from the first year of the Programme.

Duration of the Programme (in years)	Maximum duration permissible for completion of the Programme (in years)
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3	6
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Narsee Monjee College of Commerce & Economics

# POST GRADUATE SCHEME OF EXAMINATIONS, PASSING STANDARDS & PROGRESSION

## RULES (CREDIT BASED EVALUATION NORMS) FOR POSTGRADUATE PROGRAMMES

### FACULTY OF COMMERCE

The performance of the learner will be evaluated in two components. The first component will be **Continuous Assessment** with a weightage of **25%** of total marks per course. The second component will be the Semester End Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Internal Assessment and Semester End examination is as shown below:

#### Internal Assessment (theory course)

Particulars	%
Class test/assignment/presentation/Project	<b>25</b>

#### b) Semester end Examination -75% of the total marks per course

- i) These examinations shall be of a duration of two and a half hours.
- ii) Theory question paper pattern shall be decided by the respective Board of Studies.

#### c) Project:

Every learner shall choose one project-based course. The project-based course will be in the form of a dissertation based on a live project or a research assignment related to the specific discipline of the parent department. To pass in the project, the learner should obtain a minimum of 40% marks out of the maximum total marks allocated to the project.

#### d) Passing Standards

To pass a course, the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of both Internal Assessment and Semester End Examination. The learner shall also obtain a minimum of 40% marks (i.e.16 out of 40 if the maximum marks allocated for Internal Assessment is 40) out of the total marks allotted to the Internal Assessment, and minimum 40% marks out of the total marks allotted to the Semester End Examination (**i.e. 30 out of 75 if the maximum marks allocated to Semester End Examination is 75**) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

#### Performance Grading:

A 10-point grading system will be followed for declaration of results for both Under Graduate and Post Graduate programmes. It involves calculations for a Grade Point Average (GPA) and the final Cumulative Grade Point Average (CGPA).

Grade Points and Letter Grades			
Percentage of Marks Obtained	Grade Point	Letter Grade	Performance
90.00 and above	10	O	Outstanding
80-89.99	9	A+	Excellent
70-79.99	8	A	Very Good
60-69.99	7	B+	Good
55- 59.99	6	B	Above Average
50-54.99	5	C+	Average
45-49.99	4	C	Satisfactory
40-44.99	3	D	Pass
Less than 40	0	F	Fail
Absent	--	F	Fail

#### PROGRESSION RULES

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

A learner shall be allowed to take admission and to keep terms and appear for Semester III examination, irrespective of number of heads of failure in the Semesters I and II.

A learner after attending Semester III is allowed to continue to Semester IV.

A learner shall be allowed to keep terms and also allowed to appear for the examinations of Semester IV, irrespective of the number of heads of failure in semester I, II and III. However, the result of the Semester IV shall be kept in abeyance until the learner passes Semester I, Semester II, and Semester III.

A learner will have to earn a minimum of 96 credits to pass the M.Com. Degree,

#### VALIDITY OF PROGRAMMES

The learners should fulfil the requirements of the respective programmes as per the validity period given in the table below, including academic break. **No readmission/ re-examination attempts will be granted after validity period is over.** In case the validity period expires, the learner will have to seek admission, on merit basis, from the first year of the Programme.



<b>Duration of the Programme (in years)</b>	<b>Maximum duration permissible for completion of the Programme (in years)</b>
2	4

Examination Guidelines for the Person with the disability

Those Student who had submitted proof for Person with Disability (PWD) at the time of admission are hereby required to note that the examination rules will be applicable as per the Disability Guidelines of University of Mumbai. Those student who require writer at the time of examinations are required to apply in the prescribed format to Head of Institution before the commencement of the Examinations.

Reference to the circular:

<https://old.mu.ac.in/wp-content/uploads/2016/06/4.29-Disability-Guidelines.pdf>

# Section VI

## Campus Culture & Regulations

Narsee Monjee College of Commerce & Economics

# CODE OF CONDUCT FOR STUDENTS

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## **Code of Conduct for ONLINE Lectures and examinations.**

Students joining the College are bound by the rules and regulations of the College.

Students should join a particular class with the team code allocated to them only.

Students should join their own class with their individually assigned login credentials only.

### **STUDENTS**

Shall NOT Join a class via a code that is not of their class subject.

Shall NOT Share login credentials with anyone else and note that the Login credentials assigned to individual the student is non-transferable.

Shall NOT Knowingly upload any file or program that contains a virus, malware or other malicious code.

Shall NOT Reproduce course content including assessments, electronic mail correspondence, digital captures, discussion or chat threads.

Shall NOT Use or Modify or Delete anyone else's login account.

Shall NOT Write, use, send, download or display any information that is hostile, insulting to others, obscene, threatening, or otherwise offensive.

Shall NOT Discuss in any open forum, any information that is critical of another student or teacher. Please note that Discussion forums and chat threads are open to all and not appropriate mediums for private correspondence

Shall NOT intentionally or knowingly help or attempt to help another student commit academic misconduct such as substituting for a test or completing an assignment for someone else.

Shall NOT Collaborate with others while taking online tests or similar summative evaluation.

Shall not intentionally or unintentionally try to change the settings of any instruments or applications used for teaching-learning process, unless instructed so by the faculties.

**Login privileges will be revoked at the discretion of the Principal for acts deemed injurious to the moral tone of the college, injurious to the physical or mental well-being of any other member of the institution.**

**Once we resume teaching-learning in the offline/ on the campus mode, the code of conduct shall include the following:**

Every student must obtain on admission, the Identity Card which must have his / her photograph duly attested and present it for inspection on demand.

Students must not loiter in the College premises while the classes are going on.

In case of absence due to illness, the Principal should be informed by the parents personally.

Students must not attend classes other than their own, without the permission of the Principal.

Smoking is strictly prohibited on the College premises.

Disciplinary action will be taken against students found using cell phones during classroom lectures.

Students are required to maintain strict discipline and orderly conduct & refrain from engaging themselves from any kind of unruly behaviour.

No Society or Association shall be formed in the College and no person invited to address a meeting without the Principal's prior permission.

No Student shall collect any money or contribution for picnic, trip, and educational visit to some place, get together, study-notes, charity or any other activity without prior sanction from the Principal.

No Student will be allowed to take active part in current politics.

No student shall communicate any information or write about matters dealing with the College administration to the Press.

Students are expected to take proper care of college property and help in keeping the premises clean.

Damaging college property e.g. disfiguring walls, doors, fittings, or breaking furniture, misuse of A.C. etc., will be considered as a breach of discipline and the guilty will be duly punished. • Students should not leave their books, valuables and other belongings in the classroom.

The College is not responsible for lost property. However, students may make a claim for lost property at the office, if it is deposited in the College Office.

