



Anekant Education Society's

# **Tuljaram Chaturchand College**

**of Arts, Science and Commerce**

Baramati-413102, District- Pune, Maharashtra, India

**Autonomous**

**Jain Religious Minority Institution**

**NAAC Reaccredited (3<sup>rd</sup> Cycle) A+ Grade (CGPA-3.55)**

**ISO-9001:2015**

**College with Potential for Excellence award from UGC**

**DST-FIST Scheme of DST, New Delhi**

**Best College Award from SP Pune University**

**Best Principal Award from SP Pune University**

**Best NSS Unit Award from S P Pune University and Govt. of Maharashtra**

**Best Students' Development Officer Award from SP Pune University**

**HANDBOOK of RULES & GUIDELINES**

**June 2020**

**Website-[www.tccollege.org](http://www.tccollege.org)**



## **Prepared By**

Principal Dr. Chandrashekhar Murumkar- Chairman

Dr. Avinash Jagtap- Co-coordinator

Dr. Sachin Gadekar- Joint Co-coordinator

## **Members**

Dr. Ajit Telave

Dr. Jagdish Deshpande

Dr. Ashok Kalange

Dr. Bhagwan Mali

Dr. Sandeep Tardalkar

Dr. Yogini Mulay

Dr. Hanumant Phatak

Mr. Bhimrao Torane

Dr. Vilas Kardile

Dr. Gautam Jadhav

Mr. Vivek Bale

Dr. Janardhan Pawar

Mr. Amar Kulkarni

Mr. Abhinandan Shah

Mr. Vikas Bhosale



## Foreword

Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati is run by Anekant Education Society (AES), Baramati, a religious minority institute. The society, established in 1961 with the inspiration and blessings of Saint Late Samantbhadra Maharaj and, under the guidance of Late Hon. Shri Fulchand Gandhi, Former Education Minister of Hyderabad State, started the college in 1962. The Jain concept '*Siddhiranekantat*' is the motto and *Anekantwad* (multi-dimensionalism), the preamble of the society. Owing to the consistent efforts of the dynamic and dedicated top management, it has made a significant qualitative and quantitative progress and development in various fields of knowledge and skill.

The college, affiliated to Savitribai Phule Pune University, Pune, has been providing quality education to the students from different walks of life through 25 under graduate and 18 post graduate academic programmes with a wide academic flexibility. Apart from these basic programmes in arts, science and commerce faculties, it has also been offering vocational, skill & career-oriented and value-based programmes.

The college, which celebrated its Golden Jubilee Year in 2012-13, was assessed and re-accredited for the third cycle in 2016 and was awarded A+ with 3.55 CGPA by NAAC. NAAC peer team with its valuable comments and recommendations has provided us an opportunity to review the strengths, weaknesses and opportunities for progress and development of the college after the second cycle. Since then, we have been trying our best to march towards all-round qualitative improvement of the college through a student-centric approach in curricular, co-curricular and extra-curricular activities.

The college has introduced B. Voc. degree in six subjects namely 1) Food Processing & Post Harvest Technology 2) Journalism & Mass Communication 3) Retail Management 4) Dairy Technology 5) E-Commerce & Digital networking 6) Networking & System Administration research centers in Botany, Microbiology & Physics and three career-orientated courses in Microbiology, English & Commerce. It has been sanctioned the 'STAR college' scheme by DBT (Department of Biotechnology) and DST-FIST scheme with 'O' level by Department of Science and Technology. It has also been awarded the status of the College with Potential for Excellence (CPE) by UGC, New Delhi. It has geared up research endeavors during the last five years with the increased number of the student and faculty participation in research activities and projects funded by various agencies. The college has been providing a platform for distance education also through Yashwantrao Chavan Maharashtra Open University, Nasik. The college is keen on providing quality education by improving




and updating learning resources through ICT and by renovating existing infrastructure and creating & developing new infrastructure to meet the needs and demands of the students.

The strengthening of teaching-learning process with modern learning resources and ICT, overwhelming research outputs, the organization of co-curricular and extension activities, providing required infrastructure to facilitate academic, research and other activities, and students' achievements in various fields. Conscious efforts have been made by the Principal and the faculty to ensure quality attainment, sustenance & enhancement and to lead the college towards the fulfillment of its vision, mission and objectives. We are committed to strive to fulfill our dream of making our students the responsible citizens prepared for nation building.

This handbook covers all the rules, regulations and policies of the college. It comprises admission policy, attendance policy, eligibility, examination regulations, HR policy, information of different cells and bodies of the college. I would like to acknowledge the tireless efforts of all the members of the college handbook committee for their wholehearted support for the preparation of this Hand Book of rules and regulation



  
Principal  
Principal  
Tuljaram Chaturchand College  
Baramati

**Dr. Chandrashekhar V. Murumkar**

Principal

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## **1) ANEKANT EDUCATION SOCIETY:**

Anekant Education Society was established in 1961 with the inspiration and blessings of Saint Late Samantbhadra Maharaj and under the guidance of late Hon. Shri. Fulchand Gandhi, former Minister of Education of Hyderabad state. The Jain philosophy ‘Siddhiranekantat’ is a motto and ‘Anekantwad’ is the preamble of the society and college. The society started Baramati College, Baramati in the month of June 1962 with just 112 students and 12 faculty members, which later named Tuljaram Chaturchand College of Arts, Science and Commerce. Now, it has more than 10,000 students and almost 320 faculty members. The society also runs another degree college named Jaysingpur College, Jaysingpur, Dist.-Kolhapur. Moreover, the society added more feathers to its cap by starting Anekant Institute of Management Studies (AIMS) as well as Anekant English Medium School at Baramati.

Anekant Education Society is run by Jain community and has been catering to the educational needs of the minority students and others, hence, has been given ‘Jain Religious Minority Institute’ status by the Government of Maharashtra. Since, its inception, Anekant Education Society is providing quality education and has been contributing to the academic, social and cultural growth of the society.

### **1.1) Institutions Governed by Anekant Education Society, Baramati:**

- Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati (Autonomous)
- Jaysingpur College, Jaysingpur, Dist. Kolhapur
- Anekant Institute of Management Studies (AIMS), Baramati
- Anekant English Medium School, Baramati



## 1.2) Governing Council



**Shri. Arhatdas Hirachand Shah (Saraf)**  
President



**Shri. Jawahar Motilal Shah (Wagholikar)**  
Secretary

### **Treasurer:**

**Shri. Sunil Shivlal Shah**

### **Members:**

Shri. Rajkumar Tuljaram Shah (Wagholikar)  
Shri. Subhash Maniklal Shah  
Shri. Dr. Subhash Baburao Adadande  
Shri. Vikas Shashikant Shah (Lengrekar)  
Shri. Dr. Mahaveer Rayappa Akkole Patil  
Shri. Ashok Surendra Shirguppe

Shri. Chakor Nalinchandra Gandhi  
Shri. Milind Rajkumar Shah (Wagholikar)  
Shri. Padmakar Paygonda Patil  
Shri. Chandravadan Vidyachandra Shah  
Shri. Dr. Dhawalkumar Shamgonda  
Shri. Jinendra Bhau Dattawade



### 1.3) Anekant Education Society's Governing Council:

The executive committee members formed by the norms (election) actively participate in decisions related to finance, human resource, promotion, development and other governance and management relevant affairs of the institution. The A.E.S. Governing Council consists of the President, Secretary and Treasurer of all the institutions governed by the Society.

| Sr.No. | Name   | Designation |
|--------|--|-------------|
| 01.    | Shri.Arhatdas Hirachand Shah (Saraf)                         | President   |
| 02.    | Shri.Jawahar Motilal Shah (Wagholikar)                       | Secretary   |
| 03.    | Shri.Sunil Shivlal Shah (Lengarekar)                         | Treasurer   |
| 04.    | Shri.Rajkumar Tuljaram Shah (Wagholikar)                     | Member      |
| 05.    | Shri.Chakor Nalinchandra Gandhi                              | Member      |
| 06.    | Shri.Subhash Maniklal Shah (Wagholikar) till 14/03/2019      | Member      |
| 07.    | Shri.Chandragupta Maniklal Shah (Wagholikar) From 17/03/2019 | Member      |
| 08.    | Shri.Milind Rajkumar Shah (Wagholikar)                       | Member      |
| 09.    | Shri.Dr.Subhash Baburao Adadande                             | Member      |
| 10.    | Shri.Padmakar Paygounda Patil                                | Member      |
| 11.    | Shri.Vikas Shashikant Shah (Lengarekar)                      | Member      |
| 12.    | Shri.Chandrawadan Vidyachandra Shah (Mumbaikar)              | Member      |
| 13.    | Shri.Mahavir Rayappa Akkole                                  | Member      |
| 14.    | Shri.Dr.Dhavalkumar Shamgonda Patil                          | Member      |
| 15.    | Shri.Ashok Surendra Shirguppe                                | Member      |
| 16.    | Shri.Jinendra Bhau Dattawade                                 | Member      |

### 1.4) Anekant Education Society's Local Committee

| Sr. No | Name   | Place    | Designation |
|--------|--|----------|-------------|
| 1      | Shri.Arhatdas Hirachand Shah (Saraf)                             | Baramati | President   |
| 2      | Shri.Jawahar Motilal Shah (Wagholikar)                           | Baramati | Secretary   |
| 3      | Shri.Sunil Shivlal Shah (Lengarekar)                             | Baramati | Treasurer   |
| 4      | Shri.Milind Rajkumar Shah (Wagholikar)                           | Baramati | Member      |
| 5      | Shri.Vikas Shashikant Shah (Lengarekar)                          | Baramati | Member      |
| 6      | Shri.Chandrawadan Vidyachandra Shah (Mumbaikar)                  | Baramati | Member      |
| 7      | Shri Dr. Rajkumar Khushalchand Chhajer                           | Baramati | Member      |
| 8      | Shri Dr. Rajendra Maniklal Mutha                                 | Baramati | Member      |
| 9      | Shri Rahul Jawahar Shah (Wagholikar)                             | Baramati | Member      |
| 10     | Shri Vidhyutkumar Manikchand Shaha                               | Baramati | Member      |
| 11     | Shri Tukaram/Madanrao Tanaji Deokate<br>PDCC Bank Representative | Baramati | Member      |





## 2) TULJARAM CHATURCHAND COLLEGE

Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati, Pune is one of the leading and prestigious colleges in Maharashtra. Our motto, 'We for Students' is at the heart of everything we do at the college. The college celebrated its *Golden Jubilee* in 2012. Keeping pace with modern trends in higher education, the college has full fledged UG courses in Arts, Science and Commerce along with PG courses almost in all subjects of different streams as well as Ph. D. Research centers. Beside traditional courses we seek to develop and introduce need based, value added, skill based and career oriented new courses

However, the College has been reaccredited for the third cycle with 'A+' grade (CGPA 3.55) by NAAC, Bangalore in 2017. It has been awarded the status of 'College with Potential for Excellence' by UGC, and has been selected for STAR College scheme by DBT & DST-FIST scheme by DST, New Delhi. The college has received several awards from the Savitribai Phule Pune University, Pune including Best College Award, Best Principal Award, Best Student Welfare Officer Award, Best NSS Coordinator Award, Best NSS Unit Award, Best NSS volunteer award and also the recipient of awards from the Maharashtra Government.

The college under the UGC scheme of skill development based higher education, started the new generation Bachelor of Vocation degree courses in June 2014-2015- 1) Food Technology and Research and 2) Journalism and Mass Communication 3) Retail Management and 4) E-Commerce and Digital Marketing 5) Dairy Technology 6) Networking and System Administration based on the National Skills Qualification Framework, (NSQF) to create employable graduates and skilled young entrepreneurs. Considering the overall academic progress of the college UGC, New Delhi has conferred the Autonomous status to the college from December 2018 to December 2029.

### 2.1) Vision

Our vision is to impart career-oriented quality education at par with global standard in the fields of academic and research arena by developing various skills of excellence and inculcating moral values in the youth with a view to make them responsible citizens of India.

### 2.2) Mission

Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati, run by Anekant Education Society, Baramati, the Religious Minority Institute with the preamble, '*Siddhiranekantat*' means *Anekantwad* (Multi-dimensionalism), strives to contribute to nation building by empowering the youth through educational and vocational programmes inculcating culture of having multidimensional holistic attitude to life in them.



### 2.3) Objectives:

- To impart value-based holistic education by integrating traditional and innovative learning experiences in order to attain the quality education.
- To provide a platform to the students to explore their hidden talent and potential in them and to nurture a spirit of innovative, scientific and critical thinking in them.
- To aim at overall personality development of the students through curricular, co-curricular and extra-curricular activities.
- To expose the students to the recent technologies and trends so as to enable them to face the challenges in the competitive world.
- To improve academic quality of the institution through various faculty development programmes.
- To encourage the students to get actively involved in various educational activities right from their entry in the college and to create healthy academic atmosphere in the college.
- To improve the functioning of the institution through active participation of the students, the faculty, the stakeholders and the management in college activities.
- To establish linkages with various bodies in society like industries, service sectors, academic and professional institutions and NGOs for better education and placement opportunities.
- To create awareness among the students and society to conserve natural resources and biodiversity.
- To make the students aware of the importance of human rights and nationalism.
- To make the students socially responsible citizens by training them to contribute to resolve social issues, gender-inequality and gender-discrimination.
- To empower the student especially from the rural area through curricular, co-curricular, extra-curricular and extension activities.
- To empower the student through modern learning resources
- To impart value based career oriented programmes and to nurture various skills.
- To provide the girl students with equal opportunities and empowerment in different fields of knowledge.
- To develop research culture among the students and the faculty and carry out community oriented eco-friendly research for the development of society.
- To undertake collaborative programmes and to carry out consultancy services through interaction with academia, industries and society at large.
- To undertake faculty development programmes to improve academic quality of the institute.
- To enhance students access to learning materials by means of central and departmental library and effective use of ICT.
- To create awareness in the society to conserve natural resources and wild life.
- To provide need based vocational training to the students.



## 2.4) Distinctive Features of the College:

- College Re-accredited A+ grade with CGPA 3.55 by NAAC.
- The College awarded 'Autonomous Status' by UGC.
- The status of "College with Potential for Excellence" (CPE).
- The college has been sanctioned STAR College Scheme by DBT.
- The college has been sanctioned DST-FIST
- The College awarded with ISO 9001:2015
- Green Audit
- Entrepreneur Development Cell
- The College established Centre for Innovative and Applied Research (CIAR)
- Research Laboratories with modern facilities in Botany, Microbiology and Physics
- Centre for Foreign Language Studies
- Campus networking internet café, wi-fi compability
- Library with Huge Book collection with National and International Journals.
- National Cadet Corp (NCC) and National Service Scheme (NSS)
- A huge playground 400 m. running track, separate courts for indoor and outdoor games, well equipped gymnasium hall.
- MoU with National and International Institution and industries.
- Efficient Placement Cell.
- Competitive Examination Guidance Centre
- Skill based COC/ COP / Add-on-Courses
- State-of-Arts, Sophistically, furnished laboratories
- Well equipped Science Laboratories, English Language Laboratory, Commerce Laboratory, Central Facility Centre
- Anekant : Journal of Humanities and Social Sciences
- TCC Chronicle, a quarterly magazine
- Separate Boys and Girls hostel with high class recreational facilities
- Hygienic Canteen
- *Jivraj* Auditorium Hall with the 500 seating capacity
- A well-equipped seminar hall and a 19 class rooms with ICT facility
- The students interaction with experts and guest lecturers
- Organization of State Level Moropant elocution and debate competitions
- Student Consumer Store
- Counseling and Career Guidance Cell
- Distance education through Yashwantrao Chavan Maharashtra Open University, Nasik Centre.



### **3) AUTONOMOUS STATUS:**

Anekant Education Society's Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati, affiliated to the Savitribai Phule Pune University has been conferred an **Autonomous Status** by UGC for a period of ten years w.e.f. 2019-2020 to 2028-2029. The autonomous status has provided college an opportunity to design need based courses, revise the course contents and also the evaluation pattern. By keeping in mind the need of time and also the requirements of the students in the globalization, college has revised the first year syllabi in the academic year 2019-2020 and the second year syllabi for the academic year 2020-2021. The remaining will be restructured and redesigned subsequently from the next academic year.

University Grants Commission has led down important guidelines, roles and responsibilities of various bodies for effective functioning of the institutions. Tuljaram Chaturchand College also follows the guidelines formed by UGC, New Delhi.

#### **3.1) Relationship with the parent University and the state government**

Tuljaram Chaturchand College has been granted autonomous status for a period of ten years w.e.f. 2019-2020 to 2028-2029. The college abides all the provisions of the UGC regulations for Autonomous colleges. College has attained autonomous status but still continues to be affiliated to the Savitribai Phule Pune University, Pune and enjoys the privileges of autonomy.

The State Govt. still continues to provide the same funds to the college as it had been providing before the conferment of autonomous status.

#### **3.2) Governance**

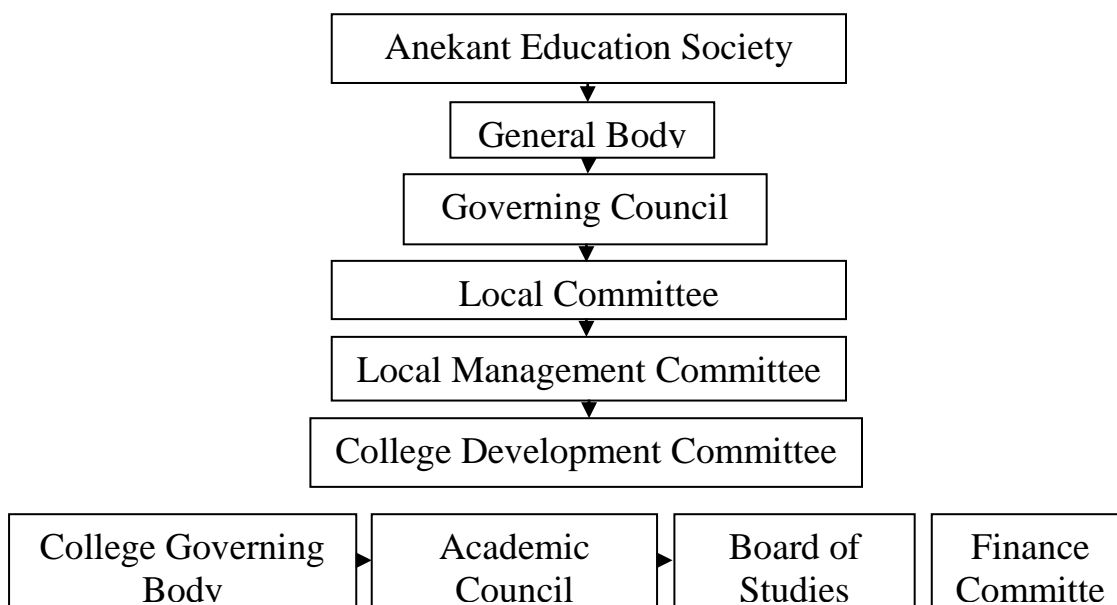
Tuljaram Chaturchand College of Arts, Science & Commerce (Autonomous) is run and managed by Anekant Education Society, Baramati. Anekant Education Society, Baramati is a non-profitable society, governed by the dedicated, energy driven and committed members of the Governing Council of Anekant Education Society and the College Management Committee.

In addition, after the conferment of autonomous status in the session 2019-20, four statutory bodies are constituted to ensure organization's management system development, implementation and continuous improvement to fulfill the purpose of education.



Change is not a mere transit from day to night rather it is a continuous, dynamic and on-going process, loaded with positivity. The management & the staff believe in this philosophy. They have always given importance to system development, its best implementation and continuous improvement. College follows the following system for effective functioning.

### 3.3) Governing Setup of the College



The Statutory bodies of the institution under the aegis of Anekant Education Society, Baramati provide effective governance policies, their implementation and evaluation. The Management system provides an efficient leadership for lasting results and effective management for taking suitable decisions related to finance, human resource, promotion and the development of the campus.

### 3.4) College Development Committee:

The College Development Committee is involved in planning process and overall development of the college. The Committee consists of President of A.E.S. as a Chairman, 2 Members from trustees of A.E.S., Principal as Member-Secretary, IQAC Chairman, 1 HOD, 3 Teacher Representative (among which 1 female teacher), 1 Non Teaching Staff member, 1 educationist, 1 industrialists, and one from



the social domain are the key constituents of the committee. Through interactions and meetings they keep themselves abreast of the various developmental activities taking place in the institution.

### **3.5) Autonomous Statutory Bodies:**

All the Autonomous Statutory Bodies are constituted as per the guidelines of the UGC, Government of Maharashtra and the Savitribai Phule Pune University, Pune for effective functioning of the college.

#### **3.5.1) Governing Body:**

The Council assesses and evaluates all the activities and programmes enriched by the institution and provide suggestions for improvement. The Governing Council designed as:

1. Hon. President of AES as Chairman
2. Four trustees of AES
3. One UGC Nominee
4. One Govt. of Maharashtra Representative
5. One S.P.P. University Representative
6. Two teachers of the college
7. One Educationist or industrialist Nominated by Management.
8. The Principal as the Head of the Institution provides the direction to the multitude of institutional academic and administrative functions. He is the navigator who channelizes the working of the faculties and students in accordance to the suggestions and direction given by the members of the Council, to sustain the level of excellence

| <b>Sr.No.</b> | <b>Name</b>                     | <b>Representation</b>     |
|---------------|---------------------------------|---------------------------|
| 1             | Shri. Arahadshah (Saraf)        | Chairman                  |
| 2             | Shri. Jawahar Shah (Wagholikar) | Management Representative |
| 3             | Shri. Milind Shah (Wagholikar)  | Management Representative |
| 4             | Shri. Vikas Shah (Lengarekar)   | Management Representative |
| 5             | Dr. Rajkumar Chhajed            | Management Representative |
| 6             | Prin. Dr. Ramanlal Modi         | UGC Nominee               |
| 7             |                                 | State Government Nominee  |



|    |                                   |                        |
|----|-----------------------------------|------------------------|
| 8  | Dr. Deepak Mane                   | University Nominee     |
| 9  | Dr. Ranjana Nemade                | Teacher Representative |
| 10 | Dr. Avinash Jagtap                | Teacher Representative |
| 11 | Dr. Shivaji Sathe                 | Educationalist         |
| 12 | Prin. Dr. Chandrashekhar Murumkar | Ex-Officio             |

**I. Term:** Three years (except for the UGC nominee whose term will be for a full five years)

**II. Meeting:** At least twice a year.

**III. Functions:**

Subject to the existing provision in the bylaws of respective college and rules laid down by the state government, Parent University, the governing Council shall:

1. Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
2. Fix the fees and other charges payable by the students of the college on the recommendations of the Finance committee.
3. Institute scholarship, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
4. Approve institution of new programmes of study leading to degrees and/or diplomas and/or Certificates Perform such other function and institute committees, as may be necessary and deemed fit for the proper development, and to fulfill the objectives for which the college has been declared as an autonomous.
5. All recruitments of teaching faculty/Principal shall be made by the Governing body/State Government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
6. To approve the annual Budget of the college before submitting the same at the UGC.
7. Perform such other functions and Institute Committees, as may be necessary and deemed fit for the proper development of the college.



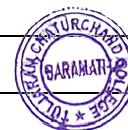
### 3.5.2) Academic Council

The Academic Council is responsible for all the academic matters viz. framing of academic policy, approval of courses, regulations and syllabi, etc. The Council involves the faculty members from various disciplines, subject expert and representatives of the university.

#### I. Composition of the Academic Council and Functions

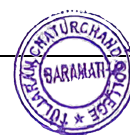
1. The Principal (Chairman)
2. All the heads of department in the college.
3. Four teachers of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academician from outside the college representing such areas as Industry, Commerce, Law, Education, Science, Medicine etc., to be nominated by the Governing Body.
5. Three nominees of the University not less than professors.
6. A faculty member nominated by the principal (Member Secretary)

| Sr. No. | Member of Academic Council | Name of Board     |
|---------|----------------------------|-------------------|
| 1       | Dr. Ranjana Nemade         | Marathi           |
| 2       | Dr. Pradeep Saravade       | Hindi             |
| 3       | Dr. Ajay Dhawale           | English           |
| 4       | Dr. Hanumant Phatak        | Political Science |
| 5       | Dr. Samadhan Patil         | Economics         |
| 6       | Dr. Sandip Tardalkar       | History           |
| 7       | Mr. Vinayak Lashkar        | Sociology         |
| 8       | Dr. Vijaykumar Shinde      | Psychology & Yoga |
| 9       | Dr. Asaram Jadhav          | Geography         |
| 10      | Mr. Devidas Bhosale        | Defense studies   |
| 11      | Dr. Ravindrakumar Kudale   | Zoology           |
| 12      | Mr. Sanjay Kale            | Chemistry         |
| 13      | Dr. Maruti Kokare          | Physics           |
| 14      | Dr. Avinash Jagtap         | Statistics        |





|     |                       |  |
|-----|-----------------------|--|
| 15  | Dr. Sunil Pawar       | Microbiology                             |
| 16  | Dr. Shashikant Chavan | Botany                                   |
| 17  | Dr. Jagdish Deshpande | Electronic Science                       |
| 18  | Mr. Sadashiv Puranik  | Mathematics                              |
| 19  | Mr. Upendra Choudhari | Computer Science                         |
| 20  | Dr. Niranjan Shah     | Accounting & Taxation                    |
| 21  | Mr. Vivek Bale        | Cost & Management Accounting             |
| 22  | Dr. Mahendra Salve    | Marketing                                |
| 23  | Dr. Janardhan Pawar   | Business Administration & Law            |
| 24  | Dr. Megha Badve       | International Business                   |
| 25  | Mrs. Pooja Vhora      | Financial Markets & Portfolio Management |
| 26  | Smt. Sudha Patil      | BBA(Computer Application)                |
| 27  | Mrs. Dipali Anpat     | BBA                                      |
| 28  | Dr. Wajid Khan        | Food Processing & Dairy Technology       |
| 29  | Mr. Ranjit Pandit     | Journalism & Mass Communication          |
| 30  | Mr. Mahesh Phule      | Retail Management                        |
| 31  | Mr. Deepak Munguskar  | B.Lib.I.Sci.                             |
| 32  | Dr. Gautam Jadhav     | Physical Education                       |
| 33  | Ms. Veena Kumari      | Dairy Technology                         |
| 34  | Mr. Sidharth Sorate   | E-Commerce & Digital Marketing           |
| 35  | Mr. Annirudh Killedar | Sanskrit                                 |
| 36  | Mr. Krushnat Nagare   | Logic and Philosophy                     |
| 38) | Dr. Ashok Kalange     | Teacher Representative                   |
| 39) | Dr. Bhagawan Mali     | Teacher Representative                   |
| 40) | Dr. Sachin Gadekar    | Teacher Representative                   |
| 41) | Dr. Seema Naik-Gosavi | Teacher Representative                   |
| 42) | Mr. Prashant Raut     | Industrialist                            |
| 43) | Dr. Yogendra Dixit    | Educationalist                           |
| 44) | Dr. Ashok Deshpande   | Medicine                                 |



|     |                       |                    |
|-----|-----------------------|--------------------|
| 45) | Mr. Prashant Durugkar | Industrialist      |
| 46) | Dr. Avinash Kumbhar   | University Nominee |
| 47) | Dr. Mahendra More     | University Nominee |
| 48) | Dr. Manohar Jadhav    | University Nominee |
| 49) | Dr. Ajit Telave       | Member Secretary   |

**II. Terms** : The term of the nominated members shall be of three years

**III. Meetings** : The Principal shall convene a meeting of the Academic Council at least twice a year.

**IV. Functions:**

The Academic Council shall have powers to:

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
2. Make regulations regarding the admission of students to different programme of study in the college keeping in view the policy of government.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
4. Recommend to the Governing Body proposals for institution of new programmes of study.
5. Prizes and medals, and to frame regulations for the award of the same.
6. Advise the Governing Body on suggestions pertaining to academic affairs made by it.
7. Perform such other functions as may be assigned by the Governing Body.

**V. Duties:**

The Academic Council shall perform the following functions:

1. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon.



2. Scrutinize and approve the proposals, with or without modifications of the Board of Studies and other committees with regard to courses of study, the academic regulations, curricular, syllabi and modifications thereof, instructional and evaluation arrangements methods and procedures relevant there to etc. Provided that where the Academic Council differs in any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it.
3. Frame regulations regarding the admission of students to different programmes of study in the Institute.
4. Frame regulations for conduct of examinations and initiate measures for improving quality of teaching, student's evaluation and student's advisory programmes in the Institute.
5. Approve candidates for conferment of degrees, diplomas or certificates from the college and forward to University.
6. Recommend new programmes of study.
7. Recommend about scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same.
8. Advise the Governing Council on suggestion pertaining to academic affairs made by it.
9. Promote research in the institute and ask for report on such research from the persons engaged therein.
10. Perform such other functions as may be referred to by Governing Council.
11. To take periodical review of the activities of the Departments/ Research Centres and to take appropriate action with a view to maintain and improve standards of instruction.
12. To recommend the creation of teaching posts (Professors, Associate Professors; Assistant Professors)
13. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules and Regulations of the Institution.
14. The council shall meet as often as necessary but at least twice in a /year.
15. Meetings of the council shall be convened by the Chairman of the Council either on his initiative or on a requisition signed by not less than 25 percent of the members of the council.
16. 50% of the members of the council shall form the quorum for the meeting of the council.
17. The Principal shall preside over every meeting of the council. In his absence, the Vice-Principal/ Senior –most Faculty of the institute present shall preside over the meeting.



18. A written notice of every meeting together with the agenda shall be circulated by the Member Secretary of the Council to the members of the council at least one week before the meeting.
19. The Chairman of the Council may permit inclusion of any item on the agenda for which due notice could not be given.
20. The ruling of the Chairman of the Council with regard to all questions of procedure shall be Final.
21. The minutes along with the amendments, if any, shall be placed for confirmation in the next meeting. If the minutes are confirmed and signed by the Chairman of the Council, they shall be recorded in the Minutes book, which shall be kept open for inspection of the members of the Academic Council at all, times during office hours with member secretary of Academic Council.

### **3.5.3) Board of Studies**

The Board of Studies comes into action by framing the syllabi for various courses, reviews and modifies and updates the syllabi from time to time, introduces new courses of study, determines details of continuous assessment, recommends panels of examiners and presents the resolution in Academic Council meeting.