Students applying for certificates, testimonials, etc. and those requiring the Principal's signature on any kind of document or application should first contact the College office. Students should not bring any paper directly to the Principal for his/her signature.

If, for any reason, the continuance of a student in the College, is, in the opinion of the Principal, detrimental to the best interest of the College, the Principal may ask such a student to leave the College without assigning any reason.

Insubordination and abusive language or misconduct on the part of a student are sufficient reasons for his / her suspension or dismissal.

Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance, satisfactory progress and good results at the Examinations.

It is responsibility of the student to read the notices displayed on notice boards and College website regularly for important announcements made by the College from time to time. They will not be excused or be given any concession on grounds of ignorance.

Matters not covered by the existing rules will be at the absolute discretion of the Principal.

## Anti- Ragging

Ragging is cognizable offence under the law on par with rape and other atrocities against women and ill-treatment towards persons belonging to SC / ST.

Ragging is strictly prohibited in the entire institution, including its department, constituent units, all its premises (including academic, residential, sports, canteen etc.) whether located within the campus or outside.

Students indulging in ragging other students will be punished as per 'The Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999) Published in Maharashtra Govt. Gazette on 15th May 1999'. In pursuance to the judgement of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No.887/2009, the University Grants Commission has framed "UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009" which have been notified on 4th July, 2009 in the Gazette of India". (3) Administrative Actions in the event of Ragging: The institution shall punish student/s found guilty of ragging after following the procedure and the manner prescribed herein under

a. The Anti- Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging, and nature and gravity of the incident of ragging, established in the recommendation of the Anti- Ragging Squad.

b. The Anti-Ragging Committee may, depending upon the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

i. Suspension from attending classes and academic privileges.

ii. Withholding/ withdrawing scholarship/ fellowship and other benefits

iii. Debarring from appearing in any test / examination or other evaluation process.

- iv. Withholding results.
  - v. Debarring from representing the institution in any regional/ national or international meet, tournament, youth festival, etc.
  - vi. Suspension/ expulsion from the hostel.
  - vi. Cancellation of admission
  - vii. Rustication from the institution for period of ranging from one to four semester,
  - viii. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Provided that where the person committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

Prohibition on sale of Cigarettes or Tobacco Products Section 6 of The Cigarettes and other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 provides that no person shall sell, offer for sale or permit sale of cigarettes or any other Tobacco Product: a) To any person who is under eighteen years of age. b) In an area within a radius of 100 yards of any educational institute. Sale of Cigarettes and other Tobacco Products in an area within a radius of 100 yards of an educational institute is strictly prohibited and is a punishable offence under Section 24 of the Act with a fine which may extend up to 200 Rupees.

## PROHIBITION OF SUBSTANCE ABUSE

## ATTENDANCE NORMS/ GUIDELINES

### 1. Attendance Committee

- a) There shall be an Attendance Committee comprising a Convener, co-Convener and at least three Faculty members representing Commerce and unaided programmes for maintaining records and implementing rules for attendance.
- b) Before the Semester end-examination, the Attendance Committee shall display on the College Notice Board as well as on the Learner portal a list of learners who have failed to fulfil the attendance requirement and are thus not eligible for appearing for the Semester end-examination. The College will also communicate through post/ email to the Learner whose term is not granted.

### 2. Attendance Record

The Attendance Committee shall display the attendance for the previous month on the College Notice Boards as well as on the Learner portal in the first week of every month. If the Learner has any issue or finds any discrepancy in his/ her attendance, he/ she should immediately inform the concerned Faculty by submitting a written Application within three days of the display of the Attendance Record of the preceding month.

### 3. Leave of Absence

- a) For any leave of absence prior intimation through an Application in the prescribed format should be submitted by the Learner with the College Office. In situations of emergency, intimation must be given by email within six days from the commencement date of the Leave of Absence. Any absence without written information will be treated as unauthorized and will be reflected thus in the records.

The Learner should submit Medical Certificate or any other documents in support of his/ her Leave Application within six working days of his/ her resuming College.

- b) The Attendance Committee after taking into consideration the Leave Application and supporting documents, if any, and after verifying the genuineness and gravity of the problem that justify the Learner to remain absent, which generally shall be limited to his/ her own sickness, sickness of his/ her parent, death of his/ her parent may recommend on a case to case basis to the Principal for condonation of the shortage in attendance of the Learner.

### 4. Attendance norms for Semester End-Examination and Eligibility for UG and PG programme

- a) Every Learner is expected to attend 100% lectures, practicals and tutorials conducted for every course in each Semester

b) Every bonafide Learner shall ordinarily be allowed to keep terms for the given Semester in a programme of his/ her enrolment, only if he or she fulfills at least 75% attendance as an average of total number of lectures, practicals and tutorials conducted for all the courses taken together in every Semester

c) It is mandatory for every Learner to have minimum 70% attendance for each course and 75% average attendance in all the courses taken together in the programme

d) An Undertaking shall be signed by the Learner and his/ her parent/ guardian that the Learner will attend lectures, practicals and tutorials regularly to meet the attendance criteria, failing which the Learner will not be eligible to appear at the respective Semester end-examination

e) Attendance for learners for the short and/or long excursions/ field visits/ study tours organized by the College and supervised by the teachers, as envisaged in the syllabus and attended by the learners shall be credited to his/ her attendance for the total number of lectures, practicals and tutorials which are delivered on the concerned day/s

f) Attendance of the learners who are officially represented in the College in sports, extra-curricular, co-curricular activities, competition, camp, workshop, convention, symposium, seminar or any such activity with prior permission of the Principal will be credited to his/ her attendance for the missed number of lectures/ practicals and/or tutorials, which are otherwise conducted on the respective days up to a maximum of 5% in every Semester in the respective courses in which he/ she has missed the lectures, practicals and tutorials.

A Learner representing the College and participating in aforesaid activities should submit the Participating Certificate/ relevant document within six working days of the completion of the said activities authenticated by concerned Authority; g) Warning letter shall be issued by the College to the defaulting Learner at least twice every Semester.

On receipt of the warning letter, the defaulting Learner is expected to meet the Class Mentor along with his/ her parent/ guardian to understand the difficulty of the Learner for meeting the required attendance

h) A Learner who fails to fulfil the aforesaid attendance requirement shall not be eligible for appearing at the Semester End-Examination.

#### 5. Competent Authority

The Principal shall be the Competent Authority to condone the deficiency of attendance of any Learner for an additional 5% per programme.

#### 6. Appeal to Principal

a) The Learner may file Appeal to the Principal along with all supporting documents within three days from the date of display of the Notice declaring him/ her not eligible to sit for Semester End-Examination on the ground of shortage of required attendance. The Principal shall give personal hearing to the aggrieved Learner;

b) The Principal may also take into account the recommendation, if any, made by the Attendance Committee for condonation of shortage in attendance of the Learner.

c) Decision/ order passed by the Principal on the Appeal shall be intimated to the Learner by email; d) After disposal of the Appeal, the Attendance Committee shall display on College Notice Board and Learner portal the final list of students who are not eligible to appear at the Semester End-Examination and the said final list shall be intimated to the Controller of Examinations of the College

e) The Principal may in fit, proper and genuine cases, recommend to the Management Committee for condonation of shortage of attendance requirement of the Learner

#### 7. Management Committee

The Governing Body of the College shall constitute the Management Committee comprising of at least three members. The Management Committee shall have power to condone the shortage of attendance requirement of the Learner on the ground of genuine medical emergencies or on any other reasonable grounds.

#### 8. Appeal to Management Committee

a) Any Learner aggrieved by the decision/ order passed by the Principal shall file Appeal before the Management Committee along with all supporting documents within three days from the date of the order. The Management Committee shall give personal hearing to the aggrieved Learner

b) The Management Committee while disposing of the Appeal filed by the Learner may also take into consideration the recommendations, if any, made by the Principal for condonation of shortage of required attendance

c) The Management Committee shall dispose of the Appeal at least three working days before the commencement of the respective Semester End-Examination

d) Decision/ order passed by the Management Committee on the Appeal shall be intimated to the Learner by email

e) The name of the student whose shortage of attendance requirement is condoned by the Managing Committee shall be informed to the Controller of Examinations of the College to enable the Learner to appear for the Semester End-Examination.

9. All learners who are not eligible to appear at the Semester End-Examination will be required to take re-admission in the respective Semester and programme of study, in the subsequent Academic year by paying the requisite fees on pro rata basis as per the prevailing rules of the College and complete all the requirements of the respective programme.

**Dismissal of Two Special Leave Petitions for relief in attendance by Supreme Court.**

The sister concern of Narsee Monjee College, and one of other prestigious Commerce college 'Mithibai College' was favoured by the Supreme Court in its decision on July 31, 2020. The Court dismissed the two SLPs filed by the students with regards to the College Attendance norms. The first SLP to grant the student relief and the second SLP to impugn the order of High Court dated March 12, 2020 with regard to plea filed by One hundred and Seven students of Mithibai College (Autonomous) were both dismissed by SC.

The Supreme Court of India, while dismissing the said SLPs had mentioned that the Students might feel that the College discipline of attendance is harsh, but in the long run it is going to be beneficial for the students.

High Court also dismissed the petition filed by the students on the same day, stating it to be infructuous.

Both the matters were closed by the Hon'ble Courts in favour of Mithibai College (Autonomous)

**NM Appeal:**

Based on the above decision of the Apex Court, We at Narsee Monjee College of Commerce and Economics, want students to accept these attendance norms as extremely essential positive order so as to maintain the decorum and for the purpose of holistic development of the students. N.M. is an Autonomous Institution which provides skill based competitive curriculum. The College promises to provide quality education, application-based teaching methodology and experienced faculty. We provide state of Art, smart Architected classrooms for giving the students conducive environment for learning. To avail these privileges student must attend the lectures regularly for their overall growth and holistic development.

**Dr. Parag Ajgaonkar**

**Principal**

**Narsee Monjee College of Commerce and Economics (Autonomous)**

# Section VII

## Centres of Excellence

Narsee Monjee College of Commerce & Economics



CENTRE OF EXCELLENCE IN CULTURAL AND EXTRA CURRICULAR ACTIVITIES -Director- CA Savita Desai.				
UMANG ORGANISING COMMITTEE	LENSATION CLUB	STUDENTS COUNCIL& STUDENTS FORUM	GYMKHAN A ASSOCIATION	WILDLIFE & NATURE CLUB
Ms. Sneh Choithani (Convener)	Dr. Deepa Chitnis (Convener)	Dr. Vijayshree Anand (Convener)	Dr. Vijayshree Anand (Convener)	Dr. Jennifer D’Souza (Convener)
Dr. Mamta Jha (Co-Convener)	Ms. Geeta Desai (Co-convener)	Mr. Sunil Kadam( Co- Convener)	Dr. Shivesh Shukla (Co-Convener)	Prof. Sunil Kadam (Co Convener)
Mr. Sunil Kadam		Ms. Tessy Philji	Prof. Prerna Dedhia	Dr. Shivesh Shukla
Mr. Smitin Belcheda		Dr. Shivesh Shukla	Prof. Prashant Jadhav	Prof. Vaishali Kurhekar
Mr. Darshan Panchal		Ms. Kesia Varghese		
Ms. Reeta Jain				
Ms. Sneha Vaskar				
EXTRACURRICULAR COMMITTEE	INTER COLLEGIATE FESTIVALS COMMITTEE			
CA Savita Desai(Convener)	CA Savita Desai(Convener)			
Ms. Geeta Desai(Co-Convener)	Ms. Geeta Desai(Co-Convener)			
Ms. Vaishali Kurhekar	Dr. Rekha Katheeth			
Dr. Rekha Katheeth	Dr. Shivesh Shukla			
Mr. Jinen Jadhav	Ms. Pooja Singh			
Ms. Sneha Vaskar	Mr. Huzefa Bhagat			
Ms. Prerna Dedhia	Ms. Kesia Varghese			
Ms. Neha Kushe				

CENTRE OF EXCELLENCE for INNOVATION and RESEARCH- Director-Dr. Muktha Manoj				
CONFERENCE COMMITTEE	MAGAZINE COMMITTEE	RESEARCH COMMITTEE	PROSPECTUS COMMITTEE & MASTERMIND COMMITTEE	WEBSITE MANAGEMENT COMMITTEE
Dr. Muktha Manoj (Convener)	Dr. Muktha Manoj (Convener)	Dr. Muktha Manoj Convener)	Ms. Sneh Choithani (Convener)	Mrs. Anupama Jawale (Convener)
Mr. Conrad Coelho(Co-Convener)	Ms. Pooja Singh (Co-convener)	Dr. Kedar Bhide(Co-Convener)	Dr. Muktha Manoj(Co-Convener)	Dr. Jennifer D'Souza (Co-Convener)
Dr. Vandana Misra	Dr. Rekha Katheeth	Dr. Jennifer D'Souza	CA. Savita Desai	Mr.Sunil Kadam
Ms. Shashi Surana	Mr. Darshan Panchal	Dr. Ritu Vashisht	Dr. Vandana Misra	Mr. Prashant Jadhav
Dr. Shivesh Shukla	Ms. Neha Kushe	Dr. Vaishali Dawar	Mr. Huzefa Bhagat	Ms. Meena Vazirani
Ms. Tessy Philji		Dr. Meena Vazirani	Dr. Harish Sharma	
Ms. Vaishali Kurhekar		Dr. Rekha Katheeth	Ms. Anupama Jawale	
Mr .Prashant Yadav			Mr. Conrad Coelho	
Ms. Prerna Dedhia			Ms. Prerna Dedhia	
			Mr. Prashant Jadhav	