#### **I. Composition of the Board of Studies and Functions**

1. Head of the department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two experts in the subject from outside the college to be nominated by the Academic Council. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the College Principal.
4. One representative from industry /corporate sector/ allied area relating to placement.
5. One postgraduate meritorious alumnus to be nominated by the principal. The chairman, Board Studies, may with the approval of the principal of the college, co-opt:
  - a. Experts from outside the college whenever special courses are to be formulated
  - b. Other members of staff of the same faculty.



| <b>Sr. No.</b> | <b>Name of Board</b>                     | <b>Chairman of Board</b> |
|----------------|--|--------------------------|
| 1              | Marathi                                  | Dr. Ranjana Nemade       |
| 2              | Hindi                                    | Dr. Pradeep Saravade     |
| 3              | English                                  | Dr. Ajay Dhawale         |
| 4              | Political Science                        | Dr. Hanumant Phatak      |
| 5              | Economics                                | Dr. Samadhan Patil       |
| 6              | History                                  | Dr. Sandip Tardalkar     |
| 7              | Sociology                                | Mr. Vinayak Lashkar      |
| 8              | Psychology & Yoga                        | Dr. Vijaykumar Shinde    |
| 9              | Geography                                | Dr. Asaram Jadhav        |
| 10             | Defense studies                          | Mr. Devidas Bhosale      |
| 11             | Zoology                                  | Dr. Ravindrakumar Kudale |
| 12             | Chemistry                                | Mr. Sanjay Kale          |
| 13             | Physics                                  | Dr. Maruti Kokare        |
| 14             | Statistics                               | Dr. Avinash Jagtap       |
| 15             | Microbiology                             | Dr. Sunil Pawar          |
| 16             | Botany                                   | Dr. Shashikant Chavan    |
| 17             | Electronic Science                       | Dr. Jagdish Deshpande    |
| 18             | Mathematics                              | Mr. Sadashiv Puranik     |
| 19             | Computer Science                         | Mr. Upendra Choudhari    |
| 20             | Accounting & Taxation                    | Dr. Niranjan Shah        |
| 21             | Cost & Management Accounting             | Mr. Vivek Bale           |
| 22             | Marketing                                | Dr. Mahendra Salve       |
| 23             | Business Administration & Law            | Dr. Janardhan Pawar      |
| 24             | International Business                   | Dr. Megha Badve          |
| 25             | Financial Markets & Portfolio Management | Mrs. Pooja Vhora         |
| 26             | BBA(Computer Application)                | Smt. Sudha Patil         |
| 27             | BBA                                      | Mrs. Dipali Anpat        |
| 28             | Food Processing & Dairy Technology       | Dr. Wajid Khan           |
| 29             | Journalism & Mass Communication          | Mr. Ranjit Pandit        |



|    |                                |                       |
|----|--------------------------------|-----------------------|
| 30 | Retail Management              | Mr. Mahesh Phule      |
| 31 | B.Lib.I.Sci.                   | Mr. Deepak Munguskar  |
| 32 | Physical Education             | Dr. Gautam Jadhav     |
| 33 | Dairy Technology               | Ms. Veena Kumari      |
| 34 | E-Commerce & Digital Marketing | Mr. Sidharth Sorate   |
| 35 | Sanskrit                       | Mr. Annirudh Killedar |
| 36 | Logic and Philosophy           | Mr. Krushnat Nagare   |

**II. Term:** The term of the Board of Studies shall be three years.

**III. Meeting:** The principal of the college shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least twice in a year.

#### **IV. Functions**

The Board of Studies shall perform the following functions:

1. Prepare syllabi for various courses keeping in view the objectives of the Institute and the national requirement for consideration and approval of the Academic Council. Proposals regarding courses, examinations etc. shall either originate in or be considered by the Board of Studies.
2. Suggest methodologies for innovative teaching and evaluation techniques.
3. Suggest panel of names to the Academic Council for appointment of examiners.
4. Coordinate research, teaching extension on and other Academic activities in the department/college.
5. Meetings of the Board of Studies shall be convened by the convener of the Board and he shall draw the schedule for the meeting.
6. 50% of the total members of the Board of Studies shall form the quorum for the meeting of the Board of Studies.
7. The Head of Department shall preside over every meeting of the Board of Studies. In his absence, the senior most Faculty Member of the College shall preside over the meeting.
8. Principal may call a joint meeting of the Board of Studies of different departments on any common issue. The convener (HOD) may call an emergency meeting of the Board of Studies of



the department in consultation with the Principal at short notice to consider urgent or special issues.

9. The ruling of convener of the Board of Studies with regard to all questions of procedure shall be final.

The minutes of the proceedings of the Board of Studies shall be drawn up by the convener or a faculty member nominated by the Board of Studies and circulated amongst all members.

### **3.5.4) Finance Committee**

The Finance Committee advises the Governing Council on financial matters by making an appropriate budget.

#### **I. Composition of the Finance Committee and Functions**

1. The principal (Chairman)
2. One person to be nominated by the Governing Body of the college for a period of two years.
3. Finance Officer of the affiliating university
4. One senior- most teacher of the college to be nominated in rotation by the principal for two years

| <b>Sr.No.</b> | <b>Name</b>                       | <b>Representation</b>                  |
|---------------|-----------------------------------|--|
| 1             | Prin. Dr. Chandrashekhar Murumkar | Chairman                               |
| 2             | Mr. Abhinandan Shah               | Governing Body Nominee                 |
| 3             | Mr. Atul Patankar                 | University Finance Officer, SPPU, Pune |
| 4             | Dr. Niranjana Shah                | Teacher Nominee                        |
| 5             | Mr. Vikas Shah (Lengrekar)        | Invitee                                |
| 6             | Mr. Gurunath Tate                 | Invitee                                |

**II. Term** of the finance committee shall be three years.

**III. Meetings** – The Finance Committee shall meet at least twice a year.

**IV. Function** –

- i) The Finance committee shall act as an advisory body to the governing Body to consider:
- ii) Budget estimates relating to the grant received/ receivable from UGC, and income from fees, etc collected for the activities to undertake the scheme of autonomy.
- iii) Audited accounts for the above.



## 4) ROLES AND RESPONSIBILITIES OF THE COLLEGE FUNCTIONARIES

Tuljaram Chaturchand College as Autonomous institute follows the rules and regulations led down by UGC, Higher and Technical Educational Department, Government of Maharashtra and Savitribai Phule Pune University, Pune. The roles and responsibilities of the executive officials, faculty, staff and various committees are formed as per the guidelines of UGC, Government of Maharashtra, and the Savitribai Phule Pune University, Pune.

### 4.1) Selection Procedure:

The overall selection procedure incorporates transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma.

#### 4.1.1.) Principal

The Principal shall be the head of the college and shall be responsible for the internal management and administration of the college. All academic and administrative decisions are taken by the Principal in consultation with the Academic Council and ratified by the Management Board & Academic Board as far as practicable for smooth functioning of the institution. The Principal is accountable to the Governing Body of the College, the State Government and the University. The decision process as outlined in the University Statutes on Autonomy is followed. In the absence of the Principal, the Vice-Principals, nominated by the principal, shoulder the responsibility.

#### D) The Principal as an administrative and academic Head of the College shall be responsible for:

- a) Supervision over Teaching staff and Non teaching staff and maintenance of discipline in the institution. The Academic growth of the college.
- b) The teaching, research and extension programmes of the college.
- c) To assist in planning and implementation of academic programmes such as seminars, Conferences and workshops etc. for enhancing the academic competence of the faculty members.





- d) The admission of the students and maintenance of discipline of the college.
- e) The management of the College library, Computer Laboratories, Hostels and facilities etc. in the premises of the college
- f) The correspondence relating to the administration of the college.
- g) The administration and supervision of curricular, co-curricular/extra-curricular activities.
- h) To observe the University Act, and the Statutes, Ordinances, Regulations, Rules and other orders issued by Savitribai Phule Pune University from time to time, especially as under the Statutes for Autonomy.
- i) The supervision of College and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
- j) The assessing of reports of teachers and maintenance of service books and of other records of the college.
- k) Any other work relating to the College as may be assigned to him by the competent Authority from time to time.
- l) The norms set by the Autonomous College as ratified by the Management Board of the College for the discharge of functions are followed. These norms are displayed on the website of the College and in its handbook as far as they pertain to the students and general public.

#### **4.1.2) Vice-Principal:**

The appointment of the Vice Principal is for help and support to the Principal in the academic matters entrusted by the Principal. The Vice-Principal has no right to take decisions against the policies of the Principal in his absence. He has to perform his duties as Vice-Principal without detrimental to the regular teaching duties.

- a) The Vice-Principal shall be the custodian of the records, the common seal and such other property of the College as the Principal may commit to his charge.
- b) The Vice-Principal shall coordinate the work in the College amongst the teaching and non-teaching staff.
- c) The Vice-Principal shall bring to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and or are not in the interest of the Institution/College.



- d) The Vice-Principal shall maintain an enquiry service for students, staff and also for visits to the College, regarding courses being conducted, examination and admission rules and such other allied matters of importance, if assigned by the Principal.
- e) The Vice-Principal shall watch over the work of the College affiliation, staff recognition and follow procedures for appointments. He shall also watch over the Accounts, Audit, Assessment work of Maintenance and other Grants and keep a check on Accounts of the College if assigned by the Principal.
- f) The Vice-Principal shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.

Tuljaram Chaturchand College has appointed three Vice Principals for effective functioning of the college administration, teaching-learning and evolutions co-curricular, extracurricular etc. activities of the college.

As per the rules of Autonomous College, University, State Government & UGC, College has formed various statutory and non statutory committees for the academic year 2020-21.

#### **4.1.3) College Examination Officer (CEO)**

The Controller of Examinations heads the examination office and is accountable for the fair conduction of the examinations as per the academic calendar, which is prepared in consultation with the Principal.

##### **I) Powers and responsibilities of the Controller of Examination:**

- a) The Controller of Examination shall be the principal Officer in-charge of conducting examination, tests and the declaration of results. He shall discharge his functions under the direct superintendence, direction and guidance of the Principal. In the absence of CEO by virtue of any reason Principal shall assign his charge to other competent teacher.
- b) CEO shall be a officer of the college and will report to the Principal. Registrar and Vice-Principal.
- c) The CEO will be the supervisor of Examination Committee constituted by the Academic Council;



- d) The CEO of the Examinations may inform the proceeding of Examination Committee to the Academic Council as and when required;
- e) The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations, tests and timely declaration of results;
- f) His appointment shall be for a term of three years, and he shall be eligible for re-appointment. The qualifications and experience for the purpose of selection of the Controller shall be such as may be prescribed by Governing Council.
- g) The CEO shall be the Member-Secretary of the Board of Examinations and of the committees appointed by the Board, except the committees constituted for the appointment of paper-setters, examiners and moderators. He shall be responsible for prompt and proper implementation of their decisions.
- h) Without prejudice to the generality of the provision the Controller shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results. It shall be his responsibility.
- i) To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstance so warrant, and take disciplinary action or initiate civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices.
- j) To take disciplinary action wherever necessary against the candidates, paper setters, examiners, moderators or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.
- k) To review from time to time, the results of examinations and forward report thereon to the Academic Council.
- l) The Controller of Examinations may, on the report in writing of the head of the institution concerned, withhold the result of Candidate, who has already taken the examination if the candidate has failed to pay the dues outstanding against him.
- m) In case of discrepancy between the result displayed on the website or otherwise published, the original result lying with the college shall prevail.
- n) Controller of Examination may order re-examination if it is satisfied that there has been a leakage of a question paper or a part thereof.
- o) The Controller shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations.



p) Subject to prior approval of the Principal, the Controller of Examinations shall perform the following duties and responsibilities namely:

- To prepare academic calendar including examination schedule and implement the same;
- To appoint examiners as prescribed in the rules & regulations;
- To arrange for printing of question papers and answer books and their safe custody;
- To arrange for evaluation and to further the processing of results;
- To arrange for timely declaration and publication of results and to refer, if deem necessary, any matter before the examination committee prior to declaration of results;
- To ensure confidentiality and to make assessment/ improvement in the process of the college examination/ evaluation;
- To finalize the mode of examination for different courses in consultation with concerned Faculty/ Department/Academic Council;
- To appoint external agency(s)/observer(s) for conducting and monitoring the examinations;
- To appoint external agency(s)/evaluator(s) for evaluation of answer scripts. To submit report regarding examination(s) to the Principal.
- He is assisted by Deputy Registrar and three Assistant Registrar

#### **4.1.4) Head of the Department (HoD)**

Academic departments at the college occupy a central place in carrying out the departmental teaching, research and services missions. Effective leadership of departments is therefore of critical importance. They will act as in charge of the department. The head will be responsible for initiating policy discussions within the department and, with the Principal's concurrence, for implementation of department policies. Such policies should always be directed toward the accomplishment of college goals. Further, the department head will encourage the faculty to share responsibility both for making departmental decisions and for implementing the results of those decisions.

Heads of Department are appointed by Management and Principal and are responsible to the Principal of the college. The prime role of the Head of Department is to provide strong academic leadership. They are required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. They will be supported by the colleagues from within the department, Faculty, and central services. All Heads of Department are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental



strategy within the Faculty. The methods, by which Heads carry out their duties and the extent of delegation, will depend on such factors as the size and nature of the Departments and the personal approach of the individual Head of Department.

**I) The important roles include:-**

- a) Be responsible and accountable for setting and advancing the academic strategy of the Department in line with faculty and college strategic plans and direction.
- b) Be an active member of the Board of Studies and contribute to the overall leadership and management of the Faculty.
- c) Develop and sustain appropriate structures for management, consultation, decision-making and communication with staff and students.
- d) Promote and represent the college both internally and externally.
- e) Ensure the best possible student experience through the fulfillment of the college's responsibilities concerning students in respect of their admission, instruction, progress and Refresh and develop new programmes in order to attract new students and markets.
- f) Ensure the highest levels of quality, integrity and ethics in all research undertaken Create a dynamic and forward looking research environment for both staff and students.
- g) Create and exploit new opportunities for knowledge transfer activity in order to secure additional income streams and new areas of teaching and/or research.
- h) Deciding the workload and timetable of the department and supervising the classes are going as per time table or not Ensure that staff performance is managed appropriately and in a way that is consistent with the expectations of the college, and that fair workload allocation processes are in place.
- i) Ensure all staff has access to the necessary support to enable them to contribute fully and develop their skills and experience.
- j) Engender a culture of excellence, co-operation and respect both within and beyond the department.
- k) Make effective use of all staffing resources and seek opportunities for collaboration and joint working with others beyond the department and beyond the Faculty.
- l) Ensure students are included as appropriate in the various decision making for within the department ensure a safe and healthy environment for both staff and students, and full compliance with health and safety requirements.



- m) Give due consideration to the status of Head as a role model for other members of staff in the pursuit of academic excellence Ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
- n) Ensure all activities are carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement: such procedures will include teaching, research and management of all resources.
- o) Comply with auditing, quality assurance and risk management procedures both internal and external Continue to develop one's position as a leading academic researcher; including publication, securing of external funding and the pursuit of other relevant indicators of standing in the field.
- p) Give due consideration to ways of retaining connections with teaching at both undergraduate and postgraduate levels.

#### **4.1.5) Registrar**

The Registrar shall be the Chief Administrative Officer of the college. The Registrar is responsible for the supervision and management of all administrative, operational and examination functions; and also responsible for the work allocated by the Councils and the Principal time to time. The Registrar ensures the integrity, accuracy, and security of all academic records of current and former students. The Registrar instructs guides and supervises the Office Superintendent and Head Clerk also.

#### **I) Functions performed by the Registrar**

The functions of the Registrar are as per the rules of the Government of Maharashtra. They are as follows.

- a) The Registrar shall regulate the work and conduct of the staff in accordance with the Act, Statutes, Ordinances, Rules and Regulations. It shall be the duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he deems fit to regularize and to improve the working of the college.
- b) The Registrar shall have the power to issue warnings, reprimands, and memos to the non-teaching employees subject to the approval of the Principal.
- c) The Registrar shall be the custodian of the records, the common seal and such other property of the college as the Principal may commit to his charge.



- d) The Registrar shall co-ordinate the work in the college amongst the teaching and the non-teaching staff.
- e) The Registrar shall bring to the notice of the principal any of the act of the staff or the students, if prejudicial to the college and/or is not in the interest of the Institution/College.
- f) The Registrar shall maintain the enquiry service for students, staff and also for visitors to the college regarding courses, being conducted, examination and admission rules and such other allied matters of important nature.
- g) The Registrar shall watch over the work of college affiliation, staff recognition and follow procedure for appointments. He shall also watch Accounts, Audit, assessment work of Maintenance and other Grants and to keep the check on Accounts of the College.
- h) The Registrar shall look after the Examination work (College/Board/University) and shall ensure for the smooth conduct of the examination and prepare necessary work distribution chart in his connection.
- i) The Registrar shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.

#### **4.1.6) Office Superintendent**

The **functions** of the Office Superintendent are as per the rules of the Government of Maharashtra.

They are as follows.

- a) The Superintendent shall be in-charge of the college office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of Registrar.
- b) He shall convene the regular meetings of the office staff and laboratory assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any.
- c) He shall issue Memos, reprimands to erring employees. He shall inspect attendance register of the non-teaching staff and take such action as may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Registrar/Principal to take the disciplinary action, in case, the same employee shows no improvement.



- d) It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through Registrar/Principal to Government, University, University Grants Commission, Managements and superior authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office to entertain complaints, if any, against the staff subordinate to him, in the college.
- e) The Superintendent shall personally look into the court cases concerning the college and obtain orders from Registrar/Principal wherever necessary.
- f) The Superintendent shall mark and distribute the letters in the name of dealing Assistant or to Heads of Departments in the college. He shall exercise check and follow up letters received from the Government, University Grant Commission, University, Management etc.
- g) He shall draft notes and deal independently cases which are of routine nature. He shall also draft notes, essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to higher authority i.e. Registrar or the Principal and give interim replies.
- h) The Superintendent shall scrutinize notes or cases submitted by the lower staff, out his own remarks or suggestions, if any and submit the same to the Registrar or the Principal. He shall sign letters issued from the college office of routine nature.
- i) The Superintendent shall be responsible of examination work pertaining to Degree College in the overall supervision of Registrar or the Principal.
- j) Any other work assigned to the Superintendent by the Principal or Registrar from time to time.

## **4.2) Executive Officials and Various Committees**

For effective functioning of the system college has formulated various committees and assigned roles and responsibilities to the faculty and staff.

### **4.2.1) The Internal Quality Assurance Cell (IQAC)**

IQAC ensures quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support. As per the NAAC guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) by Accredited Institutions (For Autonomous Colleges) (Revised on 20th February, 2020) College has





established IQAC cell in the college on 07/08/2003, which guides the teaching learning process and give suggestions for the smooth functioning of the system. The Internal Quality Assurance Cell (IQAC) was set up after first cycle in the year 2003 of NAAC accreditation in order to initiate and monitor plans for quality enhancement and quality sustenance of the institute. Accordingly the IQAC cell has been making untiring effort to motivate and guide faculty members, students, as well as non teaching staff of the institution to achieve quality excellence.

The IQAC also publishes regularly the college News Letter Chronicle, which contains all the events happenings in the college mostly relating to the academic matters and achievements of students, teachers and the office staff. This newsletter is also available online at the Tuljaram Chaturchand College, Baramati website.

**I) Objectives:**

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

**II) Benefits IQAC will facilitate / contribute to:**

- a) Ensure clarity and focus in institutional functioning towards quality enhancement; b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning; Guidelines of IQAC and submission of AQAR for Autonomous Colleges Page 9
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organized methodology of documentation and internal communication.

**III) Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few



distinguished educationists and representatives of local management and stakeholders. The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

#### IV) The College IQAC Committee

| Sr.No. | Name of faculty                   | Designation               |
|--------|-----------------------------------|---------------------------|
| 1      | Prin. Dr. Chandrashekhar Murumkar | Chairman                  |
| 2      | Dr. Mrs. Yogini R. Mulay          | Coordinator               |
| 3      | Mr. Milind R. Shah (Wagholikar)   | Management Representative |
| 4      | Mr. Vikas S. Shah (Lengrekar)     | Management Representative |
| 5      | Mr. Karan Shah (Wagholikar)       | Industrialist             |
| 6      | Mr. Prashant Raut                 | Industrialist             |
| 7      | Dr. Ashok Tambe                   | Community Representative  |
| 8      | Mr. Dilip Shinde                  | Community Representative  |
| 9      | Dr. Avinash Jagtap                | Administrative Officer    |
| 10     | Mr. Abhinandan Shah               | Administrative Officer    |
| 11     | Dr. Ajit Telave                   | Member                    |
| 12     | Dr. Sachin Gadekar                | Member                    |
| 13     | Dr. Jagdish Deshpande             | Member                    |
| 14     | Dr. Bhagawan Mali                 | Member                    |
| 15     | Mr. Sadashiv Puranik              | Member                    |
| 16     | Dr. Ashok Kalange                 | Member                    |
| 17     | Dr. Ramchandra Sapkal             | Member                    |
| 18     | Dr. Milind Gajbhiye               | Member                    |



|    |                         |        |
|----|-------------------------|--------|
| 19 | Dr. Mahadeo Kanade      | Member |
| 20 | Dr. Vaishali Patil      | Member |
| 21 | Dr. Samadhan K. Patil   | Member |
| 22 | Dr. Seema Naik-Gosavi   | Member |
| 23 | Dr. Shashank Mane       | Member |
| 24 | Mr. Sushil Deshmukh     | Member |
| 25 | Dr. Hanumant Phatak     | Member |
| 26 | Mr. Krushna Kulkarni    | Member |
| 27 | Dr. Chandrakant Kamble  | Member |
| 28 | Dr. Janardhan Pawar     | Member |
| 29 | Dr. Niranjana Shah      | Member |
| 30 | Mr. Vinayak Lashkar     | Member |
| 31 | Mr. Upendra Choudhari   | Member |
| 32 | Student Representatives | Member |

#### V) The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.



The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

#### 4.2.2) Various Statutory and Non-Statutory Bodies / Committee

College has formulated various Statutory and Non-Statutory Bodies / committee for the academic year 2020-21. The details of the committees, its chairmen and members are separately attached to the website of the college. The following committees are established in the college for smooth functioning of the system to fulfill aims and objectives of the higher education as per the government and university norms:

| <b>Sr. No.</b> | <b>Statutory Bodies</b> | <b>Chairman</b>                  |
|----------------|-------------------------|----------------------------------|
| 1              | Governing Body          | Shri. Arahaldas Shaha (Saraf)    |
| 2              | Academic Council        | Prin.Dr. Chandrashekhar Murumkar |
| 3              | Board Of Studies        | Head of the Concerned Department |
| 4              | Finance Committee       | Prin.Dr. Chandrashekhar Murumkar |

#### 4.2.3) Non - Statutory Bodies/Committees

| <b>Sr.No.</b> | <b>Name of Committee</b>          | <b>Chairman/Director/Coordinator</b>  |
|---------------|-----------------------------------|---|
| 1             | College Development Committee     | Mr. Arahaldas Shaha (Saraf)   |
| 2             | Autonomous Steering Committee     | Prin. Dr.Chandrashekhar Murumkar  |
| 3             | Planning And Evaluation Committee | Prin. Dr.Chandrashekhar Murumkar  |
| 4             | IQAC                              | Prin. Dr.Chandrashekhar Murumkar<br>Dr. Yogini Mulay (Coordinator)  |
| 5             | Board Of Examination              | Prin. Dr.Chandrashekhar Murumkar<br>Dr. Jagdish Deshpande (CEO)<br>Dr. Sandip Tardalkar (Dy. CEO )<br>Mr. Sadashiv Puranik (Dy. CEO ) |



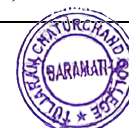
|    |   |   |
|----|---|---|
| 6  | Examination Committee                             | Prin. Dr.Chandrashekhkar Murumkar<br>Dr. Jagdish Deshpande (CEO)<br>Dr. Sandip Tardalkar (Dy. CEO )<br>Mr. Sadashiv Puranik (Dy. CEO )<br>Mr. Shivaji Gawade (Coordinator Evaluation) |
| 7  | Central Assessment Programme (Cap)                | Mr. Shivaji Gawade  |
| 8  | Centre For Innovative And Applied Research (CIAR) | Dr. Ramchandra Sapkal<br>Mr. Shrikrushna Salunke<br>(Academic Research Coordinator)   |
| 9  | Entrepreneurship Development Cell                 | Dr. Vikas Kakade  |
| 10 | Paramarsh Scheme                                  | Prin. Dr.Chandrashekhkar Murumkar<br>Dr. Yogini Mulay – IQAC Coordinator<br>Mr. Prakash Meher - Coordinator   |
| 11 | Unfair Means & Inquiry                            | Prin. Dr.Chandrashekhkar Murumkar   |
| 12 | Grievence Cell                                    | Prin. Dr.Chandrashekhkar Murumkar   |
| 13 | Student Development Committee                     | Prin. Dr.Chandrashekhkar Murumkar<br>Dr. Bhagwan Mali (SDO)   |
| 14 | National Service Scheme                           | Dr. Vilas Kardile<br>Dr. Chandrakant Kamble<br>Mr. Vaibhav Landage  |
| 15 | NIRF  | Dr. Avinash Jagtap  |
| 16 | Add-On Certificate Courses Committee              | Dr. Ramchandra Sapkal<br>Dr. Samadhan Patil (Asst.Coordinator-Arts)<br>Dr. Janardhan Pawar (Asst.Coordinator Commerce)<br>Dr. Milind Gajbhiye (Asst. Coordinator Science)             |
| 17 | Discipline Committee                              | Prin. Dr.Chandrashekhkar Murumkar<br>Dr. Gautam Jadhav  |
| 18 | Anti Ragging                                      | Dr. Gautam Jadhav   |
| 19 | Anti-Sexual Harassment                            | Dr. Ranjana Nemade  |
| 20 | Women Empowerment                                 | Dr. Seema Naik-Gosavi   |



|    |   |   |
|----|---|---|
| 21 | College Handbook                        | Prin. Dr.Chandrashekhhar Murumkar<br>Dr. Avinash Jagtap (Coordinator)<br>Dr. Sachin Gadekar (Joint Coordinator)   |
| 22 | Admission Committee                     | Prin. Dr.Chandrashekhhar Murumkar (Convener)<br>Dr. Avinash Jagtap<br>Dr. Hanumant Phatak (Asst.Coordinator- Arts)<br>Dr. Milind Gajbhiye (Asst.Coordinator - Science)<br>Dr. Mahendra Salve (Asst.Coordinator Commerce)<br>Mr. Abhijeet Mankar (Asst.Coordinator Comp.Sci.)<br>Mr. Ranjeet Pandit (Asst. Coordinator - B.Voc.) |
| 23 | Time Table (Theory & Practical)         | Dr. Shashikant Chavan   |
| 24 | Attendance Committee                    | Mr. Manoj Kavthekar   |
| 25 | Credit Course (Pg)                      | Mr. Ravikiranamrut Gandhi   |
| 26 | Library Advisory Committee              | Prin. Dr.Chandrashekhhar Murumkar<br>Mr. Amar Kulkarni (Secretary)  |
| 27 | Gymkhana Management                     | Prin. Dr.Chandrashekhhar Murumkar<br>Dr. Gautam Jadhav (Secretary)  |
| 28 | Moropant Elocution & Debate Competition | Dr. Ranjana Nemade  |
| 29 | Anekant Elocution Competition           | Mr. Sandip Chordiya   |
| 30 | Asmita Wall Paper                       | Mrs. Mukta Ambhere  |
| 31 | TCC Chronicle (Newsletter)              | Dr. Sachin Gadekar  |
| 32 | Staff Academy And Welfare               | Mr. Sanjay Kale   |
| 33 | Medical Check Up                        | Dr. Rajendra Kale   |
| 34 | Excursion                               | Dr. Rupali Chitale  |
| 35 | Prize Distribution                      | Mr. Sadashiv Puranik  |
| 36 | DST -FIST Scheme                        | Dr. Ajit Telave   |
| 37 | CPE Working Committee                   | Dr. Ajit Telave   |
| 38 | DBT- Star College Scheme                | Dr. Ajit Telave<br>Dr. Ramchandra Sapkal (Coordinator)  |
| 39 | Film Club                               | Dr. Shashank Mane   |



|    |                               |   |
|----|-------------------------------|---|
| 40 | Soft-Skills & Value Education | Dr. Shashank Mane   |
| 41 | Result Analysis               | Dr. Vaishali Patil  |
| 42 | Karmaveer Jayanti             | Prin. Dr.Chandrashekhar Murumkar (Convenor)<br>Mr. Rajendra Agawane (Coordinator)   |
| 43 | Science Forum                 | Dr. Yogesh Indulkar   |
| 44 | Common Facility Center        | Dr. Ramchandra Sapkal<br>Dr. Rahul Bhoneawe (Coordinator)   |
| 45 | Environmental Awareness       | Prin. Dr.Chandrashekhar Murumkar (Convener)<br>Dr. Pandurang Pingale (Coordinator – Science)<br>Dr. Niranjan Shah (Co-Ordiantor – Commerce )<br>Dr. Asaram Jadhav (Co-Ordiantor - Arts)<br>Mr. Vishal Shah (Co-Ordinator – Computer Sci.) |
| 46 | Anekant Annual                | Prin. Dr.Chandrashekhar V. Murumkar<br>Dr. Ajay Dhawale (Chief Editor)  |
| 47 | Culture, Drama And Elocution  | Mr. Bhimrao Torane  |
| 48 | Bahishal Shikshan             | Mr. Vinayak Lashkar   |
| 49 | Publicity                     | Mr. Jayendra Rane<br>Mr. Shashikant Nakate (Website Update)<br>Mr. Purushottam Dixit (Website Update)   |
| 50 | Disaster Management           | Dr. Arun Magar  |
| 51 | Student Satisfaction Survey   | Mr. Krushna Kulkarni  |
| 52 | Counselling Cell              | Dr. Vijaykumar Shinde   |
| 53 | Student Mentoring             | Dr. Sunil Pawar   |
| 54 | Blood Donation                | Dr. Gautam Jadhav   |
| 55 | Patent Cell                   | Dr. Milind Gajbhiye   |
| 56 | Alumni Association            | Dr. Ashok E. Kalange  |
| 57 | Granthpremi Mandal            | Dr. Sandip Tapkir   |
| 58 | Feedback & Analysis           | Dr. Pandurang Pingale   |
| 59 | Unnat Bharat Abhiyan Cell     | Prin. Dr.Chandrashekhar Murumkar<br>Dr. Arun Magar (Coordinator)  |



|    |  |                      |
|----|--|----------------------|
| 60 | Centre For Foreign Language                    | Dr. Shashank Mane    |
| 61 | Centre For Oriental Studies                    | Dr. Sandip Tardalkar |
| 62 | Competitive Examination & Scholarship Guidance | Dr. Samadhan Patil   |
| 63 | E-Content Development                          | Mr. Vishal Shah      |
| 64 | Green Campus                                   | Dr. Mahadev Kanade   |
| 65 | Canteen & Mess                                 | Mr. Sushil Deshmukh  |
| 66 | Hostel   | Dr. Ranjana Nemade   |

All the Chairmen/Directors/Coordinators prepare their plan of action and schedule their work by coordinating with other related committees & administration.

### **4.3) Memorandum of Understanding (MoU)**

The Memorandum of Understanding (MoU) is a voluntary partnership agreement in which conditions for mobility programme are concluded between partners from different institutions and industries. The MoU sets the framework for recognition of Learning Outcomes and establishes the partnership's procedures for cooperation. Partners using this agreement accept each other's status as competent bodies and accept each other's quality assurance, assessment, validation and recognition criteria and procedures as satisfactory for the purpose of transferring credits at the end of MoU agreement period. They agree on the general conditions such as objectives and duration and recognize other actors and further institutions that may be involved.