CENTRE OF EXCELLENCE IN SOCIAL OUTREACH- Director- Dr. Kedar Bhide			
NATIONAL SERVICE SCHEME	ROTRACT CLUB	DLLE	ENACTUS
Dr. Kedar Bhide (Convener)	Mr. Darshan Panchal (Convener)	Dr. Rekha Katheeth (Convener)	Ms. Pooja Singh (Convener)
Dr. Vandana Misra (co convener)	Ms. Tesse Philji (Co- Convener)	Mr. Darshan Panchal (Co-Convener)	Dr. Meena Vazirani(Co-Convener)
Prof. Vaishali Kurhekar	Ms. Prerna Dedhia	Ms. Loveena Atwal	Ms. Prerna Dedhia
Prof. Kesia Varghese	Prof. Shashi Surana		Ms. Neha Kushe
Prof. Prashant Jadhav			
Prof. Smitin Belcheda			

CENTRE OF EXCELLENCE IN LANGUAGE DEVELOPMENT- Director - Dr. Jennifer D'souza			
DEBATING AND LITERARY SOCIETY	HINDI SAHITYA MANDAL	GUJARATI SAHITYA MANDAL	MARATHI SAHITYA MANDAL
Dr. Jennifer D’Souza (Convener)	Dr. Shivesh Shukla(Conven er)	CA. Sameer J. Dave(Convener)	Ms . Geeta Desai (Convener)
Prof. Shashi	Dr. Harish	Ms. Heena Bhuva	Dr. Kedar Bhide

Surana (Co convener)	Sharma (Co Convener)	(Co Convener)	(Co-convener)	
Ms. Sneha vaskar				
SVKM'S NARSEE MONJEE COLLEGE OF COMMERCE AND ECONOMICS				
(AUTONOMOUS)				
DEGREE COLLEGE CENTRES OF EXCELLENCE				

CENTRE OF EXCELLENCE IN CO CURRICULAR DEVELOPMENT- Director- Prof. Sneh Choithani					
ENTREPRENEURSHIP DEVELOPMENT CELL	INVESTMENT & FINANCE CLUB	PLANNING FORUM	FRIENDS OF LIBRARY	COMPUTER SOCIETY	ADVERTISING & MARKETING CIRCLE
Dr. Vaishali Dawar (Convener)	Mr. Huzefa Bhagat (Convener)	Ms. Tessy Philji (Convener)	Dr. Muktha Manoj(Convener)	Mr. Sunil Kadam (Convener)	Dr. Ritu Vashisht (Convener)
Dr. Ritu Vashisht (Co-Convener)	Ms. Pooja Singh (Co-Convener)	Ms. Geeta Desai( Co-Convener)	Dr.Vaishali Dawar(Co-Convener)	Dr. Meena Vazirani ( Co convener)	Ms. Reeta Jain (Co-Convener)
Ms. Sneha vaskar	Dr. Kedar Bhide	Mr. Jinen Jadhav	Dr. Ritu Vashist	Mr. Prashant Jadhav	
Mr. Conrad Coelho	Ms. Loveena Atwal	Ms.Loveena Atwal	Dr. Kedar Bhide	Mr. Jinen Jadhav	
Ms. Prerna Dedhia			Ms. Rekha Kateeth	Ms. Neha Kushe	
			Mr. Prashant Jadhav		
			Mr.Huzefa Bhagat		
			Ms.Sneha Vaskar		

BRAND BUILDING COMMITTEE	ECONOMICS ASSOCIATION	NM MODEL UNITED NATIONS
Ms. Heena Bhuva (Convener)	Ms. Kesia Varghese(Convener)	Mr.Huzefa Bhagat (Convener)
Mr. Smitin Belcheda(Co-Convener)	Mr. Jinen Jadhav(Co-Convener)	Ms. Loveena Atwal
Dr. Shashi Surana	Ms. Reeta Jain	
Ms. Reeta Jain		
Ms. Anupama Jawale		

\*Maths Association, Commerce Association, Accountancy Association will be managed by respective departments.

\* Students Forum will Consist of all Associations' Secretaries

# Section IX

## Administration, Faculty and Staff

Narsee Monjee College of Commerce & Economics

# TEACHING STAFF DEGREE COLLEGE

## DEGREE COLLEGE TEACHING STAFF - 2020-2021

### COMMERCE DEPARTMENT :

**Dr. Parag Ajagaonkar - Principal**

Dr. Vijayshree Anand

Dr. Ritu Vashisht

Mrs. Tessy Philji

Ms. Vaishali Kurhekar

Mr. Smitin H. Belchada

Dr. Rekha Katheeth

### BUSINESS LAW DEPARTMENT:

Dr. Deepa Chitnis

### INDL. PSYCHOLOGY DEPT.

Dr. Radhika Wadke

### FOUNDATION COURSE

Mrs. Geeta Desai

### MATHEMATICS & STATISTICS DEPT:

**Mr. Sunil Kadam (H.O.D.)**

Dr. Vandana Misra

Dr. Meena Vazirani

### DIRECTOR OF PHY. EDN.

Dr. Shivesh Shukla

### LIBRARIAN :

Dr. Vaishali Dawar

### ENGLISH DEPARTMENT :

**Dr. Muktha Manoj (H.O.D.)**

Dr. Jennifer D'souza

Dr. Shashi Surana

### B.M.S. SECTION:

**Mr. Conrad Coelho (Coordinator)**

Dr. Pooja Singh

Ms. Heena Bhuva

Ms. Reeta Jain

Mrs. Sneha Vaskar

Ms. Loveena Atwal

### ACCOUNTANCY DEPARTMENT :

**CA. Savita Desai (H.O.D.)**

Dr. Kedar Bhide

CA. Sameer Dave

Dr. Harish Sharma

Mr. Darshan Panchal

**B.A.F SECTION:**

Mr. Huzefa Bhagat

CA. Prerna Dedhia

**ECONOMICS DEPARTMENT :**

Mrs. Sneh H Choithani (H.O.D.)

Dr. Nirmala Atul Chavan (Vice Principal)

Ms. Kesia Varghese

**B.F.M SECTION:**

Mr. Jinen Jadhav

**BCOM HONOURS**

Dr. Vijay Satra

**M.Com. Programmes**

Ms. Ashvina Paul Raj

**B.Sc. I.T. SECTION:**

Mrs. Anupama Jawale

Mr. Prashant Jadhav

Ms. Neha Khushe

**OFFICE & LIBRARY STAFF (2020-2021)**

<b>SR. NO.</b>	<b>NAME</b>	<b>Designation</b>
1	Mr. Pradeep Desai	Director, Administration.
2	Mr. Vikas Vichare	Accountant - Unaided
3	Mrs Sushama S. Gije	Head Clerk
4	Mrs Pooja Sathale	Senior Clerk
5	Mr. Vinod V Naik	Senior Clerk
6	Ms Dipti Khanna	Senior Clerk
7	Mrs Sharwari N. Shelar	Junior Clerk
8	Mr. Rajesh B. Bhosle	Junior Clerk
9	Mrs Sarika Patil	Junior Clerk
10	Mrs Rutuja Salvi	Library Clerk
11	Mr Vishal Bude	Library Clerk
12	Ms Aruna Khurangale	Junior Clerk
13	Mr Akshay Salvi	Junior Clerk
14	Mrs Jagruti Mewada	Library Clerk
15	Mr Ajay Gond	Library Clerk
16	Ms. Asha Santosh Patil	Junior Clerk
17	Ms Grishma Tuscano	Junior Clerk
18	Mr Ritesh Jadhav	Junior Clerk
19	Mr Prathmesh Parab	Library Clerk
20	Mrs Sushmita S Dalvi (Contract Basis)	Junior Clerk
21	Mr Sushant Sawant	Junior Clerk - Unaided
22	Ms Riya Vilas Ghatge	Junior Assistant - Unaided
23	Mrs. Dipeeka Jadyar	Junior Assistant - Unaided
24	Mrs. Dipti Kshirsagar (Contract Basis)	Junior Clerk
25	Mrs. Gayatri Raorane (Contract Basis)	Junior Clerk
26	Mr. Ashish Desai (Contract Basis)	Junior Clerk
27	Ms. Akshata Ghosalkar (Contract Basis)	Junior Clerk
28	Ms. Sampada Pednekar (Contract Basis)	Junior Clerk
29	Mrs. Sakshi Chalke (Contract Basis)	Junior Clerk
30	Mr. Sandeep S. Sawant	Junior Clerk

31	Mr. Nikhil Mali	Junior Clerk
32	Mrs.. Priti Patil	Junior Clerk
33	Mr. Kadam Pravin	Junior Clerk
<b>CLASS IV STAFF 2020-21</b>		
<b>SR. NO.</b>	<b>NAME</b>	<b>Designation</b>
1	Mr. M G Pagare	Library Attendant
2	Mr N K Pawanarkar	Library Attendant
3	Mrs. Alka K Gavane	Library Attendant
4	Mr. D K Solanki	Library Attendant
5	Mr Ravindra B Singh	Library Attendant
6	Mr Sanjay Y Gurav	Library Attendant
7	Mr Rajkumar Singh	Library Attendant
8	Mr Suresh S Nagare	Library Attendant
9	Mr Umed Waghela	Library Attendant
10	Mr. Prakash Yedage	Library Attendant
12	Mrs. Radhika V Shukla	Peon
13	Mrs. Jaywanti S Chalke	Peon
14	Mr. Harish C Solanki	Peon
15	Mr. Babu Waghela	Peon
16	Mr. Deepak Baria	Peon
18	Mr. Vijay Sapte	Peon
19	Mr. Desai Sharif	Peon
20	Mr. Rakesh B. Patil	Peon
21	Mr. Vaibhav R. Chorghe	Peon
22	Mr. Prashant P. Kanade	Peon
23	Mr. Dashrath V. Jaitapkar	Peon
24	Mr. Ganesh P. Shetye	Peon
27	Mr. Subodh Y. Chavan	Peon
28	Mr. Manoj Waghela (Unaided)	Peon
29	Mr. Dinesh Shukla (Conctratual)	Peon



# Annexures

Narsee Monjee College of Commerce & Economics

**Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056**

**APPLICATION FOR CANCELLATION OF ADMISSION  
(DEGREE COLLEGE & SELF FINANCE COURSES)**

The Principal,  
SVKM Narsee Monjee College of Commerce & Economics  
Vile Parle (West), Mumbai – 400056

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

**STUDENT NUMBER:** \_\_\_\_\_

Madam,  
I would like to cancel my admission in the college.

1. Name: \_\_\_\_\_  
Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_  
**(Surname) (First Name) (Father's Name) (Mothers Name)**
2. Class: \_\_\_\_\_ Div. & Roll No. \_\_\_\_\_
3. Fee Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_
4. Residential Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Mobile No. / Land Line No.: \_\_\_\_\_

6. Reason for Cancellation: \_\_\_\_\_  
\_\_\_\_\_

7. Have you taken admission in any other college? If YES, Please specify the name of the Programme and the college where admission is taken. \_\_\_\_\_

Yours faithfully,

**Signature of the Guardian**

**Signature of the Student**

8. **Fees Refund:**  
Name of the Account holder: \_\_\_\_\_  
  
Name of the Bank and Branch Code: \_\_\_\_\_

Bank Account  
No.: \_\_\_\_\_

NEFT / IFSC  
Code: \_\_\_\_\_

(Kindly attached a cancelled cheque along with this form for Refund of Fees.)

**LIBRARY DEPARTMENT:** The student has submitted the Identity Card and Library Card and has no dues.

**Date:** \_\_\_\_\_ **Signature of the Librarian** \_\_\_\_\_

**ADMISSION CANCELLED:**

1. Original Certificates Issued
2. Eligible/ Not eligible for refund of fees.

**Date:** \_\_\_\_\_ **Signature of the Clerk** \_\_\_\_\_

Received Original Documents \_\_\_\_\_ **Signature of the Student** \_\_\_\_\_

Narsee Monjee College of Commerce & Economics

**Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056**

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

To,  
The Principal  
N.M. College of Com & Eco  
Vile Parle (West)  
Mumbai: 400 056.

**Sub: Issue of Duplicate Fee Receipt**  
**Degree College/Junior College/MCVC/BMS/BAF/BFM/BSc-IT/M.Com.**

Sir/Madam,

I \_\_\_\_\_  
(Full Name)

studying in \_\_\_\_\_ my Div. \_\_\_\_\_ Roll No. \_\_\_\_\_ for the year 2015-2016

Student ID No. \_\_\_\_\_. I lost my original fee receipt, so kindly issue me a duplicate  
fee receipt & oblige.

Signature of the Student

**For Office Use**

Received Rs. 100/-

Misc. Receipt No. \_\_\_\_\_

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

Receiver's Signature \_\_\_\_\_

**Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056**

**FORMAT OF THE LETTER TO BE SUBMITTED BY A STUDENT WHO IS SEEKING PERMISSION TO  
APPEAR FOR THE ADDITIONAL CLASS TEST / ON ACCOUNT OF ABSENCE AT THE CLASS TEST UNDER  
THE INTERNAL ASSESSMENT SCHEME (20 - 20 )**

To,  
The Principal,  
Narsee Monjee College of Commerce & Economics,  
Mumbai 400 056.