The college has entered into collaborative programmes with different institutions and signed formal MoUs with various national and international institutions and organizations with the purpose of conducting training programmes, students and faculty exchange, discrimination of knowledge, exchange of resources etc that could be resulted into quality assurance in teaching and learning process. College has collaborations with various organizations. They are as follows:

1. Agricultural and Research Training Institute (ARTI), Phaltan, Dist. Satara – Research on energy conservation (1-3-2010)
2. National Institute for Abiotic Stress Management (NIASM) Malegaon, Dist. Pune Research on the effect of abiotic Stress on agricultural crops and animals.(11-4-2014 to 10-4-2017)
3. Real Dairy Industry Ltd., MIDC, Baramati. (21-5-2015 to 20-5-2018)
4. National Research Centre on Pomegranate (NRCP) Solapur (22-2-2018 to 21-2-2021)





5. Nimkar Agricultural Research Institute (NARI), Phaltan, Dist. Satara–Research on Biomass of *Prosopis*, Cross breeding of goats.
6. Niramay Medical Research Foundation, Baramati (15-12-2017)
7. Yashaswi Institute of Skill Development, Pune. (27-7-2017)
8. Agricultural Development Trust, Shardanagar, Baramati
9. College of Agricultural Engineering and Post Harvest Technology (CAEPHT) Central Agricultural University, Ranipool, Gangtok, Sikkim (19-6-2017 to 18-6-2022)
10. Sunder Sikkim Pvt.Ltd., Ranipool Gangtok (21-6-2017 to 20-6-2022)
11. Baba Farid Institute of Technology, Dehradun (11-3-2018 to 11-3-2021)
12. BioEra Life Sciences Pvt. Ltd., Pune (20-9-2017 to 20-9-2020)
13. International and Inter University Center for Nanoscience and Technology, MG University, Kottayam (13-11-2016)
14. Globil's Agri and Food Enterprise, Srinagar(25-7-2018 to )
15. Vishvaroop Concept Developers, Pune (3-8-2018 to 2-8-2023)
16. Implant Media Pvt. Ltd., Pune (3-8-2018 to 2-8-2023)
17. Digi Roister, Pune (3-8-2018 to 2-8-2023)
18. 4 Pillar Publication Pvt. Ltd., Pune (3-8-2018 to 2-8-2023)
19. Chittraksha Nirmitee, Pune (16-8-2018 to 15-8-2023)
20. Daily Janpravas, Pune (16-8-2018 to 15-8-2023)
21. Oral Robert University, USA (Dr. Joel Gaikwad)
22. Tally Education Private Ltd., Bangalore (27-2-2018 )
23. IQAC Cluster India (6-2-2018)
24. Padhega Bharat- Healthy Globe Smart Virtual Education Pvt. Ltd., Pune (10-06-2020)

#### **4.3.1) Linkages:**

1. Classical Music, Pune (Avinash Holkar)
2. Modi Lipi
3. Photography Academy, Baramati
4. Katthak Academy, Baramati
5. A.S. Marketing, Pune (12-12-2018)
6. Guitar Training Academy, Baramati (23-8-2017)
7. Nature Friends Organization, Baramati
8. Medley Burgh School of Cultures and Languages, Pune (8-8-2017 to 7-8-2022)



## 5) DEPARTMENTS AND CURRICULUM STRUCTURE

The structure of various courses may change from time to time. Following structure is approved from 2019-2020.

### 5.1) Academic Programmes

#### 5.1.1) Under Graduate Degree Courses:

| B. A.   | B. Sc.  | B.Com.  | B.Voc.   | Other Courses  |
|---|---|---|--|--|
| 1. Marathi<br>2. Hindi<br>3. English<br>4. History<br>5. Political Science<br>6. Economics<br>7. Psychology<br>8. Geography<br>9. Sociology<br>10. Defense Studies<br>11. Philosophy<br>12. Yoga (General Level)<br>13. Logic (General Level)<br>14. Sanskrit (General Level) | 1. Physics<br>2. Chemistry<br>3. Mathematics<br>4. Statistics<br>5. Botany<br>6. Zoology<br>7. Microbiology<br>8. Electronics<br>9. Environmental Science | 1. Cost & Works Accounting<br>2. Banking Finance<br>3. Marketing Management<br>4. Business Statistics | 1. Food Processing & Post Harvest Technology<br>2. Journalism & Mass Communication Studies<br>3. Dairy Technology<br>4. Retail Management<br>5. E-Communication & Digital Marketing<br>6. Networking & System Administrative | 1. B.Sc. (Computer Science)<br>2. B.B.A.<br>3. B.B.A.(CA)<br>4. B.Lib.I.Sci. |

#### 5.1.2) Post Graduate Degree Courses:

| M. A.   | M. Sc.  | M.Com.                            | M.Voc.  | Other Courses                                  |
|---|---|-----------------------------------|---|--|
| 1. Marathi<br>2. Hindi<br>3. English<br>4. History<br>5. Political Science<br>6. Economics<br>7. Psychology<br>8. Geography | 1. Physics<br>2. Chemistry<br>3. Mathematics<br>4. Statistics<br>5. Botany<br>6. Zoology<br>7. Microbiology<br>8. Electronics | 1. Advanced Accounting & Taxation | 1. Food Processing Technology<br>2. Media Studies | 1. M.Sc. (Computer Science)<br>2. M.Lib.I.Sci. |

#### 5.1.3) Recognized Ph.D. Research Centers:

1. Botany
2. Physics



### 3. Microbiology

#### 5.1.4) Diploma:

##### 1. Diploma in Taxation Law (DTL)

### 5.2) Certificate Courses

| Faculty   | Sem. I | Sem. II | Sem. III | Sem. IV | Sem. V | Sem. VI | Total Certificate Courses |
|-----------|--------|---------|----------|---------|--------|---------|---------------------------|
| B.A.      | -      | 1       | 1        | 1       | 1      | 1       | 5                         |
| B.Com.    | 1      | 1       | 1        | 1       | 1      | 1       | 6                         |
| B.Sc./BCS | -      | -       | 1        | 1       | 1      | -       | 3                         |
| BBA       | -      | 1       | 1        | 1       | 1      | 1       | 5                         |
| BBA(CA)   | -      | 1       | 1        | -       | 1      | -       | 3                         |
| B.Lib.    | 1      | 1       | -        | -       | -      | -       | 2                         |
| MA        | -      | 1       | 1        | -       | -      | -       | 2                         |
| M.Com.    | -      | 1       | 1        | 1       | -      | -       | 3                         |
| M.Sc./MCS | -      | 1       | 1        | -       | -      | -       | 2                         |
| M.Lib.    | 1      | 1       | -        | -       | -      | -       | 2                         |

**Note :** 1) Each certificate course carries 2 credits

2) For Under Graduate Courses Physical Education paper is compulsory in First Year – Semester I (2 Credits)

3) For Under Graduate Courses Environmental Science Paper is compulsory in Second Year – Semester III (2 Credits)

### 5.3) Under Graduate CBCS Structure

| Year                 | B.A.       | B.Com.     | B.Sc.      | B.Sc.<br>(Comp.<br>Sci.) | BBA        | BBA(CA)    | B.Lib.    | B.Voc.     |
|----------------------|------------|------------|------------|--------------------------|------------|------------|-----------|------------|
| First - (Sem. I)     | 20         | 25         | 26         | 26                       | 20         | 20         | 30        | 30         |
| First - (Sem. II)    | 20         | 23         | 24         | 24                       | 20         | 20         | 42        | 30         |
| Second-(Sem. III)    | 22         | 22         | 31         | 31                       | 22         | 23         | -         | 30         |
| Second-(Sem. IV)     | 24         | 20         | 29         | 29                       | 24         | 23         |           | 30         |
| Third-(Sem. V)       | 20         | 20         | 26         | 26                       | 20         | 23         | -         | 30         |
| Third-(Sem. VI)      | 24         | 20         | 24         | 24                       | 24         | 23         |           | 30         |
| <b>Total Credits</b> | <b>130</b> | <b>130</b> | <b>160</b> | <b>160</b>               | <b>130</b> | <b>132</b> | <b>72</b> | <b>120</b> |



### 5.3.1) B.A. :

- 1) **Certificate Courses** : Total 5 Certificate Courses from semester II to VI (10 credits)
- 2) **Physical Education** for semester I (2 credits)
- 3) **Environmental Science** for semester III (2 credits)
- 4) **Projects** for semester IV & VI (8 credits)

### 5.3.2) B. Com.:

- 1) **Certificate Courses**: Total 6 Certificate Courses for each semester (12 credits)
- 2) **Physical Education** for semester I (2 credits)
- 3) **Environmental Science** for semester III (2 credits)

### 5.3.3) B.Sc. & B.Sc. Comp.Sci.:

- 1) **Certificate Courses**: Total 3 Certificate Courses from Semester III to V (6 credits)
- 2) **Physical Education** for semester I (2 credits)
- 3) **Environmental Science** for semester III (2 credits)

### 5.3.4) BBA :

- 1) **Certificate Courses** : Total 5 Certificate Courses from Semester II to VI (10 credits)
- 2) **Physical Education** for semester I (2 credits)
- 3) **Environmental Science** for semester III (2 credits)
- 4) **Project** : Total 2 Projects from Semester IV & VI (8 credits)

### 5.3.5) BBA (CA) :

- 1) **Certificate Courses** : Total 3 Certificate Courses from Semester II, III & V (6 credits)
- 2) **Physical Education** for semester I (2 credits)
- 3) **Environmental Science** for semester III (2 credits)
- 4) **Project** : Total 2 Projects from Semester IV & VI (8 credits)

### 5.3.6) B.Lib.I.Sci.:

**Certificate Courses**: Total 2 Certificate Courses from Semester I & II (4 credits)

## 5.4 ) Post Graduate CBCS Structure

| Year                 | M.A.      | M.Com.    | M.Sc.      | M.Sc. (Comp.Sci.) | M.Lib.    | M.Voc.     |
|----------------------|-----------|-----------|------------|-------------------|-----------|------------|
| First - (Sem. I)     | 20        | 20        | 28         | 28                | 26        | 30         |
| First - (Sem. II)    | 20        | 20        | 28         | 32                | 24        | 30         |
| Second-<br>(Sem.III) | 20        | 20        | 28         | 32                | -         | 30         |
| Second-<br>(Sem.IV)  | 20        | 20        | 26         | 18                | -         | 30         |
| <b>Total Credits</b> | <b>80</b> | <b>80</b> | <b>110</b> | <b>110</b>        | <b>50</b> | <b>120</b> |



#### 5.4.1) M.A. :

- 1) **Certificate Courses** : Total 2 Certificate Courses from semester II to III (4 credits)
- 2) **Human Rights** for semester I (2 credits)
- 3) **Cyber Security** for semester I & II (4 credits)
- 4) **Skill Development**: Total 2 Skill Development Courses for semester III & IV (4 credits)
- 4) **Projects** for semester IV (2 credits)

#### 5.4.2) M.Com. :

- 1) **Certificate Courses**: Total 3 Certificate Courses from semester II, III & IV (6 credits)
- 2) **Human Rights** for semester I (2 credits)
- 3) **Cyber Security** for semester I & II (4 credits)
- 4) **Skill Development**: Total 2 Skill Development Courses for semester III & IV (4 credits)
- 4) **Projects** for semester IV (4 credits)

#### 5.4.3) M.Sc.

- 1) **Certificate Courses**: Total 2 Certificate Courses from semester II & III (4 credits)
- 2) **Human Rights** for semester I (2 credits)
- 3) **Cyber Security** for semester I & II (4 credits)
- 4) **Skill Development**: Total 2 Skill Development Courses for semester III & IV (4 credits)
- 4) **Projects** for semester IV (4 credits)

#### 5.4.4) M.Sc.(Comp.Sci.)

- 1) **Certificate Courses**: Total 2 Certificate Courses from semester II & III (4 credits)
- 2) **Human Rights** for semester I (2 credits)
- 3) **Cyber Security** for semester I & II (4 credits)
- 4) **Skill Development**: Total 2 Skill Development Courses for semester III & IV (4 credits)
- 4) **Industrial Training/Institutional Project (IT)** for semester IV (16 credits)

#### 5.4.5) M.Lib.I.Sci.

- 1) **Certificate Courses**: Total 2 Certificate Courses from semester I & II (4 credits)
- 2) **Human Rights** for semester I (2 credits)
- 3) **Cyber Security** for semester I & II (4 credits)
- 4) **Projects** for semester II (4 credits)



## 6) ADMISSION PROCEDURE

### 6.1) Eligibility Criteria for Admission

- a) Admissions at under graduate and post graduate levels are given as per the rules and regulations of Savitribai Phule Pune University, Pune and the State Government of Maharashtra.
- b) Since ours is Religious Minority Institute, 50% seats are reserved for the students of Jain community. However, the vacant seats from this quota may made available to the students from other communities.
- c) Remaining 50% seats are filled as per the rules of the State Government.
- d) Admissions to B.A. degree are given to the students who have qualified H.S.C. examination. These admissions are monitored by the admission committee formed by the Principal.
- e) Admissions to M.A. in Marathi, Hindi, English, History, Political Science, Economics, Psychology and Geography are given to the students who have qualified any graduate degree examination.
- f) Admissions to Commerce Faculty at under graduate and post graduate levels are given on the basis of marks scored by the students in the qualifying examination. Duly filled waiting forms are collected from the students and a merit list is prepared by the admission committee. Admissions are given on merit as per quota.
- g) For admissions to B.Sc. degree, waiting/preference forms are collected from the students, scrutinized by the admission committee and then admissions are given on merit.
- h) Admissions to M.Sc. in Botany, Chemistry, Computer Science, Electronics, Mathematics, Microbiology, Physics, Statistics and Zoology are given on merit.
- i) Admissions to B. Voc. (Food Processing and Post Harvest Technology, Journalism & Mass Communication, Retail Management and Dairy Technology) are given as per the rules of the University.
- j) Admissions to Ph.D. degree are given as per the specialization of research area and available expertise by following the norms of the affiliating University.
- k) After admission to a faculty, change form one faculty to the other shall be made only with prior permission of the Principal.
- l) The student should fill up the scholarship form if eligible as and when it is notified.
- m) The benefit of reservation is given as per norms.



- n) Before first list is displayed, the student can also seek direct admission.
- o) Direct admission can be given to students as per merit which is decided on the basis of results of board examination.

Admissions on Sports, Physically disable, Jammu & Kashmir, Other state, International or Ex-servicemen quota or any special quota are declared by the state government.

### **6.1.1) Admission to Students passed with Supplementary**

- a) The students who have supplementary in 10+2 have to apply for admission before last date of admission. Such students should take provisional admission in the part-I before the last date of admission in available quota.
- b) Those students, who have passed their supplementary examination, only the minimum obtained marks will be added for the eligibility to part – I class.
- c) If the student has not taken admission up to the last date, then admission will not be given to him/her after the declaration of supplementary result.

### **6.1.2) Admission after the year drop**

More than two years gap is not allowed for new admission. If a student has a gap of two regular academic sessions in regular course then a regular/ private student shall not be allowed admission in the next class. Female candidates are exempted from this rule.

### **6.1.3) Admission to the failed students or the division improving students**

Those students who have failed or unable to sit for an examination or have not filled an examination form, are not eligible to seek re-admission in that faculty or any other faculty. **But if the student has participated in any inter university/interstate/national/international competition then student is eligible for re-admission.** Those students who have obtained their graduation degree or the students who are improving their percentage of marks are not eligible for re-admission.

### **6.1.4) Rights for the Refusal of the Admission**

Principal can cancel admission in the following circumstances: -

- a) A student who has not deposited the fees on date declared by the college or during admission protocol.



- b) A student who has not submitted the application form till to last date or has submitted an incomplete form.
- c) A student who has used some illegal ways to seek admission in the college.
- d) If student is found doing any kind of misbehavior with any faculty member.
- e) A student whose result is declared later than 31st July every year except supplementary case
- f) Even after seeking admission, the principal has the right to cancel the admission on the disciplinary or any other legitimate grounds.

#### **6.1.5) How to Obtain the Admission Form:**

Application for admission must be made in the prescribed form available on college website (<http://www.tccollege.org>). Hard copy of the prospectus is made available in Student Consumer Store. User ID and Password for online filling in forms is made available in the prospectus. Student can also get prospectus online by paying the prescribed fees online.

#### **6.1.6) Filling the Admission Form**

- a) Fill in the subject combination in legible handwriting along with all other details of the qualifying examination, personal details, authentic phone numbers and mail id.
- b) Affix the latest passport sized photograph of the candidate on the allotted place in the form.
- c) Enclose Photo /Xerox copies of all the necessary documents mentioned in the admission form and should be submitted in the college office.
- d) The incomplete application forms reaching after the stipulated date and time will not be entertained.

#### **6.1.7) Submission of Admission Form.**

The duly filled application form should be submitted to the office either in person or by post on or before the stipulated date mentioned on the website/college notice board.

**HELP LINE NUMBERS: 02112 – 222405**





## 6.2) Selection of Students

- a) Names of candidates selected for admission to various courses will be notified on the notice board of the college. In case of no submission of the fees till the specified date, the student will not be further entertained.
- b) The selected students must meet members of the admission committee with the following documents, within stipulated time mentioned in the merit list.
  - i. Mark sheet of last qualifying exam. (For Under Graduate Courses: - class XII Mark sheet and For Post-Graduate Courses: – All the Mark sheets of Graduation [I, II and III year])
  - ii. Original T.C. from the School / College last attended, issued by that institution.
  - iii. Migration and eligibility certificate in case of student from outside the State, Board and University.
  - iv. Three passport- size Photographs (Form ID cum Library Card).
  - v. Latest Caste Certificate (Not more than 2 years old) for students belonging to SC/ST/OBC/NT/SBC/Minority.
  - vi. Candidates admitted to the college must deposit the required fee through Online or Nationalized Bank cheque in Favour of Principal T. C. College, Baramati, payable at Baramati.
  - vii. Fee once deposited will be refunded as per the college rules printed in the prospectus or displayed on the website.
- c) After admission, a student can change one subject and that too only once as per notification issued by the college authority.
- d) All admissions are subject to the approval by the Principal, T. C. College, Baramati

### 6.2.1) Instructions Regarding Online Admission Fees

1) The students should produce all the necessary documents in the Administrative office before they get the challan. They should pay the fees by clicking the homepage [CLICK HERE FOR ONLINE PAYMENT](#) on college website [www.tccollege.org](http://www.tccollege.org).

2) On this homepage link they should mention their detailed personal information, email id, phone number by giving the challan number. Then click proceed to pay button. On the next



page select Admission Fee from select your fee. Mention your admission fee before Amount and click the pay button.

3) After that they should do the online payment either through credit card (charges for payment gateway 1.35% extra) or Debit card (payment Gateway charges 1.15% extra) OR Net Banking (Payment Gateway charges Rs. 20 extra) OR UPI.

4) After submitting the online payment, the student should submit two prints of the receipt either on the same day or the next day.

## **6.2.2) Document to be produced for the Admission**

### **(A) For First year Admission**

- 1) 12th standard original mark-sheet with an attested Xerox copy. Original Mark-sheet will be returned after the procedure.
- 2) Living certificate of the school / college, one original and one attested Xerox copy.
- 3) Completely filled Admission form.
- 4) Four passport size colour photos to be provided.
- 5) The Economically Backward students should provide last year Income proof to avail Rajashri Chatrapati Shahu Maharaj Education Scheme with the Application form.
- 6) Backward class students should provide the caste certificate and Income proof (last year) with the Application form.
- 7) Challan of Fees payment
- 8) Xerox copies of Addhar Card and Bank Account in a Nationalize Bank account hold by the student.

### **(B) For second and Third year Admission.**

- 1) The students should provide an original and a self attested Xerox of the first year Mark-sheet (Original copy will be returned after the procedure)
- 2) The students should provide both the mark-sheets of the second year and third year, an original and a Xerox for third year Admission. (Original will be returned after the procedure)
- 3) The Economically Backward students should provide last year Income proof to avail Rajashri Chatrapati Shahu Maharaj Education Scheme.



- 4) Backward class students should submit the caste certificate and application for the renewal of BC Scholarship by online method.
- 5) Completely filled Admission Form
- 6) Four pass port size coloured photo copies.
- 7) Challan for fees payment.
- 8) The students who have completed the first year from another college should produce the transfer certificate.
- 9) The students who have completed the first year from another University should apply for Eligibility form.

### **6.3) Eligibility Form**

#### **6.3.1) For whom it is necessary?**

- 1) All those students who seek admission for first year B.A., B.Com. B.Sc. and M.A., M.Com.
- 2) All those students who came from the colleges affiliated to other than Pune University and who seek admission to second and third year Graduation.

#### **6.3.2) How to fill the Eligibility form?**

It is necessary to submit a standard application form through the college to get the University Eligibility Certificate.

#### **6.3.3) Documents to be provided with the Eligibility form**

- 1) For first year Admission the Xerox copy of H.S.C. Mark Sheet.
- 2) The students who have the mark sheet without passing status should provided the self attested passing mark sheet of the Degree Certificate.
- 3) The students who come from the colleges affiliated to Pune University and who seek admission to this college should provide the following documents.
  - a) An original and a self attested Xerox copy of the passing certificate
  - b) An original and a self attested Xerox copy of the last year Mark Sheet.
  - c) Domicile certificate
  - d) A Xerox copy either of LC or of TC.



## 6.4) Migration Certificate

The students who came from other universities (Other than Pune University) should apply for the Migration Certificate through the Principal of the former college to their university so that they produce it before 30th November to this college. In case they are late to produce it, they are entitled to pay the late fee.

## 6.5) Gap Certificate

- 1) The students having a gap of a year or more years should produce the Gap Affidavit on a Rs. 10 stamp.
- 2) The students who don't have father and mother should produce the certificate of Patron OR Adoption Right OR court order.
- 3) The student should have an account in a Nationalized Bank.

## 6.6) Promotion to the Higher Classes

- a) Admission to a higher class is not automatic. It is based on a student's satisfactory academic performance, character and conduct during the earlier years.
- b) There will be a continuous, comprehensive evaluation of students.
- c) **Students will have to appear in two internal examinations per semester and one End Semester exam.**
- d) Marks of internal examinations and end semester exams will be taken collectively to decide the promotion of student to the next semester.
- e) Permission for admission to the End Semester Examination will not be granted unless
  - i. A student has put in at least 75% attendance in each subject at the end of the semester as per the regulations of the college.
  - ii. A student gets at least the minimum pass marks in the examination conducted by the college as per the norms laid down by the college.
  - iii. If the Principal is satisfied with the character and conduct of the student.
- f) Details of shortage of attendance will be notified from time to time and students are advised to make up for any shortage caused by any reason.
- g) All the disputes are subject to Baramati Jurisdiction only.



## 6.7) Enrollment

- a) A student admitted to the college on migrating from other examining bodies shall have to enroll himself/herself as a student of T.C. College (Autonomous), Baramati before appearing at the first End Semester Examination, by producing required documents (Mark sheet of last qualifying exam and T.C. of previous institute and Migration Certificate as the case may be).
- b) All the students admitted to various programmes in the college shall have to pay enrolment fee at the time of admission and they shall have to enroll as students of Tuljaram Chaturchand College, Baramati.

## 6.8) Weightage for Admission

- a) Weightage of marks will be given while preparing the merit list only if the candidate has secured the minimum percentage of marks prescribed, if any for the admission of the courses.
- b) Achievement of Sports at state level is valid only for Under Graduate admissions and those at the Zonal/University/Inter University/State/National and International level for Post- Graduate admissions.
- c) In case a candidate, after the award of the concession marks, secures marks equal to any other candidate appearing in the list, the candidate having secured equal percentage of marks without addition of the concession marks will be given preference in admission.
- d) The concession of marks under the various clauses of these ordinances will be given to a candidate to his/her advantage under any one of the clauses and not under more than one clause.
- e) For the purpose of this ordinance only sports/ games permitted by the college. Certified copies of certificates should be attached to the application form for admission and shall not be entertained subsequently:
- f) If the student who has been given admission on the basis of concessions as mentioned above does not appear on the college play grounds/courts for a regular practice, his admission may be cancelled at the discretion of the Head of the Institution concerned.
- g) In the interest of the institution, the head of the institution may refuse the above concessions. He may also refuse admission if he is doubtful about the authenticity of the certificate and/or about the candidates conduct.



### **6.8.1) Sports**

The following concessions shall be admissible to the outstanding players and athletes seeking admission to various courses of study in the UG & PG faculties.

The following categories of candidates shall be eligible for admission to a course irrespective of the marks obtained by them at the qualifying examinations provided if they fulfill the conditions of eligibility laid down in other ordinances:

1. Those who have been sponsored by the Ministry of Education and Social Welfare to represent the Nation in games and sports in International Tournaments;
2. Those who have been sponsored by the Inter-University Sports Board to represent the Indian Universities in games and sports in National Tournaments;
3. (a) Those who have represented both the University and the State of Maharashtra in games and sports in the Inter-University and National Championship respectively;  
(b) Those who have represented both the University and the State of Maharashtra in games and sports in the Zonal / University / Inter-University / State / National and International Tournaments, respectively;
4. Those who have been members of either the University of Maharashtra state teams in games and sports which have been declared winners or runners up in All India Inter-University or National Senior/ Junior Tournaments and those who have been holders of First Three Positions in individual events in either of the above tournaments;
5. Those who have represented the State Schools in games and sports in School Game Federation of India.

### **6.8.2) National Service Scheme (NSS)**

Weightage of marks to the candidates who have taken part in co-curricular activities at the various levels:

- 1) Candidates sponsored by the Ministry of Education and Social Welfare to represent the Nation in co curricular activities at the International level at least once in the immediately preceding two years shall be eligible for admission to the course irrespective of the marks obtained by them at the qualifying examination provided if they fulfill the conditions of eligibility laid down in other Ordinances.



- 2) A weightage of 10 marks to a candidate who has represented his/her college in the preceding session in co-curricular activities at the Inter-University Competitions. Such a candidate should have been sponsored officially by the college.
- 3) Those volunteers who have completed 120 hours of services and one special winter camp under N.S.S. in the immediately preceding two years shall be given a concession of 10 marks if required for the passing.
- 4) Those volunteers who have completed 240 hours of service at College or at University level and have attended two special camps organized under the N.S.S. for their full duration in the immediately preceding two years, a concession of 15 marks may be given.

### **6.8.3) National Cadet Corp (NCC):**

#### **(A)**

- 1) N.C.C. Cadets representing the Nation in any activity sponsored by the Ministry of Education and Social Welfare/ Defence/ N.C.C. Delhi, shall be eligible for admission to the course irrespective of the marks obtained by them at the qualifying examination, provided if they fulfill the conditions of eligibility laid down in other Ordinances.

**(B)** Weightage of 5% marks of the total aggregate of marks prescribed for the qualifying examination will be given to those N.C.C. cadets who have completed one or more of the following:

- 1) R.D. Camp (Note: 1% marks over and above the 5% marks will be given to those cadets getting 1st and 2 prizes in any event at the R.D. Camp)
- 2) All India Advanced Leadership Camp.
- 3) Para Jumping Course (Note: 1% marks over and above the 5% marks will be given to those cadets completing the Sky Diving Course).
- 4) "C" Certificate for boys and girls who have attained 'B' grading (Note: 1% marks over and above 5% marks will be given to cadets getting 'A' grade).
- 5) A certificate with B grading in Junior Division N.C.C.
- 6) Cadet who has achieved the rank of Senior Under Officer.

**(C)** Weightage of 3% marks of the total aggregate of marks prescribed for the qualifying examination will be given to those N.C.C. cadets who have completed one or more of the following:

- 1) All India Summer Training Camp (Army, Navy and Air force).
- 2) "C" Certificate for Boys and Girls with a "C" grading.



- 3) "B" certificate with B grading.
- 4) All India Basic Leadership Course.
- 5) Attendance with the Regular Army/ Navy/Air Force for a minimum period of 10/12 days.
- 6) A certificate for Boys and Girls with "C" grading in the Junior Division N.C.C.
- 7) A cadet who has achieved the rank of U.O.
- 8) "B" certificate for boys and Girls with C Grading.
- 9) Participation in competitions/activities held after selection by the Group Commander and organized under the auspices of N.C.C. Directorate, Maharashtra.

### **6.9) Remittance after the Cancellation of Admission**

- A) If the admission is cancelled before the First Term begins, at the most Rs. 1000/- will be cut and the remained amount will be remitted.
- B) If the first term begins and an application through proper channel to the college, the university has fixed the following rates of cutting.
- C) Percentage of Refund of Fees\* Point of time when notice of withdrawal of admission is received in the Institute.
1. 100% within 10 days from the date of admission taken by the student concern.
  2. 90% after 10 days and before 15 days from the date of admission taken by the students concern.
  3. 80% after 15 days and before 20 days from the date of admission taken by the student concern.
  4. 50% after 20 days and before 30 days from the date of admission taken by the student concern.
  5. 00% after 30 days from the date of admission taken by the student concern.

**Note:**

- 1) In the table above, the college/ institution concerned shall deduct all amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.
- 2) Fees shall be refunded by all college/ Institution to an eligible student within fifteen days from the date of receiving a written application form him/ her in this regards.





## **7) FACULTY AND ADMINISTRATIVE STAFF**

### **7.1) Recruitment, Qualification, Salary and Leave etc. Rules:**

#### **7.1.1) Appointments:**

Appointments of Principal, Faculty and the Administrative staff etc. are made by A. E. Society as per the rules of UGC, government of Maharashtra and the University.

#### **7.1.2) Designation**

There shall be only three designations in respect of teachers in the college, namely, Assistant Professors, Associate Professors and Professors. Also, there is no change in the present designations in respect of Library and Physical Education Personnel.

#### **7.1.3) Qualifications**

The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports, Director of Physical Education and Sports, and Director of Sports & Physical Education shall be as specified by the UGC in its regulations and accepted by State Government time to time.

#### **7.1.4) Promotion:**

Promotion of the faculty and administrative staff, teaching-learning and evaluation, personal development related to teaching and research activities, assessment process, assessment criteria and methodology, stages of promotion, incentives, increment, allowances and benefits, superannuation and reemployment, consultancy assignments, period of probation and confirmation, service agreement and fixing of seniority, code of professional ethics etc. are as per the UGC, State Govt. and the university rules time to time.



## **7.2) Human Resource Development:**

### **7.2.1) General Provident Fund**

As per the Provident Fund Act, the college follows the policy of General Provident Fund to its faculty and nonteaching staff.

### **7.2.2) Employee Provident Fund**

As per the Guidelines of Central/State Government the college provides policies to its unaided Teaching & Nonteaching staff, through employer and institute contribution.

### **7.2.3) D.C.P.S.**

As per the Guidelines of Central/State Government the college provides policies to its aided Teaching & Nonteaching staff appointed after 2005.

### **7.2.4) Gratuity:**

Gratuity is provided to Teaching & Nonteaching staff of the college as per the Rules of the Government.

### **7.2.5) Leave:**

#### **7.2.5.1) Causal Leave:**

According to the rules of SPPU and Government of Maharashtra college has provision of 15 causal leave to each faculty and 8 causal leave to nonteaching staff in a year.

#### **7.2.5.2) Duty leaves:**

The college have been supporting and promoting the development and enrichment of its faculty. It has taken all the required initiatives. If the faculty seeks to present or attends conference, seminars, workshop, FDP's, NSS, NCC, Rover activity or any other such activity, then there is a provision of academic leave too. For this, the faculty has to present the details of the proposed program and after attending such program have to present the proof of attendance in the form of certificate, program photograph, etc.



### **7.2.5.3) Medical Leave:**

The college provides medical leave to its faculty and nonteaching staff at the time of need. For this, medical leave application is forwarded to the Principal, stating the health issue. The principal considering the matter approves the leaves. The medical leave application is considered on the basis of intensity of the health issue.

### **7.2.5.4) Maternity Benefits**

The college also provides maternity benefit to its female staff. This facility can be avail on such proof laid before the college. The benefit entails 6 months paid leave to the staff. Even the male staff is given one week paid paternity leave by the college.

## **7.3) Professional Responsibility:**

- a. Employee cannot take leave without permission of Principal of the college.
- b. If he/she is suffering any casualty then he/she has to timely inform to head of the institution.
- c. He/she can't leave headquarters without permission of the Principal of the college.
- d. He/she has to complete his/her responsibility which is assigned by the college.

### **7.3.1) Rules for Private Tuitions by Teachers:**

No faculty is allowed to take private classes apart from the college without permission of Principal. If any faculty is finding doing so, then disciplinary action will be taken.



## **8) ADMINISTRATIVE STAFF ROLES & RESPONSIBILITIES**

### **8.1) Registrar**

**Mr. Shah Abhinandan Bharatlal**

#### **8.1.1) Functions performed by the Registrar**

1. The Registrar shall regulate the work and Conduct of the staff in accordance with the Act, Statutes, Ordinances, Rules and Regulations. It shall be the duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and section and take such measures as he deems fit to regularize and to improve the working of the College.
2. Collection and Sanctioned of Leave application of Non-teaching staff
3. Staff Approval Sr. College.
4. To maintained Confidential reports of non-teaching staff.
5. Advisor for office administration for smooth flow.

### **8.2) Office Superintendent**

**Mr. Bhosale Vikas Sawalaram**

#### **8.2.1) Functions performed by the OS**

1. The Superintendent shall be in-charge of the college office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of Registrar.
2. College affiliation, daily checking of cash book.
3. Maintenance of record of statistical report required for Government and University.
4. Selection committee work.

### **8.3) Head Clerk:**

**Miss. Birbale Smita Siddhaling**

- 1) Writing of daily cash book and ledger book of UGC account.



- 2) Preparation of the utilization certificates required for grants from universities, UGC and other funding agencies.
- 3) Preparation of Audit statement and maintain accounts and get them audited (Jt. Director, Senior Auditor and A.G.)

#### **8.4) Jr. Stenographer:**

**Mrs. Sangai Sushma Manoj**

- 1) Prepare drafts of meeting and correspondence of routine nature.
- 2) Maintain the confidential and other file as per requirement.
- 3) Sort out the mail and dispatch it promptly to relevant section.
- 4) Maintain absolute confidentiality and integrity in respect of the work assigned to him.
- 5) Assist of Principal for their personal correspondence.

#### **8.5) Establishment Section: Senior Teaching & Non-Teaching Staff**

**1) Mr. Bhosale Vikas Sawalaram (OS) 2) Mr. Burse Sushil Ashok  
3) Mr. Shah Shreyansh Bharat**

- 1) Appointment for the Sr. College Teacher and Non-teaching staff maintains of proper Record related work.
- 2) Sr. College teachers Work load
- 3) After retirement cases of Pension, Family Pension, Retirement Gratuity & death Gratuity.
- 4) New Pension Scheme, Various Pay Fixation, and various types of Nomination forms.
- 5) Service Books – Fresh-Duplicate-Modification/Fresh.
- 6) Salary Increment enters to the Service Books.
- 7) To prepare the Seniority List.
- 8) Posts of Non-teaching staff to be fixed as per strength of students.
- 9) To submit the information for promotions, newly recruited staff to society.
- 10) To do the work as per the decision takes in the meeting of L.M.C. & Management Committee.
- 11) To collect the various books regarding-appointments, pay fixations, retirements, G.P.F., D.C.P.S. various leaves, Newly Pension Schemes.
- 12) To update various types of nominations for pension, G.P.F., Gratuity.
- 13) To observe and to file the work of confidential Report of Non-teaching staff at the end of



Academic year.

14) To do the work and obey the order as per Institution of Registrar, Vice-Principal and Principal.

## **8.6) Account Section:**

**1) Mr. Gurunath N. Tate    2) Mr. Amol S. Patil**

- 1) To writes various books of accounts such as Daily cash Book of Sr. College, Banks books of Sr. College, UGC cash book bank book & other cash/Bank Book-
- 2) To ensure filling of Vouchers & Papers.
- 3) To prepare various returns.
- 4) To prepare bills for payments.
- 5) To report to the Accountant about any mistake noticed by him in books of accounts.
- 6) To attend to such other work as may be assigned to him with the approval of the Accountant from time to time.
- 7) To maintain books of accounts, payment registers and funds periodic accounts of expenditure.
- 8) To attend to all the matters pertaining to deduction of TDS.
- 9) To attend to routine correspondence with bank and other Departments.
- 10) To prepare bank reconciliation statement and budget.
- 11) To pass the bill and make payments by cheque (Sr. College) Grantable and self funded courses.
- 12) Maintain cheque Inward & Outward registers
- 13) Make Remittance of bill & distribute cheques.
- 14) To fill demand draft slips and sends to the bank.
- 15) Daily wages staff payments.
- 16) To pass the above advance Expenditure.
- 17) Any other work assigned time to time by the seniors.
- 18) Preparation of University exam audit statement.



## **8.7) Account (Fee) Section:-**

**1) Mr. Rajesh D. Metha      2) Mr. Rajendra G. Dhotre**

- 1) Maintenance of Daily fee registers for self funded course Sr. college.
- 2) Make fee dues statement of students.
- 3) Maintain individual fee register.

## **8. 8) Salary Section: (Senior College Teaching & Non-Teaching Staff)**

**Mr. Mahesh V. Beldar**

- 1) To prepare Senior College Pay sheets per month.
- 2) To prepare difference bills of salary due in case of Ph.D., Sr. Scale, CAS New Appointment etc.
- 3) To prepare accordingly 4 months, 8 months, 11 months and annual budget of the current year.
- 4) To prepare Individual salary payment register of teaching & non-teaching employees.
- 5) Issue monthly Pay slips to all employees.
- 6) To prepare monthly and annually salary grant statements.
- 7) To prepare other grant statements related to salary grants of staff.
- 8) To prepare Annual salary register to teaching and non-teaching staff.
- 9) All types of work regarding Income Tax calculation of all staff.
- 10) To prepare G.P.F. Yearly slips.
- 11) To prepare all Non-grant courses consolidated and CHB pay sheets per month.
- 12) To prepare Group Insurance Scheme claim.
- 13) Daily Cash Book of salary payment A/c.
- 14) To maintain Online EPF Account.

## **8.9) Student Services Section (Senior College)**

**1) Mrs. Sangita Y. Jadhav      2) Mr. Amol M. Solankar**



- 1) The Admit the Students who wish to take Admission in the Senior College in accordance online systems with the rules and regulations of the college, the University as well as the Government.
- 2) To arrange the medical checkup camp for all those students who are admitted to the first year graduation and post graduation.
- 3) To guide the students in completing the Online Eligibility process.
- 4) Making them available the attested documents for Railway/Bus/S.T. Concession. Prepare the Bonafide Certificate.
- 5) To prepare the students register and to update the old student register.
- 6) Apart from the above the student service section looks after all other necessary duties ordered by the seniors from time to time.

### **8.10) Senior College University Examination Section**

**1. Mr. Santosh D. Deokar 2) Mr. Mohasin A. Shaikh 3) Mr. Papinkumar B. Bhandwalkar**

- 1) All information about University Examinations.
- 2) After admission to guide the students filling the Annual/Semester/ Internal/Term End Examination forms.
- 3) Distribution of University Hall ticket before examination.
- 4) Distribution of University Mark List after declaration of University result.
- 5) Convenient guidance in getting the Degree Certificates (Convocation).
- 6) To guide the students for University Examination process.
- 7) Convenient guidance in Revolution and Verification and Photocopy of Answer books.
- 8) To prepare the First Attempt Certificate.
- 9) To send the internal marks to University before University theory examination.
- 10) To Convenient guidance in getting the Duplicate mark lists, Passing certificates from University examination department.
- 11) To send the Term End Marks/ Environmental Science Exam. Grade to University before University theory examination.
- 12) Help in the process of the change in name.
- 13) Apart from the above, we provide the students service section to look after all other necessary duties, ordered by the senior from time to time.





## **8.11) Scholarship/Freeship Section**

**1) Mr. Amol M. Solankar    2) Smt. Nirmala S. Shinde**

- 1) Senior College (Grantable/Non-Grantable) – EBC/PTF/STF/FEG/ Def. Ex. Service person concession's work.
- 2) Scholarship for Open, Low income group, Boys & Girls – Like National Merit, EBC Merit, Kranti Jyoti, Hindi Scholarship, Lower Income Group – Bright Students, Eklavya – Post Graduate students.
- 3) B.C. Scholarship / Freeship – ST/SC/NT/OBC Senior College, State and other states.
- 4) To solve the students' difficulties, fulfill demands / requirements, as early as possible.
- 5) To obey seniors order, work under their supervision, complete it within time.

## **8.12) Inward/Outward & Leave Section**

**Mr. Ganesh M. Zurunge**

- 1) Inward / Outward Section
- 2) Record of Leave Sanction Teaching & Non-Teaching Staff.
- 3) Issue of relieving letters and other related work.



## 9) EXAMINATION

### 9.1) UG Choice Based Credit System

#### 9.1.1) Background/Preamble:

Education plays significant role in building a nation. There are various ways of assessing the performances of the students. Majority of institutions have entered recently into semester system to match with international educational pattern. However, our present education system is churning out youth who have to compete locally and globally.

Majority of Indian higher education institutions have been following the system which obstructs the flexibility for the students to study the subjects/courses of their choice and their mobility to different institutions. There is need to allow the flexibility in education system, so that students depending upon their interests can choose inter-disciplinary, intra- disciplinary and skill-based courses. This can only be possible when choice based credit system (CBCS), an internationally acknowledged system, is adopted. The choice based credit system not only offers opportunities and avenues to learn core subjects but also explore additional avenues of learning beyond the core subjects for holistic development of an individual. The CBCS will undoubtedly facilitate benchmarking of our courses with best international academic practices.

#### 9.1.2) Preface:

In a bid to fine tune our scientific education system to the global standards & practices, the Credit-Grade based performance and assessment system is implemented with effect from June 2019 onwards for all the Under Graduate Programs (UG) and Post graduate programmes. With the advent of frontier science, technology and ever-changing expectations from the Industry and Society, it has become imperative to relook at the structure and subject contents of various UG courses to make it contemporary and relevant.

As per the decision by the authorities of Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati (Autonomous) the faculty of Arts, Science and Commerce has prepared the choice-based credit system and its structure. Assessments in credit system consist of A) Continuous assessment and B) End-semester assessment for the Theory and Term Work/ Practical / Oral / Presentation at the end of the semester.



The faculty has shouldered the idea of incorporating latest advances in their streams and equips the subject/syllabus contents with latest and relevant topics and know-hows. Accordingly, the new structure and syllabi are being introduced, to be implemented from the academic year 2019-20 from First Year and it will continue for subsequent years.

## **9.2 FACULTY OF ARTS**

### **9.2.1) UG – B.A. (All UG programs shall be offered with credit system)**

All the B.A. programs running under the Faculty of Arts will be of three years duration. The total no. of credits required for the completion of the program is 108 credits. One credit is equivalent to 15 hours. A student is required to earn 108 credits in a minimum period of six semesters. There are twenty-four mandatory credits to be earned by the students for the award of degree. Final CGPA will be calculated based on 108 credits. There is 15 weeks of teacher-student interaction during the semester. The 15 week program is divided into 12 weeks teaching and 3 weeks for continuous assessment including preparation time to students during the semester (for theory course).

### **9.2.2) Advantages of the choice-based credit system:**

- 1) Shift in focus from the teacher-centric to student-centric education.
- 2) Student may undertake as many credits as they can cope with (without repeating all courses in each semester if they fail in one/more courses).
- 3) CBCS allows students to choose inter-disciplinary, intra-disciplinary or skill-oriented courses (even from other disciplines according to their learning needs, interests and aptitude).
- 4) CBCS makes education broad-based and at par with global standards. One can take credits by combining unique combinations. For example- Physics with Economics, Microbiology with Chemistry or Environment Science etc.
- 5) CBCS offers flexibility for students to study at different times and at different institutions to complete one course (ease mobility of students). Credits earned at one institution can be transferred to another institution.

### **9.2.3) Implementation of UG course structure:**

- 1) For First year: Student must select 6 different subjects among the subjects offered by the College /Institute.



- 2) For Second year: Student must select 4 different subjects among 6 subjects chosen in the first year.
- 3) For Third year: Student must select 4 subjects among the 4 subjects opted in the second year.
- 4) CGPA will be calculated based on core 108 credits only.
- 5) Each theory Lecture time for FY, SY, TY is of 50 min. (4 lectures per week for 3 credit courses of F.Y,S.Y & T.Y)
- 6) Exam pattern: Semester End Examination 60 % and continuous internal assessment 40 %.
- 7) For Internal examination one written test per paper of 20 marks and 20 marks must be given from the following assessment methods (minimum 3 methods): Seminars, Viva-voce, Mini Projects, Surveys, Field visits, Tutorials, Home Assignment, and Group Discussion.

#### 9.2.4) UG Program Structure:

B.A. program is of 3 years duration. The total no. of credits required for B A program is 108 (Excluding Certificate Courses, Physical Education, EVS and Projects.) In the structure, the credits are distributed over 6 semesters. The Credit structure for B.A. program is given below in Table 1.

**Table 1: Scheme of Course Structure (Faculty of Arts) for each subject**

| Sr. No. | Class | Semester | Paper      | Paper Title           | Credit | Exam  | Marks   |
|---------|-------|----------|------------|-----------------------|--------|-------|---------|
| 1       | FYBA  | I & II   | Compulsory |                       | 3      | I / E | 40 : 60 |
| 2       | FYBA  | I & II   | General    |                       | 3      | I / E | 40 : 60 |
| 3       | FYBA  | I & II   | General    |                       | 3      | I / E | 40 : 60 |
| 4       | FYBA  | I & II   | General    |                       | 3      | I / E | 40 : 60 |
| 5       | FYBA  | I & II   | General    |                       | 3      | I / E | 40 : 60 |
| 6       | FYBA  | I & II   | General    |                       | 3      | I / E | 40 : 60 |
| 7       | FYBA  | I        |            | Physical Education    | 2      |       |         |
| 8       | FYBA  | II       |            | Certificate Course    | 2      |       |         |
|         |       |          |            |                       |        |       |         |
| 9       | SYBA  | III & IV | Compulsory |                       | 4      | I / E | 40 : 60 |
| 10      | SYBA  | III & IV | Special    |                       | 3      | I / E | 40 : 60 |
| 11      | SYBA  | III & IV | Special    |                       | 3      | I / E | 40 : 60 |
| 12      | SYBA  | III & IV | General    |                       | 3      | I / E | 40 : 60 |
| 13      | SYBA  | III & IV | General    |                       | 3      | I / E | 40 : 60 |
| 14      | SYBA  | III & IV | General    |                       | 3      | I / E | 40 : 60 |
| 15      | SYBA  | III      |            | Environment Awareness | 2      |       |         |



|    |      |          |            |                    |   |       |         |
|----|------|----------|------------|--------------------|---|-------|---------|
| 16 | SYBA | III & IV |            | Certificate Course |   |       |         |
| 17 | SYBA | IV       |            | Project            | 4 |       |         |
| 18 | TYBA | V & VI   | Compulsory |                    | 3 | I / E | 40 : 60 |
| 19 | TYBA | V & VI   | Special    |                    | 3 | I / E | 40 : 60 |
| 20 | TYBA | V & VI   | Special    |                    | 3 | I / E | 40 : 60 |
| 21 | TYBA | V & VI   | General    |                    | 3 | I / E | 40 : 60 |
| 22 | TYBA | V & VI   | General    |                    | 3 | I / E | 40 : 60 |
| 23 | TYBA | V & VI   | General    |                    | 3 | I / E | 40 : 60 |
| 24 | TYBA | V & VI   |            | Certificate Course |   |       |         |
| 25 | TYBA | VI       |            | Project            | 4 |       |         |

Notation in Table 1: I: Internal, E: External

**Mandatory Credit courses for award of B.A. Degree:** In addition to the compulsory credits of 108, the student must earn additional 24 credits from following groups by taking/participating/conducting respective activities. Courses in Group I are compulsory. The student can earn maximum 04 credits from an individual group from Group 2 to Group -9. These extra credits will not be considered for GPA calculation; however these are mandatory for the completion and award of B. A. Degree.

Group 1: Physical Education (at F. Y. B. A.)- 02 credits, EVS (at S.Y.B.A)-4 Credits.

**Note: Group I is compulsory for all the students as stated above.**

Group 2: Sport representation at College level - 01 credit

Sport representation at University/State level - 02 credits

Group 3: National Social Service Scheme (NSS) (participation in Camp): 02 credits

N.C.C. (with participation in annual camp) -01 credit

N. C. C. (with B certificate/C certificate award) - 02 credits

N.S.S./N.C.C. Republic day parade participation - 04 credits

Group 4: Avishkar participation, Extension/ Cultural activity participation- 01 credit

Avishkar selection at University level - 02 credits

Avishkar winner at state level - 04 credits



- Group 5: Research paper presentation at State/National level - 01 credits  
Research paper presentation at International level - 02 credits
- Group 6: Participation in Summer school/program, Short term course (not less than 1-week duration) - 02 credit.
- Group 7: Scientific Survey, Societal survey - 02 credits.
- Group 8: Field Visits; Study Tours; Industrial Visits; Participation in curricular/ Co-curricular competitions- 01 Credit.
- Group 9: Online certificate Courses /MOOC Courses/ Career Advancement Course up to 04 credits (Minimum 10 Hrs. / credit)

### **9.2.5) Eligibility for Admission:**

- 1) **First Year B.A.:** Higher Secondary School Certificate (10+2) or its equivalent Examination with English and three arts subjects such as History, Geography, and Psychology etc. Admissions will be given as per the selection procedure / policies adopted by the respective college. Reservation and relaxation will be as per the Government rules.
- 2) **Medium of Instruction:** English & Marathi
- 3) **Award of Credits:** Each course having 2/3/4 credits shall be evaluated out of 40 marks and student should secure at least 16 marks (40%) in continuous assessment (Internal) as well as Semester end exam (External) to earn full credits of that course. GPA shall be calculated based on the marks obtained in the respective subject if student should have obtained credits for that course. Structure of marks scheme for choice-based credit system program is given in Table 1.

### **9.2.6.) Evaluation Pattern:**

1 The course carrying 100 marks shall be evaluated with Continuous Assessment (Internal) and Semester end exam (External) mechanism.

2 Continuous assessment shall be of 40 marks while Semester end exam (External) shall be of 60 marks. To pass in a course of 2/3/4 credit, a student must secure minimum marks (40%) separately in Internal and External examinations.

3 For Internal examination one written test per paper of 20 marks and 20 marks must be taken



from following assessment methods (minimum 3 methods): Seminars, Viva-voce, Projects, and Surveys, Field visits, Tutorials, Home Assignment, Group Discussion...etc.

4 There shall be revaluation of the answer scripts of semester-end examination of theory papers only but not of internal assessment papers as per Ordinance no 134 A and B.

### 9.2.7) ATKT Rules:

6.1 Minimum number of credits required to take admission to Second Year of B.A:18 [50%]

6.2 Minimum number of credits required to take admission to Third Year of B.A.: 36 credits [100%] to be completed from F.Y. B.A. and at least 18[50%] credits from S.Y.B.A.

### 9.2.8) Completion of Degree Course:

7.1 A student who earns 132 credits shall be considered to have completed the requirements of the B. A. degree program and CGPA will be calculated for such student based on only 108 credits. The following percentage to grade and grade point is given in Table-2 and respective example of CGPA calculation is given in Table-3.

**Table: 2**

| Sr. No | Grade Letter      | Grade Point | Marks                           |
|--------|-------------------|-------------|---------------------------------|
| 1      | O (Outstanding)   | 10          | $90 \leq \text{Marks} \leq 100$ |
| 2      | A+ (Excellent)    | 9           | $75 \leq \text{Marks} \leq 89$  |
| 3      | A (Very Good)     | 8           | $60 \leq \text{Marks} \leq 74$  |
| 4      | B+ (Good)         | 7           | $55 \leq \text{Marks} \leq 59$  |
| 5      | B (Above Average) | 6           | $50 \leq \text{Marks} \leq 54$  |
| 6      | C (Average)       | 5           | $45 \leq \text{Marks} \leq 49$  |
| 7      | D (Pass)          | 4           | $40 \leq \text{Marks} \leq 44$  |
| 8      | F (Fail)          | 0           | Marks <40                       |
| 9      | Ab (Absent)       | 0           | -                               |

**Table: 2** Structure of CGPA and Mark Scheme of Choice Based Credit System for Undergraduate Arts Program to be implemented from Academic year 2019-20



**Table: 3**

| Sr. No | Grade Letter      | Grade Point | Credit Point= (Credit x grade point) |           |           |
|--------|-------------------|-------------|--------------------------------------|-----------|-----------|
|        |                   |             | 2 credits                            | 3 credits | 4 credits |
| 1      | O (Outstanding)   | 10          | 20                                   | 30        | 40        |
| 2      | A+ (Excellent)    | 9           | 18                                   | 27        | 36        |
| 3      | A (Very Good)     | 8           | 16                                   | 24        | 32        |
| 4      | B+ (Good)         | 7           | 14                                   | 21        | 28        |
| 5      | B (Above Average) | 6           | 12                                   | 18        | 24        |
| 6      | C (Average)       | 5           | 10                                   | 15        | 20        |
| 7      | D (Pass)          | 4           | 8                                    | 12        | 16        |

### **9.2.9) Performance Indices:**

The semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA.

#### **A) Semester Grade Point Average (SGPA) –**

The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

$$\text{SGPA} = (\sum \text{Grade Points Earned} \times \text{Credits for each course}) / \text{Total Credits}$$

For Example: suppose in each semester a student has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively.

$$\text{Then students SGPA} = (C1G1 + C2G2 + C3G3 + C4G4 + C5G5) / (C1+C2+C3+C4+C5)$$

SGPA is calculated up to two decimal places by rounding off.

#### **B) Course Grade Point Average (CGPA) –**

The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation) of first semester to sixth semester for the students admitted in the First year and third to sixth semester for the students directly admitted at Second year. It is calculated in the same manner as the SGPA.





In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

### 9.2.10) Result:

Based on the performance of the student in the semester examinations, the Tuljaram Chaturchand College of Arts, Science and Commerce will declare the results and issue the Semester Grade sheets. The class shall be awarded to a student on the CGPA calculated as mentioned in Rule no. 6.1. The award of the class shall be as per Table 4 and corresponding percentage calculation for the CGPA is given in Table 5 along with all details and examples.

**Table: 4**

| Sr. No | CGPA                            | Class of the Degree awarded |
|--------|---------------------------------|-----------------------------|
| 1      | 9.50 or more than 9.50          | O (Outstanding)             |
| 2      | 8.25 or more but less than 9.50 | A+ (Excellent)              |
| 3      | 6.75 or more but less than 8.25 | A (Very Good)               |
| 4      | 5.75 or more but less than 6.75 | B+ (Good)                   |
| 5      | 5.25 or more but less than 5.75 | B (Above Average)           |
| 6      | 4.75 or more but less than 5.25 | C (Average)                 |
| 7      | 4.00 or more but less than 4.75 | D (Pass)                    |

**Table: 5**

For the calculation of Percentage from CGPA following equation can be used

For the calculation of Percentage from CGPA following equation can be used.

$$\% \text{ of Marks} = \begin{cases} \text{if O grade then } 20 \times \text{CGPA} - 100 \\ \text{If A+ grade then } 12 \times \text{CGPA} - 25 \\ \text{if A grade then } 10 \times \text{CGPA} - 7.5 \\ \text{if B+ grade then } 5 \times \text{CGPA} + 26.25 \\ \text{if B grade then } 10 \times \text{CGPA} - 2.5 \\ \text{if C grade then } 10 \times \text{CGPA} - 2.50 \\ \text{if D grade then } 6.6 \times \text{CGPA} + 13.6 \end{cases}$$

**Table: 6** some examples of CGPA to percentage calculations



| Obtained CGPA | Equation                       | Percentage(%) | Grad |
|---------------|--------------------------------|---------------|------|
| 10            | $20 \times 10 - 100 = 100$     | 100           | O    |
| 9.75          | $20 \times 9.75 - 100 = 95$    | 95            | O    |
| 9.5           | $20 \times 9.5 - 100 = 90$     | 90            | O    |
| 9.0           | $12 \times 9 - 24 = 84$        | 84            | A+   |
| 8.25          | $12 \times 8.25 - 24 = 75$     | 75            | A+   |
| 8.0           | $10 \times 8.0 - 7.5 = 72.5$   | 72.5          | A    |
| 7.0           | $10 \times 7.0 - 7.5 = 62.5$   | 62.5          | A    |
| 6.75          | $10 \times 6.75 - 7.5 = 60.0$  | 60.0          | A    |
| 6.25          | $5 \times 6.25 + 26.25 = 57.5$ | 57.5          | B+   |
| 5.75          | $5 \times 5.75 + 26.25 = 55$   | 55            | B+   |
| 5.5           | $10 \times 5.5 - 2.5 = 52.5$   | 52.5          | B    |
| 5.25          | $10 \times 5.25 - 2.5 = 50$    | 50            | B    |
| 4.75          | $10 \times 4.75 - 2.50 = 45$   | 45            | c    |
| 4.0           | $6.6 \times 4.0 + 13.6 = 40$   | 40            | D    |

While declaring the result, the existing relevant ordinances are applicable. There is also a provision for verification and revaluation. In case of verification, the existing rules will be applicable. The revaluation result will be adopted if there is a change of at least 10% marks and in the grade of the course. For grade improvement a student will have to take minimum 30% of the requisite number of credits for the concerned degree. These courses will be theory courses from the parent department. Grade improvement program will be implemented at the end of the academic year. A student can opt for the grade improvement program only after the declaration of the result for his/her final semester exam, i.e., at the end of the next academic year after passing the final examination and within two years of completion of the degree and only once.

### **9.3) Post Graduate – Arts Faculty (All programs shall be offered with credit system)**

All the M.A. programs running under the Faculty of Arts will be of two years duration. The total no. of credits required for the completion of the program is 80 credits. One credit is equivalent to 15 hours. A student is required to earn 80 credits in a minimum period of four semesters. There are sixteen mandatory credits to be earned by the students for the award of degree. Final CGPA will be calculated based on 64 credits. There is 15 weeks of teacher-student interaction during the semester. The 15 week period is divided into 12 weeks teaching and 3 weeks for continuous assessment including preparation time to students during the semester (for theory course).



### 9.3.1) Advantages of the choice-based credit system:

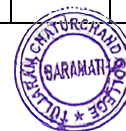
- 1) Shift in focus from the teacher-centric to student-centric education.
- 2) Student may undertake as many credits as they can cope with (without repeating all courses in a given semester if they fail in one/more courses).
- 3) CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students.
- 4) CBCS makes education broad-based and at par with global standards. One can take credits by combining unique combinations. For example, Physics with Economics, Microbiology with Chemistry or Environment Science etc.
- 5) CBCS offers flexibility for students to study at different times and at different institutions to complete one course (ease mobility of students). Credits earned at one institution can be transferred to another institution.

### 9.3.2) PG Program Structure:

3.1 Each M.A. program is of 2 years duration. The minimum total number of credits require for each program is 64. In the structure, the credits are distributed over 4 semesters. The Credit structure for M.A. program (Example) is given below in Table 1.

**Table: 1** - Structure of Choice Based Credit System for Postgraduate Arts Program

|    |        |    |          |         |                     |   |       |         |
|----|--------|----|----------|---------|---------------------|---|-------|---------|
| 21 | MA – I | I  | MAR 4101 | Paper I |                     | 4 | I / E | 40 : 60 |
| 22 | MA – I | I  | MAR 4102 | Paper 2 |                     | 4 | I / E | 40 : 60 |
| 23 | MA – I | I  | MAR 4103 | Paper 3 |                     | 4 | I / E | 40 : 60 |
| 24 | MA – I | I  | MAR 4104 | Paper 4 |                     | 4 | I / E | 40 : 60 |
| 25 | MA – I | I  |          |         | Human Rights        | 2 |       |         |
| 26 | MA – I | I  |          |         | Cyber Security-I    | 2 |       |         |
| 27 | MA – I | II | MAR 4201 | Paper 5 |                     | 4 | I / E | 40 : 60 |
| 28 | MA – I | II | MAR 4202 | Paper 6 |                     | 4 | I / E | 40 : 60 |
| 29 | MA – I | II | MAR 4203 | Paper 7 |                     | 4 | I / E | 40 : 60 |
| 30 | MA – I | II | MAR 4204 | Paper 8 |                     | 4 | I / E | 40 : 60 |
| 31 | MA – I | II |          |         | Cyber Security - II | 2 |       |         |
| 32 | MA – I | II |          |         | Certificate Course  | 2 |       |         |



|    |         |     |          |         |                    |   |       |         |
|----|---------|-----|----------|---------|--------------------|---|-------|---------|
| 33 | MA – II | III | MAR 5301 | Paper 9 |                    | 4 | I / E | 40 : 60 |
| 34 | MA – II | III | MAR 5302 | Paper10 |                    | 4 | I / E | 40 : 60 |
| 35 | MA – II | III | MAR 5203 | Paper11 |                    | 4 | I / E | 40 : 60 |
| 36 | MA – II | III | MAR 5204 | Paper12 |                    | 4 | I / E | 40 : 60 |
| 37 | MA – II | III |          |         | Skill Development  | 2 |       |         |
| 38 | MA – II | III |          |         | Certificate Course | 2 |       |         |
| 39 | MA – II | IV  | MAR 5401 | Paper13 |                    | 4 | I / E | 40 : 60 |
| 40 | MA – II | IV  | MAR 5402 | Paper14 |                    | 4 | I / E | 40 : 60 |
| 41 | MA – II | IV  | MAR 5403 | Paper15 |                    | 4 | I / E | 40 : 60 |
| 42 | MA – II | IV  | MAR 5404 | Paper16 |                    | 4 | I / E | 40 : 60 |
| 43 | MA – II | IV  |          |         | Skill Development  | 2 |       |         |
| 44 | MA – II | IV  |          |         | Project            | 2 |       |         |

I: Internal & E: External

### 9.3.3) Eligibility for Admission:

Eligibility to take admission for M.A. program is the student has to complete their Bachelor degree in that specific subject. Admissions will be given as per the selection procedure / policies adopted by the respective college. Reservation and relaxation will be as per the Government rules.

### 9.3.4) Medium of Instruction: English or Marathi.

### 9.3.5) Award of Credits:

Each course having 4 credits shall be evaluated out of 100 marks and student should secure at least 40 marks (40%) to earn full credits of that course. Each course having 2 credits shall be evaluated out of 50 marks and student should secure at least 20 marks (40%) to earn full credits of that course. GPA shall be calculated based on the marks obtained in the respective subject if student should have obtained credits for that course. Structure of marks scheme for Choice based credit system program is given in Table 1.



### **9.3.6 Evaluation Pattern:**

The course carrying 100 marks shall be evaluated with Continuous Assessment (Internal) and Semester end exam (External) mechanism.

Continuous assessment shall be of 50 marks while Semester end exam (External) shall be of 50 marks. To pass in a course of 2/3/4 credit, a student must secure minimum 20 marks (40%) separately in Internal and External examination.

For Internal examination one written test per paper of 20 marks and 30 marks must be taken from following assessment methods (minimum 3 methods): Seminar Presentation, Viva-voce, Projects, Surveys, Field visits, Tutorials, Home Assignment, Group Discussion, Extension Work, Research Project by individual students or group of students, An Open Book Test ...etc.

There shall be revaluation of the answer scripts of semester-end examination of theory papers only but not of internal assessment papers as per Ordinance no 134 A and B.

### **9.3.7) Examination Rules:**

- 1) A student cannot appear for semester end examination unless he/she has 75% attendance during the teaching period of that course. If a student fails to maintain attendance upto 75%, at the time of filling of examination forms, an undertaking from the student should be taken stating that he/she will be allowed to appear for examination subject to fulfillment of required attendance criteria during the remaining period of teaching of the course.
- 2) If a student misses an internal assessment examination, he/she will have a second chance with the permission of the teacher concerned. Such a second chance shall not be the right of the student; it will be the discretion of the teacher concerned to give or not to give second chance to a student to appear for internal assessment.
- 3) Students who have failed semester-end exam may reappear for the semester-end exam in the subsequent period. The student will be finally declared as failed if he/she does not pass all credits within a total period of four years in case of two year courses. After that, such students will have to seek fresh admission as per the admission rules prevailing at that time.