**Sub.:** Permission for appearing for the Additional Class Test at the Internal Assessment of Semester I  
/ II / III / IV / V / VI Examination.

Sir,

I, Mr./Ms. \_\_\_\_\_ student of \_\_\_\_\_ class bearing  
Roll No. \_\_\_\_\_ was absent for the class test conducted on \_\_\_\_\_ in the subjects of  
\_\_\_\_\_ as part of the Internal  
Assessment at Semester I / II / III / IV / V / VI examination.

The reason for my absence at the class test was:

- a. Medical Ground : \_\_\_\_\_  
\_\_\_\_\_
- b. Any other (Please specify) : \_\_\_\_\_  
\_\_\_\_\_

Enclosed along with is/are the following document/s: (Strike off whichever is not applicable)

- a. For absence on medical ground (if absence is of max 3 days): Pathology Report, if available. Medical Certificate for absence and fitness, Doctor's prescription, bill/s for purchase of medicine.
- b. For absence on medical ground (if absence exceeds 3 days): Pathology Report/ Any other report supporting the reason for absence i.e. admit & discharge card/X-ray report etc. Medical Certificate for absence and fitness, Doctor's prescription, bill/s for purchase of medicine.
- c. For absence due to participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution.

d. For any other reason: related documents:

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

I am aware that the submission of this letter with/without the documents does not imply or establish my right to appear for the additional examination and that **the college authorities have every right to reject my application if the reason/s for absence is not found suitable/ valid**. It will be my responsibility to see the notice boards and verify if my request for appearance for additional examination is approved or not.

I further state that the information provided above is true and factual and that the college authorities can take disciplinary action against me for providing incorrect/misleading information.

Yours Faithfully

Name & Signature of the Student

I state that the information provided above is true and factual.

Name & Signature of the Parent/Guardian

Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056

**FORM FOR ADDITIONAL SEMESTER END EXAMINATION (FY/SY/TY SEM )**  
**ONLY FOR STUDENTS WHO REMAINED ABSENT IN THE RESPECTIVE REGULAR SEMESTER END**  
**EXAMINATION**

20 - 20

To,  
The Principal,  
Narsee Monjee College of Commerce & Economics,  
Mumbai 400 056.

Sir,  
I, Mr./Ms. \_\_\_\_\_  
(Surname) (Own name) (Father's Name) (Mother's name)  
(Division \_\_\_\_ Seat No. \_\_\_\_\_) wish to appear for the Additional Examination Semester  
\_\_\_\_\_, to be held in the month of \_\_\_\_\_.

Write **AP** against the subject/subjects you are appearing for:

Sem. I		AP	Sem. II		AP
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
7.			7.		

My Residential address is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Residence (Telephone No.) \_\_\_\_\_

Yours faithfully,

Date: \_\_\_\_\_ (Signature of the student)  
=====

(For office use only)

For Additional Semester End Examination

Receipt No. & Date \_\_\_\_\_ Signature \_\_\_\_\_

Shri Vile Parle Kelavani Mandal's

MUMBAI 400 056

**FORM OF ATKT EXAMINATION INTERNAL / SEMESTER END (FY/SY/TY SEM. )**

**FOR FAILURES / EX-STUDENTS / REPEATERS**

20 - 20

To,  
The Principal,  
Narsee Monjee College of Commerce & Economics,  
Mumbai 400 056.

Sir,  
I, Mr./Ms. \_\_\_\_\_  
(Surname) (Own name) (Father's Name) (Mother's name)

(Division \_\_\_\_\_ Seat No. \_\_\_\_\_) wish to appear for the ATKT Examination of FY/SY/TY \_\_\_\_\_  
Semester \_\_\_\_\_, to be held in the month of \_\_\_\_\_.

Write **AP** against the subject/subjects you are appearing for:

Sem. I		INT.	SEM.	Sem. II		INT.	SEM.
1.				1.			
2.				2.			
3.				3.			
4.				4.			
5.				5.			
6.				6.			
7.				7.			

My Residential address is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Residence (Telephone No.) \_\_\_\_\_

Yours faithfully,

Date: \_\_\_\_\_ (Signature of the student)  
=====

**(For office use only)**

For ATKT Internal / Semester End Examination

Receipt No. & Date \_\_\_\_\_

Signature \_\_\_\_\_

Case No. ____
Fees Rs. ____
Receipt No. ____
Date: _____



**Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056**

**APPLICATION FOR PHOTOCOPY OF ASSESSED ANSWERBOOKS**

CLASS: \_\_\_\_\_ EXAMINATION: \_\_\_\_\_ SEAT NO: \_\_\_\_\_ MONTH: \_\_\_\_\_  
YEAR: \_\_\_\_\_

Name and address of the examinee applicant (in BLOCK LETTERS):

Mr./Ms. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

I want to avail 50% concession under Reserved Category (S.C./S.T./D.T./N.T.): YES/ NO

(If YES, attested, valid copy of caste certificate must be attached and must have documentation in college record).

Particular of the Subject(s) Applied for photocopy of assessed answer book/s

Sr. No.	Name of the Subject	Sr. No.	Name of the Subject
1.		5.	
2.		6.	
3.		7.	
4.		8.	

The supply of photocopy of the assessed answer-book/s shall be deemed to be an additional facility to the candidate, the delay in supplying a photocopy of the assessed answer-books/s for any reason whatsoever shall not confer any right upon him/her as per the relevant Ordinances and Rules of the University in that behalf.

Place:

Date:

**Signature of Candidate**

**UNDERTAKING**

I, \_\_\_\_\_ (Full name) appeared at the examination held in (Month) \_\_\_\_\_ (Year) \_\_\_\_\_ with Exam Seat no. \_\_\_\_\_ Class \_\_\_\_\_ I am willingly giving the following undertaking for obtaining photocopy of my answer book/s. I shall abide by the rules and regulations in respect of the availability of photocopy and I shall not violate these rules and regulations by using the photocopy for any other purpose except for my exclusive and relevant use.

**Signature of Candidate**

**Note:** If the applicant so desires he/ she can use photocopy/ies only for the purpose of getting the redressal of the grievances through redressal mechanism provided by the college.

Attach question paper, photocopy of I card/hall ticket, photocopy of latest mark sheet and caste certificate where ever required.

**N.B. No personal inquiries in this connection will be entertained.**

(For Office Use)

Case No. ____
Fees Rs. ____
Receipt No. ____
Date: ____

Narsee Monjee College of Commerce & Economics

**Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056**

**APPLICATION FOR REVALUATION OF ASSESSED ANSWERBOOKS**

CLASS: \_\_\_\_\_ EXAMINATION: \_\_\_\_\_ SEAT NO: \_\_\_\_\_ MONTH: \_\_\_\_\_  
YEAR: \_\_\_\_\_

Name and address of the examinee applicant (in BLOCK LETTERS):

Mr./Ms. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

I want to avail 50% concession under Reserved Category (S.C./S.T./D.T./N.T.): YES/ NO

(If YES, attested, valid copy of caste certificate must be attached and must have documentation in college record).