- 4) Internal marks will not change. A student cannot repeat internal assessment. Incase he/she wants to reappear for the internal assessment he/she can do so only by registering for the said courses during the semesters in which the courses are being conducted.
- 5) There shall be revaluation of the answer scripts of semester-end examination of theory Papers only but not of internal assessment papers as per Ordinance no134A and B.
- 6) While marks will be given for all examinations, they will be converted into grades. The semester end and final grade sheets and transcripts will have only grades and grade points average.
- 7) Except for the technology faculty, in subjects or departments where project work is part of the credits, the project will consist of not more than ten percent of the total credits for the degree course.

### 9.3.8) ATKT Rules:

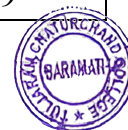
- 1) Minimum number of credits required to take admission to Second Year: 16 [50% of total credit in first year]
- 2) A student cannot register for the third semester, if he/she fails to complete 50% credits of the total credits expected to be ordinarily completed within two semesters. In this case, a student can seek admission to first or second semester in order to complete the requisite number of credits and to be able to seek admission in the third semester.

### 9.3.9) Completion of Degree Course:

- 1) A student, who earns 80 credits, shall be considered to have completed the requirements of the M. A. degree program and CGPA will be calculated for such student based on only 64 credits.
- 2) The following percentage to grade and grade point is given in Table-3 and respected example of CGPA calculated is given in Table-4.

**Table-3 : Percentage to Grades and Grade Points**

| Sr. No | Grade Letter    | Grade Point | Marks            |
|--------|-----------------|-------------|------------------|
| 1      | O (Outstanding) | 10          | 90 ≤ Marks ≤ 100 |
| 2      | A+ (Excellent)  | 9           | 75 ≤ Marks ≤ 89  |
| 3      | A (Very Good)   | 8           | 60 ≤ Marks ≤ 74  |
| 4      | B+ (Good)       | 7           | 55 ≤ Marks ≤ 59  |



|   |                   |   |                 |
|---|-------------------|---|-----------------|
| 5 | B (Above Average) | 6 | 50 ≤ Marks ≤ 54 |
| 6 | C (Average)       | 5 | 45 ≤ Marks ≤ 49 |
| 7 | D (Pass)          | 4 | 40 ≤ Marks ≤ 44 |
| 8 | F (Fail)          | 0 | Marks < 40      |
| 9 | Ab (Absent)       | 0 | -               |

**Table 4** -Structure of CGPA and Mark Scheme of Choice Based Credit System for Postgraduate Arts Program to be implemented from Academic year 2019-20

| Sr. No | Grade Letter      | Grade Point | Credit Point= (Credit x grade point) |           |
|--------|-------------------|-------------|--------------------------------------|-----------|
|        |                   |             | 2 credits                            | 4 credits |
| 1      | O (Outstanding)   | 10          | 20                                   | 40        |
| 2      | A+ (Excellent)    | 9           | 18                                   | 36        |
| 3      | A (Very Good)     | 8           | 16                                   | 32        |
| 4      | B+ (Good)         | 7           | 14                                   | 28        |
| 5      | B (Above Average) | 6           | 12                                   | 24        |
| 6      | C (Average)       | 5           | 10                                   | 20        |
| 7      | D (Pass)          | 4           | 8                                    | 16        |

### 9.3.10) Performance Indices:

These semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA.

Semester Grade Point Average (SGPA) -The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA).The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

$$SGPA = \frac{\sum_{i=1}^p C_i G_i}{\sum_{i=1}^p C_i}$$

$$SGPA = (\sum \text{Grade Points Earned} \times \text{Credits for each course}) / \text{Total Credits}$$



For Example: suppose in a given semester a student has registered for five courses having credits C<sub>1</sub>,C<sub>2</sub>,C<sub>3</sub>,C<sub>4</sub>,C<sub>5</sub> and his / her grade points in those courses are G<sub>1</sub>,G<sub>2</sub>,G<sub>3</sub>,G<sub>4</sub>,G<sub>5</sub> respectively. Then students

$$SGPA = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

SGPA is calculated up to two decimal places by rounding off.

Course Grade Point Average (CGPA)- The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation)of first semester to fourth semester for the students admitted in the First year and third to fourth semester for the students directly admitted at Second year. It is calculated in the same manner as the SGPA.

In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

## **9. 4) FACULTY OF SCIENCE**

### **9.4.1) Under Graduate: B.Sc. (All UG programs shall be offered with credit system)**

All the B.Sc. programs running under the Faculty of Science will be of three years duration. The total no. of credits required for the completion of the program is 160 credits. One credit is equivalent to 15 hours. A student is required to earn 160 credits in a minimum period of six semesters. There are fourteen mandatory credits to be earned by the students for the award of degree. Final CGPA will be calculated based on 160 credits. There is 15 weeks of teacher-student interaction during the semester. The 15 week is divided into 12 weeks teaching and 3 weeks for continuous assessment including preparation time to students during the semester (for theory course).

However, the 15 week is divided into 14 weeks laboratory teaching and 1 week for continuous assessment in terms of evaluation / viva's / Journal certification during the semester (for practical course).The workload will be calculated on the basis of 12 weeks teaching for theory and 14 weeks for practical only.





#### 9.4.2) Advantages of the Choice Based Credit System:

- a. Shift in focus from the teacher-centric to student-centric education.
- b. Student may undertake as many credits as they can cope with (without repeating all courses in a given semester if they fail in one/more courses).
- c. CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students.
- d. CBCS makes education broad-based and at par with global standards. One can take credits by combining unique combinations. For example, Physics with Economics, Microbiology with Chemistry or Environment Science etc.
- e. CBCS offers flexibility for students to study at different times and at different institutions to complete one course (ease mobility of students). Credits earned at one institution can be transferred to another institution.

#### 9.4.3) Implementation of UG course structure:

- a. **For First year:** Student must select 4 different subjects among the subjects offered by the College /Institute.
- b. **For Second year:** Student has to select 3 different subjects among 4 subjects chosen in first year and one language (Marathi/English).
- c. **For Third year:** Student must select only 1 subject among the 3 subjects opted in second year.
- d. CGPA will be calculated based on core 160 credits only.
- e. Each theory Lecture time for FY, SY, TY is of 50 min. (3 Lectures per week for 2 credit course of F.Y. and 4 lectures per week for 3 credit courses of S.Y & T.Y)
- f. Each practical session time for FY is of 3 hour 20 minutes = 200 min(4 Lectures)
- g. Each practical session time for SY & TY is of 3 hour 20 minutes = 200 min(4 Lectures)
- h. Exam pattern: Semester End Examination 60 % and continuous internal assessment 40 %.
- i. For Internal examination one written test per paper of 20 marks and 20 marks must be given from the following assessment methods (minimum 3 methods): Seminars, Viva-voce, Mini-Projects, Surveys, Field visits, Tutorials, Home-Assignments, and Group Discussion.



### 9.4.4) UG Program Structure:

Each B.Sc. program is of 3 years duration. The minimum total no. of credits requirement for each program is 160. In the structure, the credits are distributed over 6 semesters. The Credit structure for B.Sc. program is given below in Table 1.

**Table 1: Scheme of Course Structure (Faculty of Science) for each subject**

| Sr.No. | Class | Semester | Paper     | Paper Title        | Credit | Exam  | Marks   |
|--------|-------|----------|-----------|--------------------|--------|-------|---------|
| 1      | FYBSc | I        | Theory    |                    | 2      | I / E | 40 : 60 |
| 2      | FYBSc | I        | Theory    |                    | 2      | I / E | 40 : 60 |
| 3      | FYBSc | I        | Practical |                    | 2      | I / E | 40 : 60 |
| 4      | FYBSc | II       | Theory    |                    | 2      | I / E | 40 : 60 |
| 5      | FYBSc | II       | Theory    |                    | 2      | I / E | 40 : 60 |
| 6      | FYBSc | II       | Practical |                    | 2      | I / E | 40 : 60 |
| 7      | FYBSc | II       |           | Physical Education | 2      |       |         |
| Sr.No. | Class | Semester | Paper     | Paper Title        | Credit | Exam  | Marks   |
| 1      | SYBSc | III      | Theory    |                    | 3      | I / E | 40 : 60 |
| 2      | SYBSc | III      | Theory    |                    | 3      | I / E | 40 : 60 |
| 3      | SYBSc | III      | Practical |                    | 2      | I / E | 40 : 60 |
| 4      | SYBSc | III      | Theory    | Marathi or English | 3      | I / E | 40 : 60 |
| 5      | SYBSc | III      |           | Certificate Course | 2      |       |         |
| 6      | SYBSc | IV       | Theory    |                    | 3      | I / E | 40 : 60 |
| 7      | SYBSc | IV       | Theory    |                    | 3      | I / E | 40 : 60 |
| 8      | SYBSc | IV       | Practical |                    | 2      | I / E | 40 : 60 |
| 9      | SYBSc | IV       | Theory    | Marathi or English | 3      | I / E | 40 : 60 |
| 10     | SYBSc | IV       |           | EVS                | 2      |       |         |
| 11     | SYBSc | IV       |           | Certificate Course | 2      |       |         |
| Sr.No. | Class | Semester | Paper     | Paper Title        | Credit | Exam  | Marks   |
| 1      | TYBSc | V        | Theory    |                    | 3      | I / E | 40 : 60 |
| 2      | TYBSc | V        | Theory    |                    | 3      | I / E | 40 : 60 |
| 3      | TYBSc | V        | Theory    |                    | 3      | I / E | 40 : 60 |
| 4      | TYBSc | V        | Theory    |                    | 3      | I / E | 40 : 60 |
| 5      | TYBSc | V        | Theory    |                    | 3      | I / E | 40 : 60 |
| 6      | TYBSc | V        | Theory    |                    | 3      | I / E | 40 : 60 |
| 7      | TYBSc | V        | Practical |                    | 2      | I / E | 40 : 60 |
| 8      | TYBSc | V        | Practical |                    | 2      | I / E | 40 : 60 |
| 9      | TYBSc | V        |           | Certificate Course | 2      |       |         |
| 10     | TYBSc | VI       | Theory    |                    | 3      | I / E | 40 : 60 |
| 11     | TYBSc | VI       | Theory    |                    | 3      | I / E | 40 : 60 |
| 12     | TYBSc | VI       | Theory    |                    | 3      | I / E | 40 : 60 |
| 13     | TYBSc | VI       | Theory    |                    | 3      | I / E | 40 : 60 |
| 14     | TYBSc | VI       | Theory    |                    | 3      | I / E | 40 : 60 |
| 15     | TYBSc | VI       | Theory    |                    | 3      | I / E | 40 : 60 |
| 16     | TYBSc | VI       | Practical |                    | 2      | I / E | 40 : 60 |
| 17     | TYBSc | VI       | Practical |                    | 2      | I / E | 40 : 60 |
| 18     | TYBSc | VI       | Project   |                    | 4      | I / E | 40 : 60 |

Notation in Table 1:

I: Internal, E: External



Mandatory Credit courses for award of B.Sc. Degree: In addition to the compulsory credits of 150, the student must earn additional 10 credits from following groups by taking/participating/conducting respective activities. Courses in Group I are compulsory. The student can earn maximum 04 credits from an individual group from Group 2 to Group -9. These extra credits will not be considered for GPA calculation; however these are mandatory for the completion and award of B. Sc. Degree.

Group 1: Physical Education (at F. Y. B. Sc.)- 02 credits,  
EVS (at S.Y.B.Sc)- 02 Credits

Note: Group I is compulsory for all the students as stated above.

Group 2: Sport representation at College level - 01 credit  
Sport representation at University/State level - 02 credits

Group 3: National Social Service Scheme (participation in Camp): 01 credits  
N.C.C.(with participation in annual camp) -01 credit  
N. C. C. (with B certificate/C certificate award) - 02 credits  
N.S.S./N.C.C. Republic day parade participation - 04 credits

Group 4: Avishkar participation, Extension/ Cultural activity participation- 01 credit  
Avishkar selection at University level - 02 credits  
Avishkar winner at state level - 04 credits

Group 5: Research paper presentation at State/National level - 01 credits  
Research paper presentation at International level - 02 credits

Group 6: Participation in Summer school/program, Short term course (not less than 1-week duration) - 03 credit.

Group 7: Scientific Survey, Societal survey - 02 credits.

Group 8: Field Visits; Study Tours; Industrial Visits; Participation in curricular/ co-curricular competitions- 01 Credit.

Group 9: Online certificate Courses /MOOC Courses/ Career Advancement Course up to 04 credits (Minimum 10 Hrs. / credit)



#### **9.4.5) Eligibility for Admission:**

##### **First Year B.Sc.:**

- A. Higher Secondary School Certificate (10+2) or its equivalent Examination with English and three science subjects such as Physics, Chemistry, Mathematics, Biology, Geography, Geology, etc. OR
- B. Three Years Diploma Course of Board of Technical Education conducted by Government of Maharashtra or its equivalent.

Admissions will be given as per the selection procedure / policies adopted by the respective college. Reservation and relaxation will be as per the Government rules.

#### **9.4.6) Medium of Instruction:** English

#### **9.4.7) Award of Credits:**

Each course having 2/3/4 credits shall be evaluated out of 40 marks and student should secure at least 16 marks (40%) in continuous assessment (Internal) as well as Semester end exam (External) to earn full credits of that course.

GPA shall be calculated based on the marks obtained in the respective subject if student should have obtained credits for that course. Structure of marks scheme for choice-based credit system program is given in Table 1.

#### **9.4.8) Evaluation Pattern:**

- a. The course carrying 100 marks shall be evaluated with Continuous Assessment (Internal) and Semester end exam (External) mechanism.
- b. Continuous assessment shall be of 40 marks while term end exam (External) shall be of 60 marks. To pass in a course of 2/3/ 4 credit, a student must secure minimum marks (40%) separately in Internal and External examination.
- c. For Internal examination one written test per paper of 20 marks and 20 marks must be given from the following assessment methods (minimum 3 methods): Seminars, Viva-voce, Mini-Projects, Surveys, Field visits, Tutorials, Home-Assignments, Group Discussion.



- d. There shall be revaluation of the answer scripts of semester-end examination of theory papers only but not of internal assessment papers as per Ordinance no 134 A and B.

#### 9.4.9) ATKT Rules:

- a. Minimum number of credits required to take admission to Second Year of B. Sc.: 24 [50%]  
 b. Minimum number of credits required to take admission to Third Year of B.Sc.: 48 credits [100%] to be completed from F.Y. B.Sc. and at least 27[50%] credits from S.Y. B.Sc.

#### 9.4.10) Completion of Degree Course:

A student, who earns 160 credits, shall be considered to have completed the requirements of the B. Sc. degree program and CGPA will be calculated for such student based on only 160 credits. The following table-2 shows grade point and marks while respective example of CGPA calculation is given in Table-3.

**Table: 2**

| Sr. No | Grade Letter      | Grade Point | Marks                           |
|--------|-------------------|-------------|---------------------------------|
| 1      | O (Outstanding)   | 10          | $90 \leq \text{Marks} \leq 100$ |
| 2      | A+ (Excellent)    | 9           | $75 \leq \text{Marks} \leq 89$  |
| 3      | A (Very Good)     | 8           | $60 \leq \text{Marks} \leq 74$  |
| 4      | B+ (Good)         | 7           | $55 \leq \text{Marks} \leq 59$  |
| 5      | B (Above Average) | 6           | $50 \leq \text{Marks} \leq 54$  |
| 6      | C (Average)       | 5           | $45 \leq \text{Marks} \leq 49$  |
| 7      | D (Pass)          | 4           | $40 \leq \text{Marks} \leq 44$  |
| 8      | F (Fail)          | 0           | Marks <40                       |
| 9      | Ab (Absent)       | 0           | -                               |



**Table: 3**

| Sr. No | Grade Letter      | Grade Point | Credit Point= (Credit x grade point) |           |           |
|--------|-------------------|-------------|--------------------------------------|-----------|-----------|
|        |                   |             | 2 credits                            | 3 credits | 4 credits |
| 1      | O (Outstanding)   | 10          | 20                                   | 30        | 40        |
| 2      | A+ (Excellent)    | 9           | 18                                   | 27        | 36        |
| 3      | A (Very Good)     | 8           | 16                                   | 24        | 32        |
| 4      | B+ (Good)         | 7           | 14                                   | 21        | 28        |
| 5      | B (Above Average) | 6           | 12                                   | 18        | 24        |
| 6      | C (Average)       | 5           | 10                                   | 15        | 20        |
| 7      | D (Pass)          | 4           | 8                                    | 12        | 16        |

#### **9.4.11) Performance Indices:**

The semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA.

##### **A) Semester Grade Point Average (SGPA) –**

The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

$$\text{SGPA} = (\sum \text{Grade Points Earned} \times \text{Credits for each course}) / \text{Total Credits}$$

For Example: suppose in each semester a student has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively.

Then students

$$\text{SGPA} = (C1G1 + C2G2 + C3G3 + C4G4 + C5G5) / (C1+C2+C3+C4+C5)$$

SGPA is calculated up to two decimal places by rounding off.



### 9.4.12) Course Grade Point Average (CGPA) :

The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation) of first semester to sixth semester for the students admitted in the First year and third to sixth semesters for the students directly admitted at Second year. It is calculated in the same manner as the SGPA.

In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

### 9.4.13) Result:

Based on the performance of the student in the semester examinations, the Tuljaram Chaturchand College of Arts, Science and Commerce will declare the results and issue the Semester Grade sheets.

The class shall be awarded to a student on the basis of CGPA calculated as mentioned in Rule no. 6.1. The award of the class shall be as per Table 5 and corresponding percentage calculation for the CGPA is given in Table 6 along with all details and examples.

**Table: 4**

| <b>Sr. No</b> | <b>CGPA</b>                     | <b>Class of the Degree awarded</b> |
|---------------|---------------------------------|------------------------------------|
| 1             | 9.50 or more than 9.50          | O (Outstanding)                    |
| 2             | 8.25 or more but less than 9.50 | A+ (Excellent)                     |
| 3             | 6.75 or more but less than 8.25 | A (Very Good)                      |
| 4             | 5.75 or more but less than 6.75 | B+ (Good)                          |
| 5             | 5.25 or more but less than 5.75 | B (Above Average)                  |
| 6             | 4.75 or more but less than 5.25 | C (Average)                        |
| 7             | 4.00 or more but less than 4.75 | D (Pass)                           |



**Table: 5**

For the calculation of Percentage from CGPA following equation can be used

|             |   |
|-------------|---|
| % of Marks= | <i>if O grade then <math>20 \times \text{CGPA} - 100</math></i>   |
|             | <i>if A+ grade then <math>12 \times \text{CGPA} - 25</math></i>   |
|             | <i>if A grade then <math>10 \times \text{CGPA} - 7.5</math></i>   |
|             | <i>if B+ grade then <math>5 \times \text{CGPA} + 26.25</math></i> |
|             | <i>if B grade then <math>10 \times \text{CGPA} - 2.5</math></i>   |
|             | <i>if C grade then <math>10 \times \text{CGPA} - 2.50</math></i>  |
|             | <i>if D grade then <math>6.6 \times \text{CGPA} + 13.6</math></i> |

**Table:6** Some examples of CGPA to percentage calculations

| Obtained CGPA | Equation                       | Percentage(%) | Grade |
|---------------|--------------------------------|---------------|-------|
| 10            | $20 \times 10 - 100 = 100$     | 100           | O     |
| 9.75          | $20 \times 9.75 - 100 = 95$    | 95            | O     |
| 9.5           | $20 \times 9.5 - 100 = 90$     | 90            | O     |
| 9.0           | $12 \times 9 - 24 = 84$        | 84            | A+    |
| 8.25          | $12 \times 8.25 - 24 = 75$     | 75            | A+    |
| 8.0           | $10 \times 8.0 - 7.5 = 72.5$   | 72.5          | A     |
| 7.0           | $10 \times 7.0 - 7.5 = 62.5$   | 62.5          | A     |
| 6.75          | $10 \times 6.75 - 7.5 = 60.0$  | 60.0          | A     |
| 6.25          | $5 \times 6.25 + 26.25 = 57.5$ | 57.5          | B+    |
| 5.75          | $5 \times 5.75 + 26.25 = 55$   | 55            | B+    |
| 5.5           | $10 \times 5.5 - 2.5 = 52.5$   | 52.5          | B     |
| 5.25          | $10 \times 5.25 - 2.5 = 50$    | 50            | B     |
| 4.75          | $10 \times 4.75 - 2.50 = 45$   | 45            | c     |
| 4.0           | $6.6 \times 4.0 + 13.6 = 40$   | 40            | D     |

While declaring the result, the existing relevant ordinances are applicable. There is also a provision for verification and revaluation. In case of verification, the existing rules will be applicable. The revaluation result will be adopted if there is a change of at least 10% marks and in the grade of the course.

For grade improvement a student will have to take minimum 30% of the requisite number of credits for the concerned degree. These courses will be theory courses from the parent department. Grade improvement program will be implemented at the end of the academic year. A student can opt for the grade improvement program only after the declaration of the result for his/her final semester exam, i.e., at the end of the next academic year after passing the final examination and within two years of completion of the degree and only once.





## 9.4.14) Post Graduate Program Structure:

1. Each M.Sc. program is of 2 years duration. The minimum total number of credits require for each program is 64. In the structure, the credits are distributed over 4 semesters. The Credit structure for M.Sc. program is given below in Table 1.

**Table: 1** - Structure of Choice Based Credit System for Postgraduate Science Program

| Sr. No. | Class    | Semes-ter | Paper    | Paper Title        | Credit | Exam | Marks   |
|---------|----------|-----------|----------|--------------------|--------|------|---------|
| 1       | MSc – I  | I         | ELE 4101 | Paper 1            | 4      | I/ E | 40 : 60 |
| 2       | MSc – I  | I         | ELE 4102 | Paper 2            | 4      | I/ E | 40 : 60 |
| 3       | MSc – I  | I         | ELE 4103 | Paper 3            | 4      | I/ E | 40 : 60 |
| 4       | MSc – I  | I         | ELE 4104 | Paper 4            | 4      | I/ E | 40 : 60 |
| 5       | MSc – I  | I         | ELE 4105 | Pract-1            | 2      | I/ E | 40 : 60 |
| 6       | MSc – I  | I         | ELE 4106 | Pract-2            | 2      | I/ E | 40 : 60 |
|         | MSc – I  | I         |          | Human Rights I     | 2      |      |         |
|         | MSc – I  | I         |          | Cyber Security-I   | 2      |      |         |
| 7       | MSc – I  | II        | ELE 4201 | Paper 5            | 4      | I/ E | 40 : 60 |
| 8       | MSc – I  | II        | ELE 4202 | Paper 6            | 4      | I/ E | 40 : 60 |
| 9       | MSc – I  | II        | ELE 4203 | Paper 7            | 4      | I/ E | 40 : 60 |
| 10      | MSc – I  | II        | ELE 4204 | Paper 8            | 4      | I/ E | 40 : 60 |
| 11      | MSc – I  | II        | ELE 4205 | Pract-3            | 2      | I/ E | 40 : 60 |
| 12      | MSc – I  | II        | ELE 4206 | Pract-4            | 2      | I/ E | 40 : 60 |
|         | MSc – I  | II        |          | Cyber Security -II | 2      |      |         |
|         | MSc – I  | II        |          | Certificate Course | 2      |      |         |
| 13      | MSc – II | III       | ELE 5301 | Paper 9            | 4      | I/ E | 40 : 60 |
| 14      | MSc – II | III       | ELE 5302 | Paper1 0           | 4      | I/ E | 40 : 60 |
| 15      | MSc – II | III       | ELE 5203 | Paper1 1           | 4      | I/ E | 40 : 60 |
| 16      | MSc – II | III       | ELE 5204 | Paper1 2           | 4      | I/ E | 40 : 60 |
| 17      | MSc – II | III       | ELE 5305 | Pract-5            | 2      |      |         |
| 18      | MSc – II | III       | ELE 5306 | Pract-6            | 2      |      |         |
| 21      | MSc – II | III       |          |                    | 2      |      |         |
|         |          |           |          | Skill Development  |        |      |         |
| 22      | MSc – II | III       |          |                    | 2      |      |         |
|         |          |           |          | Certificate Course |        |      |         |
| 23      | MSc – II | IV        | ELE 5401 | Paper1 3           | 4      | I/ E | 40 : 60 |
| 24      | MSc – II | IV        | ELE 5402 | Paper1 4           | 4      | I/ E | 40 : 60 |
| 25      | MSc – II | IV        | ELE 5403 | Paper1 5           | 4      | I/ E | 40 : 60 |



|    |          |    |          |             |                                |   |       |         |
|----|----------|----|----------|-------------|--------------------------------|---|-------|---------|
| 26 | MSc – II | IV | ELE 5404 | Paper1<br>6 |                                | 4 | I / E | 40 : 60 |
|    | MSc – II | IV | ELE 5405 | Project     |                                | 4 |       |         |
| 28 | MSc – II | IV |          |             | Skill<br>Development<br>Course | 2 |       |         |

I: Internal & E: External

#### 9.4.15) Eligibility for Admission:

Eligibility to take admission for M.Sc. program is the student has to complete their Bachelor degree in that specific subject. Admissions will be given as per the selection procedure / policies adopted by the respective college. Reservation and relaxation will be as per the Government rules.

#### 9.4.16 ) Medium of Instruction: English or Marathi.

#### 9.4.17) Award of Credits:

Each course having 4 credits shall be evaluated out of 100 marks and student should secure at least 40 marks (40%) to earn full credits of that course. Each course having 2 credits shall be evaluated out of 50 marks and student should secure at least 20 marks (40%) to earn full credits of that course. GPA shall be calculated based on the marks obtained in the respective subject if student should have obtained credits for that course. Structure of marks scheme for Choice based credit system program is given in Table 1.

#### 9.4.18) Evaluation Pattern:

- 1) The course carrying 100 marks shall be evaluated with Continuous Assessment (Internal) and term end exam (External) mechanism.
- 2) Continuous assessment shall be of 40 marks while Semester end exam (External) shall be of 60 marks. To pass in a course of 2/3/4 credit, a student must secure minimum marks (40%) separately in Internal and External examination.
- 3) For Internal examination one written test per paper of 20 marks and 20 marks must be taken from following assessment methods (minimum 3 methods): Seminar Presentation, Viva-voce, Projects, Surveys, Field visits, Tutorials, Home Assignment, Group Discussion, Extension Work, Research Project by individual students or group of students, An Open Book Test etc.



- 4) There shall be revaluation of the answer scripts of semester-end examination of theory papers only but not of internal assessment papers as per Ordinance no 134 A and B.

#### **9.4.19) Examination Rules:**

- 1) A student cannot appear for semester end examination unless he/she has 75% attendance during the teaching period of that course. If a student fails to maintain attendance up to 75%, at the time of filling of examination forms, an undertaking from the student should be taken stating that he/she will be allowed to appear for examination subject to fulfillment of required attendance criteria during the remaining period of teaching of the course.
- 2) If a student misses an internal assessment examination, he/she will have a second chance with the permission of the teacher concerned. Such a second chance shall not be the right of the student; it will be the discretion of the teacher concerned to give or not to give second chance to a student to appear for internal assessment.
- 3) Students who have failed semester-end exam may reappear for the semester-end exam in the subsequent period. The student will be finally declared as failed if he/she does not pass all credits within a total period of four years in case of two-year courses. After that, such students will have to seek fresh admission as per the admission rules prevailing at that time.
- 4) Internal marks will not change. A student cannot repeat internal assessment. In case he/she wants to reappear for the internal assessment he/she can do so only by registering for the said courses during the semesters in which the courses are being conducted.
- 5) There shall be revaluation of the answer scripts of semester-end examination of theory Papers only but not of internal assessment papers as per Ordinance no134A and B.
- 6) While marks will be given for all examinations, they will be converted into grades. The semester end and final grade sheets and transcripts will have only grades and grade points average.

#### **9.4.20) ATKT Rules:**

- 1) Minimum number of credits required to take admission to Second Year: 20 [50% of total credits in first year]



- 2) A student cannot register for the third semester, if he/she fails to complete 50% credits of the first year. In this case, a student can seek admission to first or second semester in order to complete the requisite number of credits and to be able to seek admission in the third semester.

#### 9.4.21) Completion of Degree Course:

- 1) A student, who earns 110 credits, shall be considered to have completed the requirements of the M.Sc. degree program and CGPA will be calculated for such student based on only 80 credits.
- 2) The following percentage to grade and grade point is given in Table-3 and respected example of CGPA calculated is given in Table-4.

**Table-3: Percentage to Grades and Grade Points**

| Sr. No | Grade Letter      | Grade Point | Marks                           |
|--------|-------------------|-------------|---------------------------------|
| 1      | O (Outstanding)   | 10          | $90 \leq \text{Marks} \leq 100$ |
| 2      | A+ (Excellent)    | 9           | $75 \leq \text{Marks} \leq 89$  |
| 3      | A (Very Good)     | 8           | $60 \leq \text{Marks} \leq 74$  |
| 4      | B+ (Good)         | 7           | $55 \leq \text{Marks} \leq 59$  |
| 5      | B (Above Average) | 6           | $50 \leq \text{Marks} \leq 54$  |
| 6      | C (Average)       | 5           | $45 \leq \text{Marks} \leq 49$  |
| 7      | D (Pass)          | 4           | $40 \leq \text{Marks} \leq 44$  |
| 8      | F (Fail)          | 0           | Marks <40                       |
| 9      | Ab (Absent)       | 0           | -                               |

**Table 4** -Structure of CGPA and Mark Scheme of Choice Based Credit System for Postgraduate Science Program to be implemented from Academic year 2019-20

| Sr. No | Grade Letter      | Grade Point | Credit Point=<br>(Credit x grade point) |           |
|--------|-------------------|-------------|---|-----------|
|        |                   |             | 2 credits                               | 4 credits |
| 1      | O (Outstanding)   | 10          | 20                                      | 40        |
| 2      | A+ (Excellent)    | 9           | 18                                      | 36        |
| 3      | A (Very Good)     | 8           | 16                                      | 32        |
| 4      | B+ (Good)         | 7           | 14                                      | 28        |
| 5      | B (Above Average) | 6           | 12                                      | 24        |



|   |             |   |    |    |
|---|-------------|---|----|----|
| 6 | C (Average) | 5 | 10 | 20 |
| 7 | D (Pass)    | 4 | 8  | 16 |

### 9.4.22) Performance Indices:

These semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA.

Semester Grade Point Average (SGPA) -The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA).The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

$$SGPA = \frac{\sum_{i=1}^p C_i G_i}{\sum_{i=1}^p C_i}$$

$$SGPA = (\sum \text{Grade Points Earned} \times \text{Credits for each course}) / \text{Total Credits}$$

For Example: suppose in a given semester a student has registered for five courses having credits C<sub>1</sub>, C<sub>2</sub>, C<sub>3</sub>, C<sub>4</sub>, C<sub>5</sub> and his / her grade points in those courses are G<sub>1</sub>, G<sub>2</sub>, G<sub>3</sub>, G<sub>4</sub>, G<sub>5</sub> respectively. Then students

$$SGPA = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + C_4 G_4 + C_5 G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

SGPA is calculated up to two decimal places by rounding off.

**Course Grade Point Average (CGPA)**- The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation)of first semester to fourth semester for the students admitted in the First year and third to fourth semester for the students directly admitted at Second year. It is calculated in the same manner as the SGPA.

In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.



## **9.5) FACULTY OF COMMERCE**

### **9.5.1) Under Graduate: B.Com. (UG programs shall be offered with credit system)**

All the B.Com. programs running under the Faculty of Commerce will be of three years duration. The total no. of credits required for the completion of the program is 130 credits. One credit is equivalent to 15 hours. A student is required to earn 130 credits in a minimum period of six semesters. There are sixteen mandatory credits to be earned by the students for the award of degree. Final CGPA will be calculated based on 130 credits. There is 15 weeks of teacher-student interaction during the semester. The 15 week is divided into 12 weeks teaching and 3 weeks for continuous assessment including preparation time to students during the semester (for theory course).

However, the 15 week is divided into 14 weeks laboratory teaching and 1 week for continuous assessment in terms of evaluation / viva's / Journal certification during the semester (for practical course). The workload will be calculated based on 12 weeks teaching for theory and 14 weeks for practical only.

### **9.5.2) Advantages of the Choice Based Credit System:**

- 1) Shift in focus from the teacher-centric to student-centric education.
- 2) Student may undertake as many credits as they can cope with (without repeating all courses in a given semester if they fail in one/more courses).
- 3) CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill-oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students.
- 4) CBCS makes education broad-based and at par with global standards. One can take credits by combining unique combinations. For example, Physics with Economics, Microbiology with Chemistry or Environment Science etc.
- 5) CBCS offers flexibility for students to study at different times and at different institutions to complete one course (ease mobility of students). Credits earned at one institution can be transferred to another institution.



### 9.5.3) Implementation of UG course structure:

- 1) **For First year:** Student must select 7 different subjects among the subjects offered by the College /Institute.
- 2) **For Second year:** Student has to select 6 different subjects among 7 subjects chosen in first year.
- 3) **For Third year:** Student must select only 6 subjects among the 6 subjects opted in second year.
- 4) CGPA will be calculated based on core 130 credits only.
- 5) Each theory Lecture time for FY, SY, TY is of 50 min. (3 Lectures per week for 2 credit Course of F.Y. and 4 lectures per week for 3 credit courses of S.Y & T.Y)
- 6) Each practical session time for FY is of 3 hour 20 minutes = 200 min (4 Lectures)
- 7) Each practical session time for SY & TY is of 3 hour 20 minutes = 200 min (4 Lectures)
- 8) Exam pattern: Semester End Examination 60 % and continuous internal assessment 40 %.
- 9) For Internal examination one written test per paper of 20 marks and 20 marks must be given from the following assessment methods (minimum 3 methods): Seminars, Viva-voce, Mini-Projects, Surveys, Field visits, Tutorials, Home-Assignments, Group Discussion.

### 9.5.4) Under Graduate Program Structure:

Each B.Com. program is of 3 years duration. The minimum total no. of credits requirement for each program is 130. In the structure, the credits are distributed over 6 semesters. The Credit structure for B.Com. program is given below in Table 1.

**Table 1: Scheme of Course Structure (Faculty of Commerce) for each subject**

| Sr.No. | Class  | Semester | Paper  | Paper Title | Credit | Exam  | Marks   |
|--------|--------|----------|--------|-------------|--------|-------|---------|
| 1      | FYBCom | I&II     | Theory |             | 2 each | I / E | 40 : 60 |
| 2      | FYBCom | I&II     | Theory |             | 2 each | I / E | 40 : 60 |
| 3      | FYBCom | I&II     | Theory |             | 2 each | I / E | 40 : 60 |
| 4      | FYBCom | I&II     | Theory |             | 2 each | I / E | 40 : 60 |
| 5      | FYBCom | I&II     | Theory |             | 2 each | I / E | 40 : 60 |
| 6      | FYBCom | I&II     | Theory |             | 2 each | I / E | 40 : 60 |
| 7      | FYBCom | I&II     | Theory |             | 2 each | I / E | 40 : 60 |



|                |              |                 |              |                    |               |             |              |
|----------------|--------------|-----------------|--------------|--------------------|---------------|-------------|--------------|
| 7              | FYBCom       | I               |              | Physical Education | 2             |             |              |
| 8              | FYBCom       | I & II          |              | Certificate Course | 4             |             |              |
| <b>Sr.No.</b>  | <b>Class</b> | <b>Semester</b> | <b>Paper</b> | <b>Paper Title</b> | <b>Credit</b> | <b>Exam</b> | <b>Marks</b> |
| 1              | SYBCom       | III&IV          | Theory       |                    | 3 each        | I / E       | 40 : 60      |
| 2              | SYBCom       | III&IV          | Theory       |                    | 3 each        | I / E       | 40 : 60      |
| 3              | SYBCom       | III&IV          | Theory       |                    | 3 each        | I / E       | 40 : 60      |
| 4              | SYBCom       | III&IV          | Theory       |                    | 3 each        | I / E       | 40 : 60      |
| 5              | SYBCom       | III&IV          | Theory       |                    | 3 each        | I / E       | 40 : 60      |
| 6              | SYBCom       | III&IV          | Theory       |                    | 3 each        | I / E       | 40 : 60      |
| 7              | SYBCom       | III&IV          |              | Certificate Course | 2+2           |             |              |
| 8              | SYBCom       | III             |              | EVS                | 2             |             |              |
| <b>Sr. No.</b> | <b>Class</b> | <b>Semester</b> | <b>Paper</b> | <b>Paper Title</b> | <b>Credit</b> | <b>Exam</b> | <b>Marks</b> |
| 1              | TYBCom       | V& VI           | Theory       |                    | 3             | I / E       | 40 : 60      |
| 2              | TYBCom       | V& VI           | Theory       |                    | 3             | I / E       | 40 : 60      |
| 3              | TYBCom       | V& VI           | Theory       |                    | 3             | I / E       | 40 : 60      |
| 4              | TYBCom       | V& VI           | Theory       |                    | 3             | I / E       | 40 : 60      |
| 5              | TYBCom       | V& VI           | Theory       |                    | 3             | I / E       | 40 : 60      |
| 6              | TYBCom       | V& VI           | Theory       |                    | 3             | I / E       | 40 : 60      |
|                | SYBCom       | V& VI           |              | Certificate Course | 2+2           |             |              |

Notation in Table 1:

I: Internal, E: External

Mandatory Credit courses for award of B.Com. Degree: In addition to the compulsory credits of 130, the student must earn additional 16 credits from following groups by taking/participating/conducting respective activities. Courses in Group I are compulsory. The student can earn maximum 04 credits from an individual group from Group 2 to Group -9. These extra credits will not be considered for GPA calculation; however, these are mandatory for the completion and award of B. Com. Degree.

Group 1: Physical Education (at F. Y. B. Com.)- 02 credits,

EVS (at S.Y.B.Com)- 02 Credits

Note: Group I is compulsory for all the students as stated above.

Group 2: Sport representation at College level - 01 credit

Sport representation at University/State level - 02 credits

Group 3: National Social Service Scheme (participation in Camp): 01 credits

N.C.C.(with participation in annual camp) -01 credit

N. C. C. (with B certificate/C certificate award) - 02 credits





- N.S.S./N.C.C. Republic day parade participation - 04 credits
- Group 4: Avishkar participation, Extension/ Cultural activity participation- 01 credit  
Avishkar selection at University level - 02 credits  
Avishkar winner at state level - 04 credits
- Group 5: Research paper presentation at State/National level - 01 credits  
Research paper presentation at International level - 02 credits
- Group 6: Participation in Summer school/program, Short term course (not less than 1-week duration) - 03 credit.
- Group 7: Scientific Survey, Societal survey - 02 credits.
- Group 8: Field Visits; Study Tours; Industrial Visits; Participation in curricular/ co-curricular competitions- 01 Credit.
- Group 9: Online certificate Courses /MOOC Courses/ Career Advancement Course up to 04 credits (Minimum 10 Hrs. / credit)

### **9.5.5) Eligibility for Admission:**

#### **First Year B.Com. :**

- 1) Higher Secondary School Certificate (10+2) or its equivalent Examination.
- 2) Admissions will be given as per the selection procedure / policies adopted by the respective college. Reservation and relaxation will be as per the Government rules.

### **9.5.6) Medium of Instruction:** English/Marathi

### **9.5.7) Award of Credits:**

- 1) Each course having 2/3/4 credits shall be evaluated out of 50 marks and student should secure at least marks (40%) in continuous assessment (Internal) as well as Semester end exam (External) to earn full credits of that course.
- 2) GPA shall be calculated based on the marks obtained in the respective subject if student should



have obtained credits for that course. Structure of marks scheme for choice-based credit system program is given in Table 1.

### 9.5.8) Evaluation Pattern:

- 1) The course carrying 100 marks shall be evaluated with Continuous Assessment (Internal) and Semester end exam (External) mechanism.
- 2) Continuous assessment shall be of 40 marks while Semester end exam (External) shall be of 60 marks. To pass in a course of 2/3/ 4 credit, a student must secure minimum marks (40%) separately in Internal and External examination.
- 3) For Internal examination one written test per paper of 20 marks and 20 marks must be given from the following assessment methods (minimum 3 methods): Seminars, Viva-voce, Mini-Projects, Surveys, Field visits, Tutorials, Home-Assignments, Group Discussion.
- 4) There shall be revaluation of the answer scripts of semester-end examination of theory papers only but not of internal assessment papers as per Ordinance no 134 A and B.

### 9.5.9) ATKT Rules:

- 1) Minimum number of credits required to take admission to Second Year of B. Com.: 24 [50%]
- 2) Minimum number of credits required to take admission to Third Year of B.Com.: 48 credits [100%] to be completed from F.Y. B.Com. and at least 21 [50%] credits from S.Y. B.Com.

### 9.5.10) Completion of Degree Course:

A student, who earns 130 credits, shall be considered to have completed the requirements of the B. Com. degree program and CGPA will be calculated for such student based on only 130 credits. The following table-2 shows grade point and marks while respective example of CGPA calculation is given in Table-3.

**Table:2**

| Sr. No | Grade Letter    | Grade Point | Marks            |
|--------|-----------------|-------------|------------------|
| 1      | O (Outstanding) | 10          | 90 ≤ Marks ≤ 100 |
| 2      | A+ (Excellent)  | 9           | 75 ≤ Marks ≤ 89  |



|   |                   |   |                                |
|---|-------------------|---|--------------------------------|
| 3 | A (Very Good)     | 8 | $60 \leq \text{Marks} \leq 74$ |
| 4 | B+ (Good)         | 7 | $55 \leq \text{Marks} \leq 59$ |
| 5 | B (Above Average) | 6 | $50 \leq \text{Marks} \leq 54$ |
| 6 | C (Average)       | 5 | $45 \leq \text{Marks} \leq 49$ |
| 7 | D (Pass)          | 4 | $40 \leq \text{Marks} \leq 44$ |
| 8 | F (Fail)          | 0 | Marks <40                      |
| 9 | Ab (Absent)       | 0 | -                              |

**Table:3**

| Sr. No | Grade Letter      | Grade Point | Credit Point= (Credit x grade point) |           |           |
|--------|-------------------|-------------|--------------------------------------|-----------|-----------|
|        |                   |             | 2 credits                            | 3 credits | 4 credits |
| 1      | O (Outstanding)   | 10          | 20                                   | 30        | 40        |
| 2      | A+ (Excellent)    | 9           | 18                                   | 27        | 36        |
| 3      | A (Very Good)     | 8           | 16                                   | 24        | 32        |
| 4      | B+ (Good)         | 7           | 14                                   | 21        | 28        |
| 5      | B (Above Average) | 6           | 12                                   | 18        | 24        |
| 6      | C (Average)       | 5           | 10                                   | 15        | 20        |
| 7      | D (Pass)          | 4           | 8                                    | 12        | 16        |

### 9.5.11) Performance Indices:

The semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA.

#### A) Semester Grade Point Average (SGPA)–

The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

$$\text{SGPA} = (\sum \text{Grade Points Earned} \times \text{Credits for each course}) / \text{Total Credits}$$

For Example: suppose in each semester a student has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively.



Then students

$$SGPA = (C1G1 + C2G2 + C3G3 + C4G4 + C5G5)/(C1+C2+C3+C4+C5)$$

SGPA is calculated up to two decimal places by rounding off.

### 9.5.12) Course Grade Point Average (CGPA):

The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation) of first semester to sixth semester for the students admitted in the First year and third to sixth semesters for the students directly admitted at Second year. It is calculated in the same manner as the SGPA.

In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

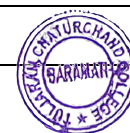
### 9.5.13) Result:

Based on the performance of the student in the semester examinations, the Tuljaram Chaturchand College of Arts, Science and Commerce will declare the results and issue the Semester Grade sheets.

The class shall be awarded to a student on the basis of CGPA calculated as mentioned in Rule no. 6.1. The award of the class shall be as per Table 5 and corresponding percentage calculation for the CGPA is given in Table 6 along with all details and examples.

**Table: 4**

| Sr. No | CGPA                            | Class of the Degree awarded |
|--------|---------------------------------|-----------------------------|
| 1      | 9.50 or more than 9.50          | O (Outstanding)             |
| 2      | 8.25 or more but less than 9.50 | A+ (Excellent)              |
| 3      | 6.75 or more but less than 8.25 | A (Very Good)               |
| 4      | 5.75 or more but less than 6.75 | B+ (Good)                   |
| 5      | 5.25 or more but less than 5.75 | B (Above Average)           |
| 6      | 4.75 or more but less than 5.25 | C (Average)                 |
| 7      | 4.00 or more but less than 4.75 | D (Pass)                    |



**Table: 5**

For the calculation of Percentage from CGPA following equation can be used

|             |  |
|-------------|--|
| % of Marks= | <i>if O grade then</i> $20 \times \text{CGPA} - 100$   |
|             | <i>if A+ grade then</i> $12 \times \text{CGPA} - 25$   |
|             | <i>if A grade then</i> $10 \times \text{CGPA} - 7.5$   |
|             | <i>if B+ grade then</i> $5 \times \text{CGPA} + 26.25$ |
|             | <i>if B grade then</i> $10 \times \text{CGPA} - 2.5$   |
|             | <i>if C grade then</i> $10 \times \text{CGPA} - 2.50$  |
|             | <i>if D grade then</i> $6.6 \times \text{CGPA} + 13.6$ |

**Table: 6** Some examples of CGPA to percentage calculations

| <b>Obtained CGPA</b> | <b>Equation</b>                | <b>Percentage (%)</b> | <b>Grade</b> |
|----------------------|--------------------------------|-----------------------|--------------|
| 10                   | $20 \times 10 - 100 = 100$     | 100                   | O            |
| 9.75                 | $20 \times 9.75 - 100 = 95$    | 95                    | O            |
| 9.5                  | $20 \times 9.5 - 100 = 90$     | 90                    | O            |
| 9.0                  | $12 \times 9 - 24 = 84$        | 84                    | A+           |
| 8.25                 | $12 \times 8.25 - 24 = 75$     | 75                    | A+           |
| 8.0                  | $10 \times 8.0 - 7.5 = 72.5$   | 72.5                  | A            |
| 7.0                  | $10 \times 7.0 - 7.5 = 62.5$   | 62.5                  | A            |
| 6.75                 | $10 \times 6.75 - 7.5 = 60.0$  | 60.0                  | A            |
| 6.25                 | $5 \times 6.25 + 26.25 = 57.5$ | 57.5                  | B+           |
| 5.75                 | $5 \times 5.75 + 26.25 = 55$   | 55                    | B+           |
| 5.5                  | $10 \times 5.5 - 2.5 = 52.5$   | 52.5                  | B            |
| 5.25                 | $10 \times 5.25 - 2.5 = 50$    | 50                    | B            |
| 4.75                 | $10 \times 4.75 - 2.50 = 45$   | 45                    | c            |
| 4.0                  | $6.6 \times 4.0 + 13.6 = 40$   | 40                    | D            |

- 1) While declaring the result, the existing relevant ordinances are applicable. There is also a provision for verification and revaluation. In case of verification, the existing rules will be applicable. The revaluation result will be adopted if there is a change of at least 10% marks and in the grade of the course.
- 2) For grade improvement a student will have to take minimum 30% of the requisite number of credits for the concerned degree. These courses will be theory courses from the parent department. Grade improvement program will be implemented at the end of the academic year. A student can opt for the grade improvement program only after the declaration of the result for



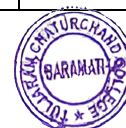
his/her final semester exam, i.e., at the end of the next academic year after passing the final examination and within two years of completion of the degree and only once.

### 9.5.14) Post Graduation Program Structure:

1) Each M.Com. program is of 2 years duration. The minimum total number of credits require for each program is 64. In the structure, the credits are distributed over 4 semesters. The Credit structure for M.Com. program is given below in **Table 1**.

| Sr.No. | Class    | Semester | Paper    | Paper Title           | Credit | Exam  | Marks   |
|--------|----------|----------|----------|-----------------------|--------|-------|---------|
| 1      | MCom – I | I        | ELE 4101 | Paper 1               | 4      | I / E | 40 : 60 |
| 2      | MCom – I | I        | ELE 4102 | Paper 2               | 4      | I / E | 40 : 60 |
| 3      | MCom – I | I        | ELE 4103 | Paper 3               | 4      | I / E | 40 : 60 |
| 4      | MCom – I | I        | ELE 4104 | Paper 4               | 4      | I / E | 40 : 60 |
| 5      | MCom – I | I        | ELE 4105 | Pract-1               | 2      | I / E | 40 : 60 |
| 6      | MCom – I | I        | ELE 4106 | Pract-2               | 2      | I / E | 40 : 60 |
|        | MCom – I | I        |          | Human Rights          | 2      |       |         |
|        | MCom – I | I        |          | Cyber Security-I      | 2      |       |         |
| 7      | MCom – I | II       | ELE 4201 | Paper 5               | 4      | I / E | 40 : 60 |
| 8      | MCom – I | II       | ELE 4202 | Paper 6               | 4      | I / E | 40 : 60 |
| 9      | MCom – I | II       | ELE 4203 | Paper 7               | 4      | I / E | 40 : 60 |
| 10     | MCom – I | II       | ELE 4204 | Paper 8               | 4      | I / E | 40 : 60 |
| 11     | MCom – I | II       | ELE 4205 | Pract-3               | 2      | I / E | 40 : 60 |
| 12     | MCom – I | II       | ELE 4206 | Pract-4               | 2      | I / E | 40 : 60 |
|        | MCom – I | II       |          | Introduction to Cyber | 2      |       |         |
|        | MCom – I | II       |          | Security – II         | 2      |       |         |
|        |          |          |          | Certificate Course    |        |       |         |
| 13     | MCom – I | III      | ELE 5301 | Paper 9               | 4      | I / E | 40 : 60 |
| 14     | MCom – I | III      | ELE 5302 | Paper10               | 4      | I / E | 40 : 60 |
| 15     | MCom – I | III      | ELE 5203 | Paper11               | 4      | I / E | 40 : 60 |
| 16     | MCom – I | III      | ELE 5204 | Paper12               | 4      | I / E | 40 : 60 |
| 17     | MCom – I | III      | ELE 5305 | Pract-5               | 2      |       |         |
| 18     | MCom – I | III      | ELE 5306 | Pract-6               | 2      |       |         |
| 21     | MCom – I | III      |          | Skill Development     | 2      |       |         |
| 22     | MCom – I | III      |          | Certificate Course    | 2      |       |         |
| 23     | MCom – I | IV       | ELE 5401 | Paper13               | 4      | I / E | 40 : 60 |
| 24     | MCom – I | IV       | ELE 5402 | Paper14               | 4      | I / E | 40 : 60 |
| 25     | MCom – I | IV       | ELE 5403 | Paper15               | 4      | I / E | 40 : 60 |
| 26     | MCom – I | IV       | ELE 5404 | Paper16               | 4      | I / E | 40 : 60 |
|        | MCom – I | IV       | ELE 5405 | Project               | 4      |       |         |
| 27     | MCom – I | IV       |          | Skill Development     | 2      |       |         |
| 28     | MCom – I | IV       |          | Certificate Course    | 2      |       |         |

I: Internal & E: External



### **9.5.15) Eligibility for Admission:**

Eligibility to take admission for M.Com. program is that the student has to complete their Bachelor degree in that specific subject. Admissions will be given as per the selection procedure / policies adopted by the respective college. Reservation and relaxation will be as per the Government rules.

### **9.5.16) Medium of Instruction:** English or Marathi.

### **9.5.17) Award of Credits:**

Each course having 4 credits shall be evaluated out of 100 marks and student should secure at least 40 marks (40%) to earn full credits of that course. Each course having 2 credits shall be evaluated out of 50 marks and student should secure at least marks (40%) to earn full credits of that course. GPA shall be calculated based on the marks obtained in the respective subject if student should have obtained credits for that course. Structure of marks scheme for Choice based credit system program is given in Table1.

### **9.5.18) Evaluation Pattern:**

- 1) The course carrying 100 marks shall be evaluated with Continuous Assessment (Internal) and term end exam (External) mechanism.
- 2) Continuous assessment shall be of 40 marks while Semester end exam (External) shall be of 60 marks. To pass in a course of 2/3/4 credit, a student must secure minimum marks (40%) separately in Internal and External examination.
- 3) For Internal examination one written test per paper of 20 marks and 20 marks must be taken from following assessment methods (minimum 3 methods): Seminar Presentation, Viva-voce, Projects, Surveys, Field visits, Tutorials, Home Assignment, Group Discussion, Extension Work, Research Project by individual students or group of students, An Open Book Test ...etc.
- 4) There shall be revaluation of the answer scripts of semester-end examination of theory papers only but not of internal assessment papers as per Ordinance no 134 A and B.



### **9.5.19) Examination Rules:**

- 1) A student cannot appear for semester end examination unless he/she has 75% attendance during the teaching period of that course. If a student fails to maintain attendance upto 75%, at the time of filling of examination forms, an undertaking from the student should be taken stating that he/she will be allowed to appear for examination subject to fulfillment of required attendance criteria during the remaining period of teaching of the course.
- 2) If a student misses an internal assessment examination, he/she will have a second chance with the permission of the teacher concerned. Such a second chance shall not be the right of the student; it will be the discretion of the teacher concerned to give or not to give second chance to a student to appear for internal assessment.
- 3) Students who have failed semester-end exam may reappear for the semester-end exam in the subsequent period. The student will be finally declared as failed if he/she does not pass all credits within a total period of four years in case of two-year courses. After that, such students will have to seek fresh admission as per the admission rules prevailing at that time.
- 4) Internal marks will not change. A student cannot repeat internal assessment. In case he/she wants to reappear for the internal assessment he/she can do so only by registering for the said courses during the semesters in which the courses are being conducted.
- 5) There shall be revaluation of the answer scripts of semester-end examination of theory Papers only but not of internal assessment papers as per Ordinance no134A and B.
- 6) While marks will be given for all examinations, they will be converted into grades. The semester end and final grade sheets and transcripts will have only grades and grade points average.

### **9.5.20) ATKT Rules:**

- 1) Minimum number of credits required to take admission to Second Year: 20 [50% of total credits in first year]
- 2) A student cannot register for the third semester, if he/she fails to complete 50% credits of the first year. In this case, a student can seek admission to first or second semester in order to complete the requisite number of credits and to be able to seek admission in the third semester.





### 9.5.21) Completion of Degree Course:

- 1) A student, who earns 80 credits, shall be considered to have completed the requirements of the M. Com. degree program and CGPA will be calculated for such student based on only 60 credits.
- 2) The following percentage to grade and grade point is given in Table-3 and respected example of CGPA calculated is given in Table-4.

**Table-3: Percentage to Grades and Grade Points**

| Sr. No | Grade Letter      | Grade Point | Marks                           |
|--------|-------------------|-------------|---------------------------------|
| 1      | O (Outstanding)   | 10          | $90 \leq \text{Marks} \leq 100$ |
| 2      | A+ (Excellent)    | 9           | $75 \leq \text{Marks} \leq 89$  |
| 3      | A (Very Good)     | 8           | $60 \leq \text{Marks} \leq 74$  |
| 4      | B+ (Good)         | 7           | $55 \leq \text{Marks} \leq 59$  |
| 5      | B (Above Average) | 6           | $50 \leq \text{Marks} \leq 54$  |
| 6      | C (Average)       | 5           | $45 \leq \text{Marks} \leq 49$  |
| 7      | D (Pass)          | 4           | $40 \leq \text{Marks} \leq 44$  |
| 8      | F (Fail)          | 0           | Marks <40                       |
| 9      | Ab (Absent)       | 0           | -                               |

**Table 4 -Structure of CGPA and Mark Scheme of Choice Based Credit System for Postgraduate Science Program to be implemented from Academic year 2019-20**

| Sr. No | Grade Letter      | Grade Point | Credit Point=<br>(Credit x grade point) |           |
|--------|-------------------|-------------|---|-----------|
|        |                   |             | 2 credits                               | 4 credits |
| 1      | O (Outstanding)   | 10          | 20                                      | 40        |
| 2      | A+ (Excellent)    | 9           | 18                                      | 36        |
| 3      | A (Very Good)     | 8           | 16                                      | 32        |
| 4      | B+ (Good)         | 7           | 14                                      | 28        |
| 5      | B (Above Average) | 6           | 12                                      | 24        |
| 6      | C (Average)       | 5           | 10                                      | 20        |
| 7      | D (Pass)          | 4           | 8                                       | 16        |



### 9.5.22) Performance Indices:

- 1) These semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA.
- 2) Semester Grade Point Average (SGPA) -The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA).The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

$$SGPA = \frac{\sum_{i=1}^p C_i G_i}{\sum_{i=1}^p C_i}$$

$$SGPA = (\sum \text{Grade Points Earned} \times \text{Credits for each course}) / \text{Total Credits}$$

For Example: suppose in a given semester a student has registered for five courses having credits C<sub>1</sub>,C<sub>2</sub>,C<sub>3</sub>,C<sub>4</sub>,C<sub>5</sub> and his / her grade points in those courses are G<sub>1</sub>,G<sub>2</sub>,G<sub>3</sub>,G<sub>4</sub>,G<sub>5</sub> respectively. Then students

$$SGPA = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + C_4 G_4 + C_5 G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

SGPA is calculated up to two decimal places by rounding off.

**Course Grade Point Average (CGPA)**- The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation)of first semester to fourth semester for the students admitted in the First year and third to fourth semester for the students directly admitted at Second year. It is calculated in the same manner as the SGPA.

In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.



## **9.6) VOCATIONAL PROGRAMMES**

College runs the following six vocational programmes affiliated to Savitribai Phule Pune University, Pune and sponsored by UGC, New Delhi under National Skill Qualification Framework.

- 1) Food Processing and Post Harvest Technology**
- 2) Journalism and Mass Communication**
- 3) Dairy Technology**
- 4) Retail Management**
- 5) E-Commerce and Digital Marketing**
- 6) Networking and System Administration**

**9.6.1) Eligibility for admission in B. Voc:** The eligibility condition for admission to B.Voc. programme shall be 10+2 or equivalent, in any stream.

### **9.6.2) Examination Rules & Regulations**

College follows the exam rules and regulations prepared by the examination committee. The Examination Committee shall have the final authority in matters concerning examinations.

- 1) Questions Paper Setting & Printing
- 2) Issuing Admit Card
- 3) Pre and Post Examination Works
- 4) Marks Entry
- 5) Preparation of Results
- 6) Result Publications
- 7) Promotion List
- 8) Issue of Certificates
- 9) Organizing Convocation

### **9.6.3) Guidelines for credit calculations**

- 1) One Credit would mean equivalent of 15 periods of 60 minutes each, for theory, workshops/labs and tutorials.



- 2) For internship/field work, the credit weightage for equivalent hours shall be 50% of that for lectures/workshops.
- 3) For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study should be 50% or less of that for lectures/workshops.

**9.6.4) The suggested credits for each of the years of B. Voc are as follows:**

| NSQF Level | Skill Component Credits | General Education Credits | Normal Calendar Duration | Exit Points/ Awards |
|------------|-------------------------|---------------------------|--------------------------|---------------------|
| Year-3     | 36                      | 24                        | Six Semester             | B. Voc.             |
| Year-2     | 36                      | 24                        | Four Semesters           | Advance Diploma     |
| Year-1     | 36                      | 24                        | Two Semesters            | Diploma             |
| Total      | 108                     | 72                        |                          |                     |

**9.6.5) The suggested credits for each of the years of M. Voc are as follows:**

| NSQF Level | Skill Component Credits | General Education Credits | Normal Calendar Duration | Exit Points/ Awards        |
|------------|-------------------------|---------------------------|--------------------------|----------------------------|
| Year- 2    | 36                      | 24                        | Four Semester            | M. Voc                     |
| Year - 1   | 36                      | 24                        | Two Semesters            | Diploma in Post Graduation |

**9.6.6) Assessment & Certification:**

All programmes follow the Semester-based credit (CBCS) system. The end-semester examination for the odd Semesters (1,3,5) will be in October/November and that of the even –semester (2,4,6) will be in April/May. Backlog students will be eligible for every semester end examination. There will be internal assessment prior to end-semester examination for 50 marks. The 50 marks can be divided for attendance, assignments, seminar and one hour written test (Unit Test 1 and 2) for general education components.

**9.6.7) Pattern of Examination**

- i) Internal exam, Term end exam, Oral, Project, Presentation, GD, Vivo-voce.
- ii.) Pattern of the question paper:



- i) 25% Objective Question
- ii) 50% Short and Long Answer type question
- iii) 25% Problem based Case Study/long answer type

#### **9.6.8) Theory Examination**

- i) Continuous Internal Assessment: 50 Marks - Unit Test I & II, Assignment-2 Attendance is compulsory for each course of programme.
- ii) Semester End Examination: 50 Marks on the basis of Answer Sheet Evaluation for each course

#### **9.6.9) Practical Examination: -**

- i) Continuous Internal Assessment: 75 Marks includes Visit Report, Journal, Viva Voce, Seminar, Presentation, Group Discussion etc. Attendance for each course is compulsory.
- ii) Semester End Examination: 75 Marks on the basis of Answer Sheet Evaluation with performance in practical examination which will be evaluated by external examiner for each course.

**9.6.10) Standard of Passing:** Individual passing for external and internal exam of every course is 30% and cumulative passing for every subject is 40%.

#### **9.6.11) ATKT Rules:**

- i) A student can be admitted to next year if he pass 50% credit
- ii) All the CBCS rules shall be applicable to the B.Voc. courses.

#### **9.6.12) Award of Class:**

B.Voc will be 3 years graduation programme (Six Semester) commencing from the years.

#### **9.6.13) External Students: NA**

**9.6.14) Verification/Revaluation:** As per the rule.

**9.6.15) Supplementary Examination:** The students unable to attend the examination because of participate in NCC, NSS, State & National level completion, Arm forces interview or test, representing college for any events etc. will be eligible in supplementary examination with the prior permission of the Principal.



### 9.6.16) Certification: Levels of Awards

| Award                 | Duration          | NSQF Level |
|-----------------------|-------------------|------------|
| Certificate           | 6 Months          | 4          |
| Diploma               | One Year          | 5          |
| Advance Diploma       | Two Year          | 6          |
| Bachelor Degree       | Three/Four Years  | 7          |
| Post Graduate Diploma | One year          | 8          |
| Master's Degree       | Two Years         | 9          |
| Ph. D                 | Three Years (Min) | 10         |

### 9.6.17) Letter Grades and Grade Points:

The UGC recommends a 10-point grading system with the following Letter grades as given below:

**Table - I: Ten point grade and grade description**

| Letter Grade      | Points | Percentage earned |
|-------------------|--------|-------------------|
| O (Outstanding)   | 10     | 100               |
| A+ (Excellent)    | 9      | 90 - 99.9         |
| A (Very Good)     | 8      | 80 - 89.9         |
| B+ (Good)         | 7      | 70 - 79.9         |
| B (Above Average) | 6      | 60 - 69.9         |
| C (Average)       | 5      | 50 - 59.9         |
| P (Pass)          | 4      | 40 - 49.9         |
| F (Fail)          | 0      | < = 39.9          |
| Ab (Absent)       | 0      | 0                 |

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

- 1) Non-appearance in any examination / assessment shall be treated as the students have secured



zero marks in that subject examination / assessment.