Particular of the Subject(s) Applied for Revaluation of assessed answer book/s

Sr. No.	Name of the Subject	Sr. No.	Name of the Subject
1.		5.	
2.		6.	
3.		7.	
4.		8.	

Revaluation of answer book/s shall be deemed to be an additional facility to the candidate, the delay in declaration of revaluation result for any reason whatsoever shall not confer any right upon them for admission to a higher class, which matter shall always be regulated in accordance with the relevant Ordinances & Rules made by the university in that behalf.

Place:

Date:

**Signature of Candidate**

**UNDERTAKING**

I, \_\_\_\_\_ (Full name) appeared at the examination held in  
(Month) \_\_\_\_\_ (Year) \_\_\_\_\_ with Exam Seat no. \_\_\_\_\_ Class \_\_\_\_\_ hereby  
undertake that the result of revaluation of my answer book/s shall be binding on me and that I shall  
accept the revised marks assigned to my paper/s.

**Signature of Candidate**

(Candidates must attach copies of all lower examinations where ever appeared)

**Note:**

**1. This revaluation facility shall be for theory papers only.**

2. This form should be duly filed in and signed by the applicant examinee ONLY.
3. The application should be submitted within 07 working days from the date of declaration of result. (No late application form will be accepted under any circumstance.)
4. The photo copy/copies of the revaluated answer-books shall not be provided to the examinees.

Narsee Monjee College of Commerce & Economics

**Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056**

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

To,  
The Principal,  
Narsee Monjee College of Commerce & Economics,  
Mumbai 400 056.

Sub. : Duplicate Marksheet/Passing Certificate

Dear Sir,  
I, Miss/Mr. \_\_\_\_\_, student of your college misplaced my  
FYJC / FYBCOM / SYBCOM / FYBMS / SYBMS / FYBFM / SYBFM / FYBAF/ SYBAF/ FYBScIT / SYBScIT  
Marksheet/Passing Certificate of semester \_\_\_\_\_ of year \_\_\_\_\_. My Examination Seat No. was  
\_\_\_\_\_.

Please issue me a duplicate Marksheet/Passing Certificate.

The required fees Rs. \_\_\_\_\_ (Rs.100 for marksheet and Rs.100 for passing certificate for  
Degree College) and Rs.10 (for Junior College) is paid herewith.

Yours faithfully,

\_\_\_\_\_  
(Name of the Student with signature)

Received Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ date \_\_\_\_\_

Being the payment against duplicate mark sheet/passing certificate.

Signature of the clerk

Contact No.- 1)

2)

Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056

**APPLICATION FOR LEAVE OF ABSENCE ON MEDICAL GROUNDS  
(FOR CONCESSION IN ATTENDANCE PURPOSE ONLY)**

From Mr./Miss. \_\_\_\_\_

Class: \_\_\_\_\_ Div. \_\_\_\_\_ Roll No. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Student Number: \_\_\_\_\_

To,  
The Principal,  
Narsee Monjee College of Commerce & Economics,  
Mumbai 400 056.

I could not attend my regular lectures from \_\_\_\_\_ to \_\_\_\_\_ (both days inclusive) on  
account of the following illness \_\_\_\_\_

Medical Certificate dates \_\_\_\_\_ issued by Dr. \_\_\_\_\_  
\_\_\_\_\_ as required by rules is enclosed.

Yours faithfully,

(Signature of Student)

(Countersign of Parent / Guardian)

(P.T.O.)

....2....

**Rules:**

1. Fully completed and signed application form should be submitted in office during office hours on any working day within **THREE DAYS** of resuming college.

2. An official receipt will be given by the office on submission of application. The receipt should be preserved by the student.
3. The medical certificate submitted does not amount to attending classes or examination or test. It only explains the medical condition of student.
4. Medical Certificate without specifying the exact dates will not be accepted.
5. If student is absent for more than three days, details of medical report – pathology test, X-ray reports etc. should be submitted.

\*\*\*\*\*

Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056  
FORM FOR IDENTITY CARD & LIBRARY READER'S TICKET  
JUNIOR / DEGREE COLLEGE

Fee Receipt No. \_\_\_\_\_ Student No. \_\_\_\_\_ Date: \_\_\_\_\_

To,  
The Principal,  
Narsee Monjee College of Commerce & Economics,  
Mumbai 400 056.

Paste one  
Stamp size  
Photo here

Student Signature (in Black Ink only)

Sir,

I, the undersigned, hereby apply for an Identity Card and Reader's Ticket entitling me to borrow books from Library. I hereby undertake to replace or pay the entire price of any book belonging to the College Library, which shall be lost or mutilated by me and to pay a fines and expenses in recovering the same in accordance with Rules, which I agree to abide. I shall observe all Rules and Regulations of the Library.

To be filled in by Students in **BLACK INK** and in **CAPITAL LETTERS** only.

Class: \_\_\_\_\_ Div.: \_\_\_\_\_ Roll No. : \_\_\_\_\_

Full Name

\_\_\_\_\_  
(Surname) (First Name) (Father's/Husband's Name) (Mother's Name)

Local Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Blood Group \_\_\_\_\_ Contact No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

E-mail ID \_\_\_\_\_

\*\*\*\*\*



**Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056**

**RAILWAY CONCESSION FORM**

DATE OF BIRTH: \_\_\_\_\_ AGE IN COMPLETE: YEAR \_\_\_\_\_ MONTH \_\_\_\_\_

**Student Number** \_\_\_\_\_

NAME IN FULL (IN BLOCK LETTERS)

Mr. Ms. \_\_\_\_\_

(SURNAME)

(FIRST NAME)

(FATHER'S NAME)

CLASS (RAILWAY) : **FIRST/SECOND** PERIOD: **MONTHLY/QUARTERLY**

STATION : FROM \_\_\_\_\_ TO : VILE PARLE

RAILWAY : **WESTERN / CENTRAL**

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_ CLASS : \_\_\_\_\_ DIV: \_\_\_\_\_ ROLL NO. \_\_\_\_\_

ADDRESS (LOCAL) (IN BLCOK LETTERS): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056**

**APPLICATION FOR TRANSCRIPT**

N.B. Please complete this form and submit it to the College Office.

Incomplete forms will not be considered.

Charges for Transcripts: Rs. 1000/- for 5 copies. Every additional copy will be charged at rate of Rs. 50/- per copy.

**1. Personal Details: (PLEASE USE CAPITAL LETTERS ONLY)**

NAME: \_\_\_\_\_

(Surname)

(Name)

(Father's Name)

E-mail Address: \_\_\_\_\_

Current Student ☐ Alumnus ☐

If Current student, mention Class and division \_\_\_\_\_

If Alumnus, Specify year of graduation \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Current Address (If different from permanent address): \_\_\_\_\_

Tel: (Resident): \_\_\_\_\_ Mobile No: \_\_\_\_\_

Purpose for applying for a Transcript: \_\_\_\_\_

No. of Copies required: \_\_\_\_\_

Documents required with this form :

- ✓ Original Marksheets
- ✓ Written application
- ✓ Copies of the form of the foreign university (s) the student wishes to apply

**I. University Application Details:**

Details of University (s) applying to: (Please ✓ the appropriate box)

Country: ☐ USA ☐ UK ☐ Canada ☐ Australia ☐ Other \_\_\_\_\_

If other, please mention \_\_\_\_\_

University Name (s) \_\_\_\_\_

Degree: ☐ Undergraduate ☐ Graduate ☐ Post graduate ☐ Masters

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

Date:

Signature of the student/ Parent/ Guardian.

**Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056**

**Students Aid Fund**

Class : \_\_\_\_\_ Div. \_\_\_\_\_ Roll No. \_\_\_\_\_

The Principal  
Narsee Monjee College of Com. & Eco.  
Vile Parle (West), Mumbai 400 056

Sir,

I wish to apply for financial assistance from Students' Aid Fund. I hereby declare that the information given by me in this application is correct.

Yours faithfully,

Date: \_\_\_\_\_ (Signature of the Student)

1. Name in full (Beginning with surname in Block letters): \_\_\_\_\_

2. Caste: \_\_\_\_\_ Sub-Caste: \_\_\_\_\_

3. Details of the last annual Examination passed:

Name and address of the School/College	Month & Year of Passing	Seat No. & Centre	Marks Obtained	Marks Out of	Percentage

**TO BE FILLED IN BY THE PARENT OR GUARDIAN**

(a) Name in full \_\_\_\_\_

(b) Relation \_\_\_\_\_ Occupation \_\_\_\_\_

(c) Annual Income from all sources, Rupees \_\_\_\_\_

(d) No. of dependents \_\_\_\_\_ Earning Members \_\_\_\_\_

(e) Residential Address \_\_\_\_\_

(f) General Remarks  
I hereby certify that the information given in this form is correct.

Date: (Signature of the Parent/Guardian)

\*Strike out the terms inapplicable.

N.B.-A student shall have to submit the certificate of income together with the application form.

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**PRINCIPAL’S REMARK :**

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

\_\_\_\_\_  
Signature of the Principal

**Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056**

**AUTHORITY LETTER FOR COLLECTING EXAMINATION MARKSHEET**

(to be completed by the candidate and submitted to the office personally for verification before going out of station)

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

The Principal,  
Narsee Monjee College of Commerce & Economics,  
Mumbai 400 056.

Sir / Madam,

I, Miss/Mr. \_\_\_\_\_, of class \_\_\_\_\_ div \_\_\_\_\_ roll no. \_\_\_\_\_ and seat no. \_\_\_\_\_, authorise the bearer of this letter to collect my original FYJC/ SYJC/ FYBCOM/ SYBCOM/ TYBCOM/ FYBMS/ SYBMS/ TYBMS/ FYBAF/ SYBAF/ TYBAF/ FYBFM/ SYBFM/ TYBFM/ FYBScIT/ SYBScIT / TYBScIT/ marksheet of the examination held in \_\_\_\_\_ month of \_\_\_\_\_ year on my behalf.

My I-card/Hall ticket is given to the bearer of this form for collection of my marksheet.

Full Name of the person authorized :

Address of the authorized person in full :

Signature of the authorized person with date :

Name of the student :

Signature of the student :

\_\_\_\_\_  
Signature of the official who verified the signature of the student

Received original marksheet of the above mentioned student

Date \_\_\_\_\_

Signature \_\_\_\_\_

(to be signed at the time of collecting marksheet)

**Shri Vile Parle Kelavani Mandal's  
Narsee Monjee College of Commerce & Economics  
(Autonomous)  
Mumbai 400 056**

**LETTER OF AUTHORITY FOR TAKING ADMISSION**

(to be completed by the student and submitted to the office personality for verification before going out of station)

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

The Principal,  
Narsee Monjee College of Commerce & Economics,  
Mumbai 400 056.

Sir,  
As I am unable to take my admission personally because of \_\_\_\_\_  
\_\_\_\_\_, I authorise my \_\_\_\_\_ Mr./Ms.  
\_\_\_\_\_ the bearer of this letter to take admission to the FYJC/ SYJC/  
FYBCOM/ SYBCOM/ TYBCOM/ FYBMS/ SYBMS/ TYBMS/ FYBAF/ SYBAF/ TYBAF/ FYBScIT/ SYBScIT/ TYBScIT/  
FYBFM/ SYBFM/ TYBFM on my behalf. He/She will fulfill all the requirements of admission. (Requirements:  
Original Marksheet and three Identity Card sized photographs. For TY Original marksheets of FY & SY with  
three Identity card sized photographs).

I understand that the admission is being given provisionally and will be confirmed only when I sign necessary documents and that no changes of subject will be allowed.

Full name of the person authorized to take admission :

Address of the authorized person in full

Signature of the authorized person :

Signature of the student :

Name of the student :

Classes, Div., Roll No. of last year :

Examination Seat No. :

Optional subject preference :  
1.  
2.  
3.  
4.

Narsee Monjee College of Commerce & Economics

- 5.
- 6.
- 7.

\_\_\_\_\_  
Signature of the official of who verified the signature  
and photographs of the student

\_\_\_\_\_  
Signature of the authorised person  
(at the time of taking admission)

**SVKM's NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS**  
**( Autonomus)**  
**MUMBAI 400 056.**

**Application for writer for Examination**

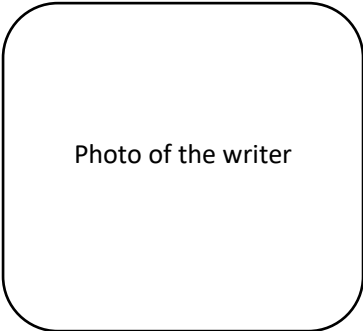
Name of the Candidate : \_\_\_\_\_

Class : \_\_\_\_\_ Roll No. : \_\_\_\_\_ Exam Seat No. : \_\_\_\_\_

Name of the Writer : \_\_\_\_\_

Address and Telephone Number of Writer :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Educational Qualification of Writer : \_\_\_\_\_



Signature of Candidate

Signature of Writer

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

\_\_\_\_\_  
Principal

**N.B – Supporting documents should be submitted by the candidate**



# NOTES

Narsee Monjee College of Commerce & Economics