- 2) Minimum P grade (4.00 grade points) shall be the limit to clear / pass the course / subject. A student with F grade will be considered as “failed” in the concerned course and he / she has to clear the course by appearing in the next successive semester examinations. There will be no reevaluation or recounting under this system.
- 3) Every student shall be awarded grade points out of maximum 10 points in each subject (based on 10 point scale). Based on the grade points obtained in each subject, Semester Grade Point Average (SGPA) and then Cumulative Grade Point Average (CGPA) shall be computed. Results will be announced at the end of each semester and CGPA will be given at respective exit point.

### **9.6.18) Computation of SGPA (Semester Grade Point Average) and GPA (Grade Point Average):**

Grade in each subject / course will be calculated based on the summation of marks obtained in all five modules. The computation of SGPA and CGPA will be as below.

- 1) Semester Grade Point Average ( SGPA) is the weighted average points obtained by the students in a semester and will be computed as follows

$$\text{Credit Point (CP)} = \text{Credit (C)} \times \text{Grade Point (G)}$$

$$\text{SGPA (S}_i\text{)} = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

SGPA = Semester Grade Point Average

$C_i$  = Number of credits of the  $i^{\text{th}}$  course component

$G_i$  = Grade Point scored by the student in the  $i^{\text{th}}$  course component

- 2) The SGPA will be mentioned on the grade card at the end of every semester.
- 3) The Grade Point Average (GPA) will be used to describe the overall performance of a student in all semester of the course and will be computed as under.



#### 4) Grade Point Average

$$\text{Grade Point Average} = \frac{\text{Total of Grade Point Earned X Credit Hours for Each Course}}{\text{Total Credit Hours}}$$

$$\text{CGPA} = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

CGPA = Cumulative Grade Point Average

$S_i$  = SGPA of the  $i^{\text{th}}$  semester

$C_i$  = Number of credits in that semester

The SGPA and GPA shall be rounded off to the second place of decimal.

#### 5) Grade Card:

Results will be declared by the Centre and the grade card (containing the grades obtained by the student along with SGPA) will be issued by the university after completion of every semester. The grade card will be consisting of following details.

- a) Title of the courses along with code opted by the student.
- b) Credits associated with the course.
- c) Grades and grade points secured by the student.
- d) Total credits earned by the student in a particular semester.
- e) Total credits earned by the students till that semester.
- f) SGPA of the student.
- g) CGPA of the student (at respective exit point).

#### 6) Cumulative Grade Card:

The grade card showing details grades secured by the student in each course in all semesters along with overall CGPA will be issued by the University and college at respective exit point.

#### 9.6.19) Attendance:

Every candidate will be required to attend a minimum of 75% lectures delivered to that class in each paper as well as 75% of the laboratory work, seminars etc. separately. If the overall attendance in a semester falls below 60%, he/she will not be promoted to the next higher semester in any case. In case of personal life- threatening sickness, NCC, NSS, Participating in National level Sports,





representing College for any event and Arm forces interview or test, the absence beyond 25% may be condoned. In each of the above cases a prior permission of the Principal must be obtained.

**9.6.20) Results Grievances / Redressal Committee:**

Grievances / redressal committee will be constituted in the department to resolve all grievances relating to the evaluation. The committee shall consist of Head of the department, the concerned teacher of a particular course and senior faculty member of Department of University. The decision of Grievances / redressal committee will have to be approved by Department committee.

**9.6.21) Examination and other fees- (per semester):**

As per the Savitribai Phule Pune University rule



## 10) DETAILS OF SCHOLARSHIPS/AWARDS

### 10.1) Scholarships and Freeships:

The Government Scholarships to be awarded to the Graduation Students.

- 1) B.C. scholarship by the Government to the backward class students for SC and ST class  
Income Limit Rs. 2, 00,000 for NT/OBC/SBC class Income Limit Rs. 1,00,000/-
- 2) Scholarship to be awarded to the children of Army men.
- 3) Freedom Fighter scholarship to be awarded to the wards of the freedom fighters.
- 4) National Merit Scholarship from Govt. of India.
- 5) Government open Merit Scholarship by the State Government.
- 6) Scholarship for Handicapped students.
- 7) Hindi Scholarship by Govt. of India (Only for PG)
- 8) Pune District Sports Scholarship
- 9) Eklavya Scholarship. (Only for PG classes)
- 10) Central Govt. Scholarship for the students from minority for those who score more than 50% and whose annual income is below Rs. 2 Lakhs. For this scholarship the students have to apply independently through online method.
- 11) Financial help and Merit Scholarship by Krantijyoti Savitribai Phule Savitribai Phule Pune University. (Ref. University Scholarship No. 11 to 13)
- 12) Financial help for the students from economically backward class.
- 13) Rajashri Shahu Maharaj Merit Scholarship. (NT / SC / OBC / SBC / ST)
- 14) Central Sector Scholarship only those students can apply for this scholarship who don't qualify for BC scholarship and freeship. An independent merit list of H.S.C. qualified students will be displayed. Only the listed students can apply for this scholarship by online method.
- 15) It is obligation for the backward class students to apply for scholarship and freeship by online method. The application must be submitted before 31st October. Late comers will not be entertained. The students, who don't submit the form before 31st October, have to pay fees to the college only online entries will be accepted.
- 16) The students should see the Notice Board regularly for the scholarship Notices. If they have any doubt or difficulty they can approach the scholarship counter.



## **10.2) The application for scholarship must be provided with the following documents.**

- a) Marksheet (Xerox copy)
- b) School Leaving Certificate
- c) Last Year Income proof
- d) Caste Certificate
- e) Addhar Linking slip
- f) Domicile certificate
- g) Addhar card Xerox
- h) Death certificate in case the father is expired.
- i) Xerox copy of the pass book of a Nationalized Bank.

## **10.3) Government Freeships for the Graduation Students**

- 1) Rajashri Shahu Maharaj Educational Free ship Scheme for the wards of the parents whose annual income is below 8, 00,000/- (Authorised Income proof necessary)
- 2) Freeship for the wards of the primary, Secondary and Higher Secondary teachers. (Only for Grantable students)
- 3) B.C. free ship for the ward of the parents whose annual income is in between 1, 00,000 and 8, 00,000/- and who belong to NT, OBC, SBC class for SC and ST the annual income above 2, 00,000/-. The students who fail and take admission to the same class will not be eligible for any freeship.
- 4) Freeship for the wards of Army men. (Only for Grantable students)
- 5) Freeship for the wards of the workers in sanitation department.
- 6) Freeship for the wards of freedom fighters.
- 7) The students whose parents annual income is above 8, 00,000/- should not apply for BC freeship (NT, OBC, SBC)
- 8) The Students who have completed the professional courses (B.Ed., D.Ed. and L.L.B.) are not eligible for the freeship.

## **10.4) Important Instructions -**

- 1) All the scholarship and freeship forms should be submitted through online method.
- 2) The eligible students can avail at the most one scholarship and one freeship.



- 3) The students should have the class room attendance more than 75%. The scholarship will be cancelled if their academic progress and behaviour is not up to mark.
- 4) The amount of scholarship will be deposited in the Bank Account by the Government. Open your account in any Nationalised Bank.
- 5) See the notice board regularly for the scholarships sponsored by the private Institutions.

## **10.5) Other Financial Aids for the students**

### **1) Student Insurance Scheme by Pune University.**

Pune University helps the students by giving them Safety Insurance Scheme and Disaster Insurance Scheme. For that the University collects Rs.10 every year from the students.

- a) Accordingly all the students from the university and colleges are covered by Accidental Insurance. They are helped financially.
- b) Unfortunately if a student dies in an accident the Insurance Company gives a financial aid of Rs.50, 000/- to his legal parents. In addition, the University also gives the same amount to those parents.
- c) The financial aid is provided to the students who suffer either from a serious or from a minor disease.

### **2) Emergency Air Schemes for the students:**

The college students who face an emergency are helped immediately by these schemes.

The Activities sponsored by Pune University Students welfare Board

- 1) Earn and Learn Scheme.
- 2) Special Guidance Scheme.
- 3) Students Personality Development Scheme.
- 4) Fearless Girl Scheme-
- 5) Students Safety Insurance Scheme.
- 6) University Representative Election.
- 7) Hon. Dr. P. C. Alexander International Elocution Competition in Marathi and English.
- 8) University Representative's Camp.
- 9) Mock Court Competition.



- 10) Disaster Management Camp.
- 11) Annual Magazine Competition.
- 12) Avishkar Research Meet.
- 13) Annual Prize Distribution Ceremony.

All these activities are organized in the college.

### **3) Financial Aid for Higher Education for the students belonging to scheduled castes and tribes:**

It is especially for those students who belong to these classes and whose parents have the annual income less than 200000/-. They are helped to continue their higher education under this scheme. However any two boy's students from the same family are eligible for it. In case of girl students no such limit exists.

### **4) Central Government Scholarship**

To be awarded to the students from scheduled castes and tribes after their matriculation. Under this scheme the Central Government gives a scholarship amount equal to the total fees of the course in the college after their matriculation. The scheme also gives Rs.425/- for the hostel students and Rs.190/- to the other students.

## **10.6) Important Instructions for the Students**

- 1) After the admission, the college does not give back the originals of school Leaving Certificate and Transfer Certificate in any condition. There for, the students must have at least 10 zerox copies of them at their hand.
- 2) The students are bound to accept the changes in Government free ships and other concessions form time to time.
- 3) The students should file the documents like certificates, receipts, mark sheets, etc. to produce them whenever the college demands them.
- 4) The students should collect the certificates and mark sheets from the college within the stipulated time.



- 5) After the admission is confirmed the students should submit the chalan in Bank for hostel facility.
- 6) The students should select the subject / paper in accordance with the instructions given in the prospectus.
- 7) In case a student wants to change the faculty, he should cancel the former admission to get admitted in the new faculty.
- 8) The last date to change the subject is 16th August, further you need to pay a chalan for 50/- in the Bank.
- 9) The students should be cautious to register at least 75% attendance to avail the scholarship, free ships as well as the permission to appear for examination.
- 10) The college issues an identity card to every student. It is obligatory to wear it while attending the college. In case a student loses the identify card, a new card will be issued after he pays Rs.50/-.
- 11) The students are supposed to read the notice board regularly. If knowingly or unknowingly he neglects the notice board, he/she himself/herself will be responsible for any financial or academic loss. The college will not entertain such students in any condition.
- 12) The students should park their vehicles only in the parking zone. If they don't stick to this rule they have to pay the penalty.
- 13) The students should be present in the classroom before the class begins, should leave it after the class is over. They should attend the classes regularly.
- 14) It is obligatory to appear for every internal examination, unit tests, tutorials arranged by the college. In case of absence, they will be responsible for their course sequential.
- 15) The students should have the duplicate of every form to avail any further facility.
- 16) The students should submit the consent letter of their parents to the Head of the department before they go a college tour.
- 17) If a student is offering a subject in S.Y. that he did not offer in F.Y., he should pay Rs.200/- before 16th August as per the university rule.
- 18) If a student passes from the Grantable division, it is not sequential that he is admitted in Grantable division the next year. It will be decided by the merit based choice.
- 19) If sufficient students are not registered the non grantable division will not be started.



## 10.7) Awards to Meritorious Students for Academic Achievement

### A) List of Prize Givers/ Donors

| Sr. No | Doner's Name                                  | Details  | Amount |
|--------|---|--|--------|
| 1      | Prof. Dr. Mrs. Ranjana Nemade                 | F.Y.B.A. Marathi Subject<br>Maximum Marks                  | 500    |
| 2      | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in 12Arts Faculty                                    | 1500   |
| 3      | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in F.Y.B.A.  | 1500   |
| 4      | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in S.Y.B.A.  | 1500   |
| 5      | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in B.A.  | 1500   |
| 6      | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in M. A. (Marathi)                                   | 1500   |
| 7      | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in 11th Commerce                                     | 1500   |
| 8      | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in 12th Commerce                                     | 1500   |
| 9      | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in F.Y.B.A.  | 1500   |
| 10     | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in S.Y.B.Com   | 1500   |
| 11     | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in T.Y. B.om   | 1500   |
| 12     | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in M.Com   | 1500   |
| 13     | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in M.Com   | 1500   |
| 14     | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in 12th Science                                      | 1500   |
| 15     | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in F.Y.B.Sc.   | 1500   |
| 16     | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in S.Y.B.Sc.   | 1500   |
| 17     | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in T.Y. B.Sc. (Physics)                              | 1500   |
| 18     | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in M.Sc.   | 1500   |
| 19     | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in B. lib.   | 1500   |
| 20     | Shri. Haribhau Deshpande & Shri. Shankar Unde | First in D.T.L.  | 1500   |
| 21     | Shri. Haribhau Deshpande & Shri. Shankar Unde | Best Volunteer of N.S.S.<br>(S.Y.B.Sc.)                    | 1500   |
| 22     | Prof. P.D. Wadgaonkar                         | Meritorius & Gritty Disabled<br>Student of the College     | 1001   |
| 23     | By Tuljaram Chaturchand College               | First in B.A. Defense Subject                              | 501    |
| 24     | By Tuljaram Chaturchand College               | First in M.A. Economics                                    | 501    |
| 25     | By Tuljaram Chaturchand College               | First in 11th Commerce                                     | 501    |
| 26     | By Tuljaram Chaturchand College               | First in 12th Commerce                                     | 501    |
| 27     | By Tuljaram Chaturchand College               | Second in 12th Commerce                                    | 501    |
| 28     | By Tuljaram Chaturchand College               | First in T.Y.Bom   | 501    |
| 29     | By Tuljaram Chaturchand College               | Fisrt in M.Com   | 501    |
| 30     | By Tuljaram Chaturchand College               | Second in 12th Science                                     | 501    |
| 31     | By Tuljaram Chaturchand College               | First in M.Sc. Chemistry                                   | 501    |
| 32     | By Tuljaram Chaturchand College               | First in M.Sc. Botany                                      | 501    |
| 33     | By Tuljaram Chaturchand College               | First in M.Sc. Organic Chem. Part<br>II                    | 501    |
| 34     | By Tuljaram Chaturchand College               | First in M.Sc. inorganic Chem. Part<br>II                  | 501    |
| 35     | By Tuljaram Chaturchand College               | First in B.Voc. Food Technology &<br>Research Exam. (T.Y.) | 501    |
| 36     | By Tuljaram Chaturchand College               | First in B.Voc. Food Technology &<br>Research Exam. (S.Y.) | 501    |
| 37     | By Tuljaram Chaturchand College               | First in B.Voc. Food Technology &                          | 501    |



|    |  |  |     |
|----|--|--|-----|
|    |  | Research Exam. (f.Y.)                                |     |
| 38 | By Tuljaram Chaturchand College                                | First in B.Voc. Journalism & Mass Communication- F.Y | 501 |
| 39 | By Tuljaram Chaturchand College                                | First in B.Voc. Journalism & Mass Communication- S.Y | 501 |
| 40 | By Tuljaram Chaturchand College                                | First in B.Voc. Journalism & Mass Communication- T.Y | 501 |
| 41 | By Tuljaram Chaturchand College                                | First in B.Lib                                       | 501 |
| 42 | By Tuljaram Chaturchand College                                | First in D.T.L.                                      | 501 |
| 43 | By Tuljaram Chaturchand College                                | Asmita Wallpaper                                     |     |
| 44 | By Tuljaram Chaturchand College                                | Best Art Painting                                    | 501 |
| 45 | By Tuljaram Chaturchand College                                | Best Article   | 501 |
| 46 | By Tuljaram Chaturchand College                                | Best Poem  | 501 |
| 47 | By Tuljaram Chaturchand College                                | Anekant Magazine                                     |     |
| 48 | By Tuljaram Chaturchand College                                | Marathi Section- Article                             | 501 |
| 49 | By Tuljaram Chaturchand College                                | English Section- Article                             | 501 |
| 50 | By Tuljaram Chaturchand College                                | Hindi Section  | 501 |
| 51 | Anekant Education Society                                      | First in B.A.  | 501 |
| 52 | Anekant Education Society                                      | First in M.A. Economics                              | 501 |
| 53 | Anekant Education Society                                      | First in M.Com                                       | 501 |
| 54 | Prof. R.W. Doshi   | First in B.A. Economics                              | 200 |
| 55 | Prof. R.W. Doshi   | First in M.A. Economics                              | 250 |
| 56 | Prof. K.S. Iyer  | First in B.A. English                                | 200 |
| 57 | Prof. K.S. Iyer  | First in M.A. Marathi                                | 200 |
| 58 | Prof. K.S. Iyer  | First in M.A. English                                | 500 |
| 59 | Prof. K.S. Iyer  | First in M.A. Economics                              | 200 |
| 60 | Prof. K.S. Iyer  | First in M.Com                                       | 200 |
| 61 | Prof. K.S. Iyer  | First in M.Sc. Chemistry                             | 200 |
| 62 | Prof. K.S. Iyer  | First in M.Sc.                                       | 200 |
| 63 | Prof. K.S. Iyer  | First in B.Lib                                       | 200 |
| 64 | Prof. S.P. Kadam   | First in B.A.  | 201 |
| 65 | Prof. S.P. Kadam   | First in T.Y.B.Sc. Physics                           | 201 |
| 66 | Shri. Kaksheh Jagtap Add. Session Judge                        | First in B.A.  | 100 |
| 67 | Shri. Kashinath Dattatray Kale                                 | First in B.A.  | 100 |
| 68 | Late. Prof. Bhaskarrao Johrapurkar (Ex. Head, Geography Dept.) | First in Geography Subject                           | 300 |
| 69 | Late. Prof. Bhaskarrao Johrapurkar (Ex. Head, Geography Dept.) | Second in Geography Subject B.A.                     | 200 |
| 70 | Late. Vatsala Patil & Late. Dr. D.T. Patil                     | First in M.A. Marathi                                | 501 |
| 71 | Prof.Dr. N.M. Nare   | First in 11th Commerce                               | 250 |
| 72 | Prof.Dr. N.M. Nare   | First in 12th Commerce                               | 250 |
| 73 | Prof.Dr. N.M. Nare   | First in F.Y.B.Com                                   | 250 |
| 74 | Prof.Dr. N.M. Nare   | First in S.Y.B.Com.                                  | 250 |
| 75 | Prof.Dr. N.M. Nare   | First in T.Y.Bcom.                                   | 250 |
| 76 | Prof.Dr. N.M. Nare   | First in M.Com                                       | 250 |
| 77 | Prof.Dr. N.M. Nare   | First in M.Com                                       | 250 |
| 78 | Prof.Dr. N.M. Nare   | First in D.T.L.                                      | 250 |
| 79 | Prof. Mira Vaidya  | First in 12th English Subject                        | 250 |
| 80 | Prof. Mrs. A.S. Padhye   | First in T.Y.B.Com                                   | 250 |





|    |  |  |      |
|----|--|--|------|
| 81 | Prof. Mrs. A.S. Padhye   | First in M.Com                                       | 250  |
| 82 | Dr. S.E. Gavasane  | First in 12th Science                                | 150  |
| 83 | Prof. Anil B. Patil  | First in 12th Science                                | 701  |
| 84 | Prof. V.K. Diwan   | Highest Marks in PCM Group in Board Exam             | 300  |
| 85 | Prof. V.K. Diwan   | Highest Marks in PCM Group in Board Exam             | 300  |
| 86 | Prof. Chandrakant Dattatray Bhenki   | First in F.Y.B.Sc.- A Group                          | 201  |
| 87 | Prof. Chandrakant Dattatray Bhenki   | First in M.Sc. Chemistry- Part 1                     | 250  |
| 88 | Prof. Dr. N.A. Patil   | Highest Marks in F.Y.B.Sc. Botany Subject            | 500  |
| 89 | Prof. Dr. N.A. Patil   | Highest Marks in S.Y.B.Sc. Botany Subject            | 500  |
| 90 | Prof. Dr. N.A. Patil   | Highest Marks in T.Y.B.Sc. Botany Subject            | 500  |
| 91 | Prof. Dr. N.A. Patil   | First in M.Sc. Botany Part I                         | 500  |
| 92 | Prof. Dr. N.A. Patil   | Highest Marks in Biology Subject- H.S.C.             | 500  |
| 93 | Prof. Dr. N.A. Patil   | Pratibhatai Pawar Gunvanti Award                     | 500  |
| 94 | Prof. Dr. N.A. Patil   | Poor Disabled or Needy Orphan Student of the College | 5000 |
| 95 | Prof. Dr. V.V. Acharya   | First in T.Y.B.Sc. Physics                           | 101  |
| 96 | Late. Kallappa Dada Magdun & Late. Champabai kallappa Magdum                       | First in T.Y.B.Sc. Physics                           | 250  |
| 97 | Prof. Arun Shankar Pandhari  | First in T.Y.B.Sc. Mathematics                       | 500  |
| 98 | From Sunita Subhash Jadhav in the memory of Late Shrirangrao Marutrao Nikam        | First in T.Y.B.A. Hindi Subject                      | 3000 |
| 99 | From Mrs. Hemlata Bhagwanrao Kadam in the memory of Late Sushila Shrirangrao Nikam | First in M.Com Account Subject                       | 3000 |

## B) Prizes Declared by the Faculty:

| Sr. No | Doner's Name              | Details                                 | Amount |
|--------|---------------------------|---|--------|
| 1      | Prof. Mrs. Kshitija Doshi | First in 12Arts Faculty                 | 701    |
| 2      | Prof. Mrs. Kshitija Doshi | Second in 12 Arts Faculty               | 501    |
| 3      | Shri. Dilip Dhawan-Patil  | First in S.Y.B.A.                       | 501    |
| 4      | Dr. Shashank B. Mane      | First in S.Y.B.A. in English Subject    | 501    |
| 5      | Dr. Ajay Arun Dhawale     | First in M.A. English Part I            | 501    |
| 6      | Dr. R.D. Jagtap           | First in Yoga Science F.Y.B.A.          | 501    |
| 7      | Dr. R.D. Jagtap           | First in Yoga Science S.Y.B.A.          | 501    |
| 8      | Dr. R.D. Jagtap           | First in Yoga Science T.Y.B.A.          | 501    |
| 9      | Dr. P.R. Sarvade          | First in M.A. Hindi                     | 501    |
| 10     | Dr. Seema Naik- Gosavi    | First in B.A. in English subject        | 501    |
| 11     | Dr. Seema Naik- Gosavi    | First in B.A. in Marathi subject        | 501    |
| 12     | Dr. Vijaykumar Shinde     | First in S.Y.B.A. in Psychology subject | 501    |
| 13     | Dr. Vijaykumar Shinde     | First in T.Y.B.A in Psychology subject  | 501    |
| 14     | Prof. V.S. Lashkar        | First in B.A. in Sociology subject      | 501    |
| 15     | Dr. Pratibha Jawale       | First in B.A. Hindi subject             | 501    |



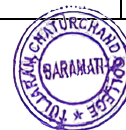
|    |  |   |      |
|----|--|---|------|
| 16 | Guruvarya Late B.G. Ghare/Abasaheb Ghare | First in English from all streams in XII        | 101  |
| 17 | Guruvarya Late B.G. Ghare/Abasaheb Ghare | First in Biology in XII science                 | 201  |
| 18 | Prof. P.G. Meher                         | First in T.Y.B.Com                              | 205  |
| 19 | Prof. P.G. Meher                         | First in M.Com                                  | 205  |
| 20 | Shri. Abhinandan Bharatlala Shah         | First in T.Y.B.Com                              | 500  |
| 21 | Shri. Abhinandan Bharatlala Shah         | First in M.Com                                  | 500  |
| 22 | Shri. Ajit Shah (Wadujkar)               | First in M.Com                                  | 250  |
| 23 | Dr. V.C. Kakade                          | Highest Marks in S.Y. B.Sc. Statistics subject  | 500  |
| 24 | Dr. V.C. Kakade                          | Highest Marks in F..Y. B.Sc. Statistics subject | 500  |
| 25 | Dr. V.C. Kakade                          | First in T.Y. B.Sc. in Statistics               | 500  |
| 26 | Junior College from Physics Dept.        | First in XII science in Physics subject         | 1351 |
| 27 | Prof. Borawake N.K.                      | In Board Exam Highest Marks in PCM Group        | 200  |
| 28 | Prof. Borawake N.K.                      | First in 11 Physics subject                     | 300  |
| 29 | Prof. R.M. Dhalape                       | First in XII Science Biology Subject            | 1001 |
| 30 | Prof. R.K. Agawane                       | First in XII all streams in Marathi Subject     | 500  |
| 31 | Prof. S.R. Kale                          | First in F.Y.B.Sc.                              | 501  |
| 32 | Prof. S.R. Kale                          | First in T.Y.B.Sc. in Chemistry Subject         | 501  |
| 33 | Prof. S.R. Kale                          | First in S.Y. B.Sc. in Chemistry Subject        | 250  |
| 34 | Pof. Ravikiran Ratanlal Gandhi           | First in T.Y. B.Sc. in Chemistry Subject        | 750  |
| 35 | Pof. Ravikiran Ratanlal Gandhi           | First in M.Sc. Inorganic Chemistry Part II      | 1000 |
| 36 | Pof. Ravikiran Ratanlal Gandhi           | First in M.Sc. Organic Chemistry Part II        | 1000 |
| 37 | Pof. Ravikiran Ratanlal Gandhi           | First in M.Sc. Analytic Chemistry Part II       | 1000 |
| 38 | Senior College Electronic Department     | First in F.Y.B.Sc. & S.Y. B.Sc.                 | 500  |
| 39 |  | First in S.Y. B.Sc & T.Y. B.Sc                  | 500  |
| 40 |  | First in T.Y. B.Sc. in Electronic Subject       | 500  |
| 41 | Prof. Vilas Yelpale                      | First F.Y. B.Sc. & T.Y. B.Sc.                   | 500  |
| 42 | Prof. Vilas Yelpale                      | First in F.Y. B. Sc & T.Y. B.Sc                 | 500  |
| 43 | Senior College Physics Department        | F. Y. B.Sc. First in A Group                    | 201  |
| 44 |  | S.Y. B.Sc. First in Physics Subject             | 201  |
| 45 |  | T.Y. B.Sc. First in Physics Subject             | 1001 |
| 46 | Dr. M.K. Kokare                          | F.Y. B.Sc. First in A Group                     | 1000 |
| 47 | Dr. Nita Kishor Dhane                    | S.Y. B.Sc. First in Statistics Subject          | 500  |
| 48 |  | T.Y. B.Sc. First in Statistics Subject          | 500  |
| 49 | Dr. Yogini Mule                          | S.Y. B.Sc. First in Microbiology                | 1000 |
| 50 | Prof. H. M. Wadde                        | S.Y. B.Sc. first in Chemistry Subject           | 500  |
| 51 | Dr. D.V. Sarvade                         | T.Y. B.Sc. First in Zoology Subject             | 1500 |
| 52 | Dr. Ashok Kalange                        | T.Y. B.Sc. First in Physics Subject             | 1001 |
| 53 | Dr. S.J. Sathe                           | M. Sc. Part I First in Microbiology             | 1001 |
| 54 | Dr. Shashikant Chavan                    | First in M.Sc. Botany Part I                    | 500  |
| 55 | Dr. Shashikant Chavan                    | First in M.Sc Botany                            | 1000 |
| 56 | Dr. Vaishali Patil                       | First in M.Sc. Statistics Part I                | 501  |
| 57 | From B.Voc. Food Technology & Research   | First in B.Voc. Food Technology & Research Exam | 500  |
| 58 |  | First in B.Voc. Food Technology &               | 500  |



|    |  |  |       |
|----|--|--|-------|
|    |  | Research Exam  |       |
| 59 |  | First in B.Voc. Food Technology & Research Exam      | 500   |
| 60 | From B.Voc. Journalism & Mass Communication  | First in B.Voc. Journalism & Mass Communication Exam | 500   |
| 61 |  | First in B.Voc. Journalism & Mass Communication Exam | 500   |
| 62 |  | First in B.Voc. Journalism & Mass Communication Exam | 500   |
| 63 | Prof. Bhimrao Torane   | NSS- Best Cadet in Camp Prize                        | 1000  |
| 64 | Prof. Mrs. Vaishali Bhagwan Mali   | First in XII Science                                 | 500   |
| 65 |  | First in XII Commerce                                | 500   |
| 66 |  | First in XII Arts                                    | 500   |
| 67 |  | First in XII Bakery                                  | 500   |
| 68 | Senior College History Dept. Dr. Tardalkar S. S. & Colleagues                            | T. Y. B.A. First in History Subject                  | 1000  |
| 69 |  | T.Y. B.A. Second in History Subject                  | 500   |
| 70 |  | First in M.A. History                                | 1000  |
| 71 |  | Second in M.A. History                               | 500   |
| 72 | Prof. Anil B. Patil  | First in XII Science                                 | 701   |
| 73 | Dr. Bhonadve Rahul   | First in M.Sc. Part II Organic Chemistry             | 500   |
| 74 | Dr. Shobha Ajit Waghmode (Abasaheb Garware College, Pune)- Shri. Prabhakar Bhagwan Dagde | First in M.Sc. in Organic Chemistry                  | 2000  |
| 75 |  |  | 44798 |

### C) Prizes Donated/ Declared for Moropant Elocution and Debate Competition:

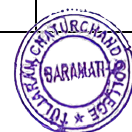
| Sr. No | Name of Donor  | In Memory of                            | Announced Amount | F.D.  |
|--------|--|---|------------------|-------|
| 1      | Tuljaram Chaturchand College                         | Junior section                          | 1801             | 66000 |
| 2      | Tuljaram Chaturchand College                         | Spontaneous                             | 101              |       |
| 3      | Tuljaram Chaturchand College                         | Debate                                  | 2402             |       |
| 4      | Tuljaram Chaturchand College & Baramati Municipality | Senior Elocution Competiton             | 4654             |       |
| 5      | Mrs. Padmatai Karandikar                             | D.S. Karandikar                         | 302              | 4500  |
| 6      | Sandip Gujar   | Late. V.R. Gujar                        | 1001             | 11001 |
| 7      | Late Prof. Dr. K.S. Iyer                             |   | 202              | 1001  |
| 8      | Prof. R.W. Joshi                                     | Late Shrimati Radhabai Vasudev Vipradas | 500              | 5000  |
| 9      | Dr. Rajendra Mutha                                   | Late Chaganlal Mutha                    | 500              | 5000  |
| 10     | Shri. Kishor Chajed                                  | Late Khushalbhou Chajed                 | 1000             | 10000 |
| 11     | Ashok Krushnaji Jadhav                               | Krushnaji Namdev Jadhav                 | 601              | 1250  |
| 12     | Vikas Manikchand Shah                                | Late Maniklal Rupchand Shah             | 1000             | 10450 |
| 13     | Rotary Club  | Rotary Club Baramati                    | 1000             | 10000 |
| 14     | Lata Mahajan   | Late Suryakant Jagannath Mahajan        | 1000             | 10000 |



|    |   |                                 |      |       |
|----|---|---------------------------------|------|-------|
| 15 | Shrimati Vijayatai Saste                | Late Dr. D T Patil              | 450  | 4500  |
| 16 | Shri Shantikumar Jambukumar Shah- Saraf | Late Jambukumar Chandulal Shah  | 1000 | 10000 |
| 17 | Prof. H.B. Ghare                        | Guruvarya Abasaheb Ghare        | 2000 |       |
| 18 | Prof. S.S. Shah                         | Late Sarojini Shah              | 1000 |       |
| 19 | Shri. Sham Ingale                       | Late Kisanrao Ingale            | 1000 |       |
| 20 | Shri. Dilip Dhawan Patil                | Late Kamlakant Dhawan Patil     | 2000 |       |
| 21 | Shri. Shripad Raghunath Thombare        | Late Anjali Thombare            | 500  |       |
| 22 | Lions Club, Baramati                    | Lions Club, Baramati            | 3000 |       |
| 23 | R. R. Mota                              | R. R. Mota                      | 1500 |       |
| 24 | Shri Rajkumar Gautamchand Gandhi        | Late Gutamchand Gandhi          | 1000 |       |
| 25 | Shri Sudhir Moreshwar Rahtekar          | Late. Moreshwar Dinkar Rahtekar | 1000 |       |
| 26 | Shri Avinash Gandhi Ajinkya Big Bazar   | Ajinkya Big Bazar               | 2000 |       |
| 27 | Shri Subhash Champalal Somani           | Late Sudhir Champalal Somani    | 6000 |       |
| 28 | Shri Vikrant Tambe                      | Late Bhikoba Devraj Tambe       | 5000 |       |
| 29 | Shri Sanjay Popatlal Wadujkar           | Late Popatlal Roopchand Shah    | 3001 |       |

#### D) List of Cash Prizes Announced to Honor Athletes

| Sr. No. | Prize Givers                | Prize Amount |
|---------|-----------------------------|--------------|
| 1       | Dr. Chandrashekhar Murumkar | 5000/-       |
| 2       | Dr. Avinash Jagtap          | 1000/-       |
| 3       | Dr. Sachin Gadekar          | 1000/-       |
| 4       | Shri. Abhinandan Shah       | 500/-        |
| 5       | Prof. Gorakhnath More       | 500/-        |
| 6       | Dr. Shashikant Chavan       | 1000/-       |
| 7       | Prof. Avinash Sawalkar      | 500/-        |
| 8       | Dr. Seema Naik Gosavi       | 1000/-       |
| 9       | Dr. Pratibha Jawale         | 500/-        |
| 10      | Dr. Milind Gajbhiye         | 500/-        |
| 11      | Dr. Samadhan Patil          | 500/-        |
| 12      | Dr. Arun Magar              | 500/-        |
| 13      | Dr. Asaram Jadhav           | 500/-        |
| 14      | Dr. Janardhan Pawar         | 500/-        |
| 15      | Prof. Sandip Sabale         | 500/-        |
| 16      | Prof. Jaymala Pawar         | 500/-        |
| 17      | Prof. Prashant Pawar        | 500/-        |
| 18      | Prof. Sachin Sonna          | 500/-        |
| 19      | Prof. Anita Patil           | 500/-        |
| 20      | Shri. Amol Patil            | 500/-        |



|    |                                     |        |
|----|-------------------------------------|--------|
| 21 | Prof. Yogesh Sonna                  | 500/-  |
| 22 | Dr. Ramchandra Sapkal               | 5000/- |
| 23 | Dr. Shivaji Sathe                   | 1000/- |
| 24 | Dr. Ajit Telve                      | 1000/- |
| 25 | Prof. Vashali Mali                  | 1000/- |
| 26 | Prof. Rajendra Aagwane              | 1000/- |
| 27 | Dr. Vaishali Patil                  | 1000/- |
| 28 | Dr. Yogini Mule                     | 500/-  |
| 29 | Dr. Ranjana Nemade                  | 500/-  |
| 30 | Prof. Sanjay Kale                   | 500/-  |
| 31 | Prof. Nita Dhane                    | 500/-  |
| 32 | Prof. Vilas Kardile                 | 500/-  |
| 33 | Prof. Manoj Kavthekar               | 500/-  |
| 34 | Prof. Vinayak Lashkar               | 500/-  |
| 35 | Prof. Nivrutti Borawake             | 500/-  |
| 36 | Prof. Gangaram Holkar               | 500/-  |
| 37 | Prof. Pandurang Ovekar              | 500/-  |
| 38 | Prof. Amol Majale                   | 500/-  |
| 39 | Prof. Shobha Konde Deshmukh         | 500/-  |
| 40 | Shri. Vikas Bhosale                 | 500/-  |
| 41 | Dr. Shashank Mane                   | 500/-  |
| 42 | Prof. Krantilal Gaikwad             | 500/-  |
| 43 | Prof. Santosh Bankar                | 500/-  |
| 44 | Prof. Bhimrao Torane (for Cultural) | 1000/- |



## 11) CAMPUS CULTURE AND REGULATIONS

### 11.1) Attendance

- a) All the students are expected to be present for every lecture, tutorial, practical as per the schedule. Attendance will be closely monitored during a semester as per the guidelines.
- b) A student must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practicals held in a Subject/Paper in order to be eligible to appear for the respective examination in the Subject/Paper as per the university rules.
- c) The names of the students who have remained absent, for more than 20% of the actual classes held in a Subject/Paper will be intimated by the mentor to the students with intimation to the Head, who will consolidate the list of all such students for all the courses and display it on the notice board of the department with an intimation to the Principal, declaring them not eligible to appear for the respective examination.
- d) Owing to the shortage of attendance if a student is not permitted to appear for the end semester examination in the Subject/Paper in which the shortfall exists, his/her registration for that Subject/Paper will be treated as cancelled, and he / she shall not be awarded grade that could be resulted to the cancellation for non completion of Subject/Paper requirement in that Subject/Paper. This grade shall appear in the grade card till the Subject/Paper is successfully completed.

### 11.2) Condemnation of Attendance

- a) In exceptional cases, the Principal may condone the shortage of attendance to the extent of 15%. Provided further that the Principal may condone the shortage of attendance to the extent of 5% more in respect of the students who have represented the college or State or gone on deputation in a National/International competition, NSS, NCC Camp. In any such case, the shortage of attendance shall be condoned only if the student submits the relevant supporting documents.
- b) A student has to apply for leave on medical grounds to the Principal and such application shall be accompanied with a medical certificate from a registered medical practitioner and endorsed by parents or guardian. Final decision for approval of leave will be taken by Principal on



grounds of reality. Application may be refused if it is doubtful about the authenticity of the certificate.

- c) The student absent for End Semester Examination should submit an application to the Principal within 10 days from the date of the examination missed, explaining the reasons for his/her absence along with documentary evidence. Applications received after this period shall not be entertained.
- d) The less attendance shall not be condoned more than two times during the entire programme.

### **11.3) Rules and Regulations for excursions / study visits:**

Study visits and excursions are special occasions during the college year where students and teachers spend a few days together outside of class and college, in friendly and relaxed atmosphere. The programme is rich, varied and educational with strong ties to the curriculum. Study visits and excursions are the college events. Rules established by the college still apply to all participants, students and teachers. They are as follows.

1. Programme is arranged only when it is mentioned in the curriculum.
2. Make a programme and take permission of Head of Department, Chairman of college excursion committee and Principal of the college.
3. Take the signatures of parents on guaranty letter before departure.
4. The tour must be depart only at the morning from 6.00 a.m. to onwards and reach before 10.00 p.m. in the college.
5. Each participant must carry an identity card at all times.
6. The students respect the decisions made by the teacher in charge.
7. Participants must inform the teacher in charge of any medical or pharmaceutical requirements.
8. Punctuality of the participants for all appointments and organized activities is required.
9. There will be a mandatory group conference daily.
10. No form of violence, theft or aggression will be tolerated.
11. Don't keep valuable things during trip.
12. Don't leave the group without permission of teacher in charge or don't leave their accommodation during the night.
13. A written report will be submitted by the organizing teacher after the trip.



### **11.4) Induction Program:**

Study .....

### **11.5) Mentoring :**

Study .....

### **11.6) Students Council :**

Study .....

### **11.7) Grievances Cell:**

Study .....





## 12) Hostels/Accommodations

### 12.1) Girl's Hostels

There are girl's hostels in the college campus. They are conducted by Anekant Education Society. The total capacity is 1000. The hostel dwelling girls should take their meals in the hostel canteen.

#### i) Admission Process

- 1) The application forms are available in student's co-operative store. Fill in the form completely provide a photocopy with it.
- 2) After the application form is approved, take the admission by paying the fees as directed in the chart contact the office. The office is in Administrating Building.
- 3) Submit the application form and Bank-receipt in the office. Keep on fold of the receipt with you and produce it when you come to live. No one will be allowed without the receipt. If you have any difficulty, contact the hostel committee members.

#### ii) Hostel Fees (Hostel fees should be paid fully)

| Details                       | Girl's Hostel | Girls' MBA Hostel |
|-------------------------------|---------------|-------------------|
| 1. Annual fee                 | Rs.15000/-    | Rs.18000/-        |
| 2. Medical Checkup and I card | Rs. 100/-     | Rs. 100/-         |
| Total                         | Rs. 15100/-   | Rs. 18100/-       |

#### iii) Hostel Rules

- 1) The hostel rules are printed independently on the admission form. It is obligatory to follow these rules as well as the orders given by the rector form time to time.
- 2) While cancelling the hostel admission, you should produce college admission cancellation form with it.
- 3) For hostel cancellation, the following rules about cutting fees are applicable.
- 4) Girl's Hostel problem solving and counseling committee.

- Dr. Ranjana Nemade 9764296003
- Prof. V.B. Mali 9881644249



**iv) The Rules applicable while cancelling the hostel admission and the refund**

- 1) If by any way, the hostel admission is cancelled there are following rules about the refund.
- 2) Use the printed form for cancellation. It must be provided with online Bank Receipt.
- 3) All rights are given to the chairman and hostel committee to change these rules.



## 13) THE COLLEGE LIBRARY

Tuljaram Chaturchand College Library is well enriched with more than one lakh and twenty thousand of books and reading material in collection. Library is open access with the motto of every student his /her book, as well explained with Dr. S. R. Ranganathan's five laws. Library operating since establishment of college from June 1962 primarily stacked in small room and with growth year by year now has spacious area of 12.887Sq.ft. area. Library has its mission & vision focused on to support teaching, learning environment and promote research needs of knowledge thrust.

### 13.1) Library has following sections

- Property Counter
- Issue /Return desks.
- Book Processing Section
- Periodicals and Newspaper Section
- E-Zone
- Braille Section
- Text Book Section
- Reference Section
- Language , Arts, Commerce and Science section
- Reading Hall

Library has special collection comprising of collection on Jain religion literature, Veteran poet Kavivarya Moropant , Mahatma Gandhi, Dr. Babasaheb Ambedkar and on competitive examination. Currently library subscribes 128 different journals and magazines, more than 40 thousand e-journals and e- books database.

### 13.2) Library Rules for Students

1. Every student has to keep their Identity card cum library card having barcode with them and have to produce on demand from library authorities.
2. Students must keep their belongings at the property counter.
3. All students need to be registering their entry and exit time in the ledger book.
4. Library has an open access. Students can browse the OPAC (online public access catalogue) or directly choose books of their choice from bookshelves.
5. Reference books, journals, magazines and newspapers are to be read in library premises only.



6. Student has to check out whether the book is in good condition, if the book is not in good condition it should be reported at library counter.
7. Only one book is allowed for a week to borrow.
8. Beyond the due date of returning the book Rs.2/- per day will be charged as overdue charges.
9. If book is lost, damaged student has to replace the same copy of that book. Otherwise they have to pay two times of the price of the text book and three times of the price of other than text book.
10. In reading hall student has to maintain complete silence & discipline.
11. Books and question papers are issued to read in the reading hall only.
12. Free internet service is provided for students in e-zone section to search e-books, e-journals and e-resources. Pen drives and personal storage devices are not allowed to connect to e-zone computers
13. Students can avail the book bank facility of the library.
14. Food items are not allowed in the library premises.
15. Use of mobile phone is strictly prohibited in library premises.

### **13.3) Library Timings:-**

1. Home Lending Service for Students: 08.30 am. to 5.30 pm
2. Home Lending Service for Staff: 08.30 am. to 5.30 pm
3. Reading Hall Counter: 08.30 am. To 6.00pm.
4. Night Study : up to 09.00 pm.(Extended during exam)

Library remains closed during Sunday and other holidays however timing of counter is adjusted conveniently according to the needs of beneficiaries on other holidays.

### **13.4) Library Membership**

1. Membership to regular students
2. All Faculty Members
3. All other faculty members (CHB/Adhoc/CHB/Visiting) on written application and fulfilling necessary formalities as prescribed can become member..
4. All other academic / non academic, renowned persons, institutions on return request and approval from authorities.
5. All ex. faculties and staff.



### **13.5) Rules for staff member**

Library reserves rights over issue return of the books to staff members over a prescribed period. Staff Members are expected to clear their library dues at end of every academic year.

### **13.6) Departmental Library**

To start the departmental library, a written request and approval from head of the institution is required. Departmental Library has to clear their borrowed books from main library at every end of the academic year failing to which particular department have to fulfill the losses as per library rules.

### **13.7) Library Advisory Committee**

Library advisory committee conducts meeting & work continuously on the issues related to library development.

### **13.8) Library Budget**

Library budget is planned every year as per financial provisions allotted by central office account department. Budgetary provisions for furniture and other maintenance related activities are made.

### **13.9) Library Staff and their Roles**

**A) Librarian - :** Overall supervision of library, library up gradation, Allotment of work to staff, functioning and carry out of tasks.

**B) Assistant Librarian -:** To carry out all the necessary work and report to Librarian

**C) Library Clerk-:** Work assigned by authorities on time to time reporting to assistant librarian.

**D) Library Attendant -:** Keeping of library records, cleaning of furniture and stocks .All other tasks assigned by authority.

### **13.10) Study Rooms**

There are two independent study rooms in the library function form 8 o'clock in the morning to 6.00 clock in evening (Night study is open till 9.00 clock in the evening. The Library is open during



this time. Book issuing or lending is available from 10.15 am to 4.30 pm. The Students are appealed to take advantage of the prescribed texts, referee books and competitive Exam, Books for their career advancement.

- 1) Through home lending a student can take a book to home for eight days only. After 8 days, 2 rupees everyday will be fined for delayed days.
- 2) The book-bank Scheme helps the poor; needy students by giving a book set at a nominal charge. Arts, Science and Commerce faculty students should submit the printed application form with the mark sheet after the notice is displayed. The library is facilitated with internet access and E- Journals.
- 3) The student can read the books, magazines and news papers by submitting their I-cards in the reading hall. They are not allowed to take them out of the library. If so, they will be fined.
- 4) Use the books and other material from the library carefully. Don't damage the books by any way. If the book is lost or damaged, you need to return the new copy or the price in double or triple (Books: Double price other books: Triple Price).
- 5) The library card / books must be immediately returned after the annual examination is over. Without No Objection certificate, Mark sheet, Learning Certificate and Deposit money will not be given.
- 6) Strict silence is observed at prescribed book counter, Issuing counter and study room sitting on the stair cases and wandering in verandas outside the library is strictly prohibited.
- 7) For any difficulty about library, you are free to approach the Librarian or the Assistant Librarian. Mobiles are strictly prohibited in library area.



## 14) RESEARCH

Research, education and extension are integral parts of any Academic institution. The reputation of any college depends on quality of research and education. Various assessment, accreditation and ranking agencies worldwide give substantial weightage to quality and quantity of research undertaken by faculty and students of the college. Research quality, quantity and impact can be measured by various ways. The number of quality publications in peer reviewed reputed journals; their citations and utility of patents are commonly used for such metrics. Higher the number of quality research publications, citations and patents, higher is the academic reputation of the college. Research publications carry substantial weight in the faculty selection, promotions, increment and academic performance index (API) as advised by the University Grants Commission (UGC). Good API scores are required for career advancement and promotions. Many Universities and colleges have mandatory provision for certain number of publications before submitting PhD thesis and to get recognition as PhD guide. Therefore, clarity on what should be considered as a 'research publication' becomes very essential.

### 14.1) Centre of Innovative and Applied Research (CIAR)

The Tuljaram Chaturchand College, Baramati established "**Centre for Innovative and Applied Research (CIAR)**" to carry out innovative, applied and interdisciplinary research. This will be one of the most significant initiatives of the college to make progress in research under the coordination of research centre. The college has the three research centers like Botany, Microbiology and Physics recognized and affiliated to the Savitribai Phule Pune University, Pune and many more are supposed to get included **in** future. Around 31 students are registered for Ph.D. in above three subjects. College faculty has completed four major projects funded by UGC, DBT & DST, SERB and several Minor projects are funded by UGC and BOD, SPPU, Pune. Currently, research is carried out independently in each department as per available expertise. So there is necessity to coordinate these research activities and promote targeted interdisciplinary research.

There is necessity of undertaking of Innovative and interdisciplinary research projects by faculties from every stream with the outcome in the form of solutions-Publications and patents. NAAC and other assessment agencies expects involvement each faculty of college in the research activities.



We hope that establishment of separate "**Centre for Innovative and Applied Research (CIAR)**" for research will motivate. And guide faculties and students as well to undertake new projects resulting in quality.

#### **14.1.1) Vision and Mission:**

- 1) To carry out innovation. up scaling and translation of knowledge, approaches. Technology and processes related and relevant to Energy. Environmental issues, Biotechnology / Nanotechnology and other need based issues.
- 2) To improve knowledge through training. Technology interventions and value addition in the field of Energy, Environmental issues. Biotechnology/nanotechnology and other need based issues.
- 3) To motivate and assist for sponsored research and entrepreneurship development.
- 4) Act as a bridge between Government- Academia- Industry-Society

#### **14.1.2) Research Objectives**

To fulfill the vision for research, the college has identified the following major research objectives and strategies.

- 1) Endorse /Promote rigorous research and innovation that is relevant to the nation and the society.
- 2) Motivate /Encourage, foster, promote and sustain excellence in research of all faculties
- 3) Enhance existing research areas and develop expertise in emerging fields.
- 4) Facilitate multidisciplinary research.
- 5) Provide facilities to research scholars who are pursuing their research degrees.
- 6) Expand outreach efforts to develop collaborations and strategic, durable research partnerships with other research institutes and industry sectors for steering, funding and cooperation.
- 7) Develop a suitable enabling research infrastructure and to provide research framework and guidelines to faculty, research scholars and students.
- 8) To make aware and encourage the generation of intellectual capital.
- 9) To ensure integrity, quality and Code of ethics in research
- 10) To inspire socially useful research with potential for commercialization.





### 14.1.3) Strategies

In order to strengthen **Research cultures following activities are** proposed:

- 1) Involvement of students in research activities.
- 2) To apply for major / minor research projects to UGC, University and Other Funding Agencies
- 3) Establishment new research centers and strengthening of the existing ones.
- 4) Organization of training workshops for teachers.
- 5) Establishment of a multidisciplinary research Centre with central equipment facility.
- 6) Provision of funding support for purchase of research equipment.
- 7) Encouragement to faculty and students to attend national/international conferences.
- 8) Organization of national/international conferences.
- 9) Development of linkages with reputed industries and institutions.
- 10) Encouragement for Research paper publication.
- 11) Emphasize on collaborative research.
- 12) Provision of incentives to promote quality research outcomes

### 14.1.4) Guiding Principles

- 1) Engaging students in research activities provides unique and relevant contextual learning and builds their research skills.
- 2) Generate ideas to pursue both curiosity-driven and solution-based research to address recent fields.
- 3) Innovations in scientific, social and pedagogical areas through the development of new technologies.
- 4) Research inspires creativity, inculcates scientific temper and supports the socio-economic, cultural development of the community.
- 5) Research and teaching-learning are intrinsically linked and complementary.
- 6) Research engagement supports professional development of faculty and helps them in curriculum development.
- 7) Multidisciplinary research is a learning experience in which the researchers also learn from each other's fields.



### 14.1.5) Code of Ethics in Research

Code of ethics in research involves the application of fundamental ethical principles to be followed in research activities, including scientific research. Research, education and extension are integral parts of any higher education institute. The reputation of institution depends on quality of research and education. NAAC gives substantial weightage to quality and quantity of research undertaken by faculty and students of the Institute. UGC as well as Savitribai Phule Pune University expect certain ethics followed by institution in their research activities. To fulfill these expectations the college has formulated certain code of ethics for research on the campus. These codes of ethics are as follows:

**i) Responsibilities of a Research Investigator:** A research investigator or guide must not only put together the research students but also try to assemble an adequate financial and administrative structure to support the research. A supervisor not only provides guidance and advice to individual students in the research but also make them aware of responsibility for the scientific integrity of the whole research activity.

**ii) Data and report:** Research guide should take all reasonable steps to check the details of experimental procedures and the validity and authenticity of the data or observations reported by research scholars, including periodic reviews of primary and secondary data as well as reports prepared by scholars. The report of research outcome must be based on accurately recorded data or observations. It will be considered as a breach of research integrity if the reported data fail to support the reported conclusions. The data must be authentic and be based on outcome of original activities of researcher and not from other sources. Any intentional or reckless disregard for the truth in reporting observations may be considered to be an act of research misconduct.

[http://www.unipune.ac.in/uop\\_files/Report-Guidelines\\_20-5-15.pdf](http://www.unipune.ac.in/uop_files/Report-Guidelines_20-5-15.pdf)

**iii) Ethical policy of UGC on dissection of animals:** Every researcher must follow ethical policy on animal dissection given by UGC.

**iv) Originality and acknowledgement of sources:** The research work that must be original and come from research outcome of researchers. If help is taken from other sources, should be acknowledged properly.



**iv) Duplication of Publication:** Research articles must be published in UGC notified journals. Researchers should not publish the same research outcome in two different places. If published very good reason must be given and appropriate citation must be made in the later publication to the earlier one and if required, the editor must be explicitly informed.

**v) Disclosure and conflicts of interest:** Researchers may use Institution resources such as staff, equipment, information or confidential information with prior permission of Principal or head of the department. Researchers may not use Institution resources for any purpose other than purposes related to teaching, research or service by the Institution, unless prior permission has been obtained by the head of the department and/or the Principal.

**vi) Plagiarism Policy**

We follow the plagiarism policy decided by UGC and Savitribai Phule Pune University, Pune. This policy is given in following link.

[https://www.ugc.ac.in/pdfnews/8864815\\_UGC-Public-Notice-on-Draft-UGC-Regulations,-2017.pdf](https://www.ugc.ac.in/pdfnews/8864815_UGC-Public-Notice-on-Draft-UGC-Regulations,-2017.pdf)

[http://unipune.ac.in/administration\\_files/pdf/Plagiarism\\_Policy\\_University\\_14-5-12.pdf](http://unipune.ac.in/administration_files/pdf/Plagiarism_Policy_University_14-5-12.pdf)

The college research committee aware researchers about these policies. According to the guidelines mentioned in Savitribai Phule Pune University circular No. 175/208, UGC notification F. 1-182010 (CPPP-II) dated 23/7/2018. Research committees have right to check plagiarism and all related issues before submission M. Phil. /Ph.D. Thesis, Publication of research paper, etc.

**vii) Intellectual Property Rights**

The aim of the Institute's policy on patents, copyrights, and other Intellectual Property is to make available Institute technology to industry and others for the public benefit, while providing recognition to individual inventors and encouraging the prompt and open dissemination of research results. The Committee on Intellectual Property recommends policy guidelines to the administration. Individuals who may be in a position to make, conceive or reduce to practice inventions or otherwise develop intellectual property under sponsored research or other projects (whether or not salary or other support is received from such projects) or through the use of significant administered funds or facilities



must sign the Invention and Proprietary Information Agreement. This requirement applies to all employees, students, and stakeholders.

When Intellectual Property is developed by faculty, students, staff, visitors, or others participating in programs using significant funds or facilities, College will own the Intellectual Property. If the material is not subject to a sponsored research or other agreement giving a third party rights, the issue of whether or not a significant use was made of college funds or facilities will be reviewed by the inventor's/author's laboratory director or department head, and a recommendation forwarded to the Coordinator of CIAR. The Principal of the college will make the final decision on this issue and on any dispute or interpretation of policy relating to Intellectual Property.

#### **14.1.6) Initiatives for research**

The Principal of the college , IQAC, CIAR and Research Committee of the Tuljaram Chaturchand College, Baramati keenly involved and proactive to promote research culture amongst the faculty and students. College has CIAR and research coordination committee which along with the IQAC looks after all the requirements for the research work carried out in the college. The CIAR and Research committee has recommended few reforms such as providing seed money for research work, improvement of existing research facilities, purchase of instruments as well as journals and books, besides publish research compendium for inculcating research culture in college.

- 1) CIAR encourages every department of the college to submit project proposals to funding agencies. The teachers are encouraged to take up research projects and provided support for applying to different funding agencies as well as for effective implementation of the sanctioned research projects. College facilitates timely auditing and submission of utilization certificate to the funding authorities.
- 2) Research ambiance is upholding via establishing the linkages and collaborations with academic and research institutes.
- 3) College is attentive for starting as well as smooth running of the recognized research centers in respective departments by fulfilling all administrative procedures as per SP Pune University norms for maintaining the research culture.
- 4) CIAR has taken efforts for submitting the proposals to various funding agencies including UGC, SPPU, DBT, SERB and DST.



- 5) College also provides all the infrastructural support as well as seed money to PG Students for conducting mini research projects, One Lakh Rupees has provided to each Science department and that of Commerce and Arts are 50 and 20 thousands respectively.
- 6) College aids the faculty, research scholars and project students for their research analysis and guidance from various reputed national institutes, industries and universities.
- 7) College encourages and sponsor the faculty as well as students to attend research events and to publish research articles in peer reviewed journals.
- 8) College also organizes scientific events viz. conferences, seminars and workshops to acquire updated knowledge and skill of the researchers. Regular lectures of well-known experts are arranged and staff and students are stimulated to interact with them.
- 9) Teachers are encouraged and motivated by the IQAC to undertake research activities like projects and participation in AVISHKAR. AVISHKAR. Activity is coordinated by ARC of the college.
- 10) The college felicitates achievers in the research field. FIP, duty leave for presenting research papers, attending workshops, etc. are provided. College promotes the faculty as well as students to attend conference, seminars; encourage them to publish research articles.
- 11) College organizes scientific events viz. conferences, seminars and workshops to provide sound platform to researchers of the college to update their skills, present their findings and interact with external experts and participants.
- 12) Various activities including 'Science Exhibition', workshop on 'Research Methodology' are organized regularly by the college.
- 13) The college has formed separate MOU committee, which provides adequate support to student and faculties.

## **14.2) Central Facility Centre (CFC)**

- 1) Facility is available for all the academic and industrial institutes
- 2) Samples are analyzed after duly completion of requisition form and payment of fee.
- 3) Charges are as mentioned below.
- 4) Samples will be analyzed within 4-5 days of submission of form.
- 5) The analytical data/spectra are provided only for research/development purposes. These cannot be used as certificates in legal disputes.



- 6) Separate samples should be sent for different analysis.
- 7) Maximum 5 samples per lot for any type of analysis are accepted at a time.
- 8) Please send the samples in quantity as mentioned in the sample submission guideline/ requisition form.
- 9) Samples are not recovered unless a special request is made.
- 10) Unstable and explosive compounds are not accepted for analysis.
- 11) All concern persons, research fellows and students are advised to send their application and samples through their supervisors or Head of Department.
- 12) The charges are as mentioned below

| Sr. No. | Name of the Instrument                               | For T.C. College (Rs)            | Other institutes (Rs)            |
|---------|--|----------------------------------|----------------------------------|
| 1       | <b>FTIR</b>  | 100/per sample                   | 200/ per sample                  |
| 2       | <b>HPLC</b> (High Performance Liquid Chromatography) | 300/ per sample                  | 600/ per sample                  |
| 3       | <b>AAS</b> (Atomic Absorption Spectrometer)          | 300/ per metal (up to 10 sample) | 600/ per metal (up to 10 sample) |
| 4       | <b>UV-Visible</b>                                    | 100/ per sample                  | 200/ per sample                  |

### 14.3) Academic Research Council (ARC)

Academic Research Council was set up in 2019 after the grant of autonomy. The Principal is the Ex-officio Chairperson of the Council. Other office bearers' are nominated by the Principal. Research Council is established with a mission and vision of nurturing, encouraging and flourishing research activities in the institution by coordinating with IQAC in organizing seminars, workshops, conferences, research projects by faculty and students etc. It is also entrusted with the responsibility of guiding the preparation, submission and follow up of research projects by faculty members.

#### 14.3.1) Duties and Power:

A.R.C. shall perform following:

- 1) Examine the synopsis of project proposals prepared by the faculty and students.
- 2) Submit the report for expert evaluation if required.
- 3) Examine reports of experts and give specific recommendations.



- 4) Arrange lectures of eminent persons of various fields at the institute to generate a research atmosphere and induce staff members and students to the frontal areas of the research.
- 5) The committee shall meet as and when necessary but ordinarily once in a semester.



# **15) SUPPORT SERVICES, CO-CURRICULAR, EXTRA-CURRICULAR ACTIVITIES AND EXTENSION ACTIVITIES**

## **15.1) National Service Scheme**

National Service Scheme (NSS) is implementing by the Ministry of Youth Affairs and Sports, Government of India since 1969 as an extension dimension to the higher education system and introduce the students to community service. NSS Unit of Tuljaram Chaturchand College of Arts, Science and commerce, Baramati is affiliated to Savitribai Phule Pune University with 300 student's intake.

NSS unit conducts various activities and camps for the society with actively contribution of student's services. The fundamental role of NSS is to provide 'hands on experience' to students in contributing community service. NSS helps student for understand society, its problem and try to seek solution. It is an opportunity for the student develop their personality on basis of 'third dimension of Education' with the motto 'NOT ME BUT YOU'.

### **15.1.1) Aims & Objectives**

As per Ministry of Youth Affairs and Sports, Government of India, Government of Maharashtra and Savitribai Pune Pune Universtiy's direction, Aim of National Service Scheme is making awareness of social welfare among students and to provide self-denying service to society. It allows the students to identify the problem, its needs and solution of the society to which they belong. It assist not only to develop social responsible attitude but also to acquire leadership qualities and democratic attitude.

The main objective of the NSS organization is to create social consciousness among the students to work for the deprived and neglected sections of our society.

### **15.1.2) Objectives**

1. To understand the community in which they work and themselves in relation to their Community.





2. To understand the problems of the community, identify the need of problems and involve them in problem solving process.
3. To develop among themselves a sense of social and civic responsibility.
4. To apply their knowledge in defining practical solution to individual and society's problems for develops capability required for social and individual of responsibilities.
5. To develop capacity to meet emergencies and natural disasters and practice national integration and social harmony
6. To gain skills in mobilizing community participation and leadership qualities and democratic attitude.

### **15.1.3) Implementation of Programme**

The selected student for NSS (Volunteer) is expected to continue for the period of two years and he is required to contribute his services for a minimum 120 hours per year as a regular activity and he is also required to participate in special camping programme. The Special Camping Programme (least one 07 days) is separate activity which is not considered in regular activities (120) hours NSS. The NSS volunteer must participate at special camp during his enrolment in NSS of two years. After successfully completion of the required hours of service, NSS volunteer able to get a certificate.

### **15.1.4) Orientation**

It is suggested by NSS, Apart from every years NSS work period of 120 hours, at least 20 hours be used in the first year for orientation programme.

### **15.1.5) Selection Procedure**

Selection of Student as a NSS volunteers from the first or second year Admitted degree-class students of college. The Post graduate students are not able to participate in NSS. NCC cadets will not be allowed to join NSS. Similarly NSS volunteers are not able to join in NCC or any other youth organization as long as they are in NSS.

### **15.1.6) Rules**

- 1) The Programme officer should start enrolling immediately after the colleges reopen. They are requested to adopt suitable procedure to select the required number of volunteers.



- 2) For enrolling the students, the prescribed form should be used. The NSS Cell on receipt of requisition from respective college will supply the said forms.
- 3) NSS is designed to be a two years programme, So, Students should not be continued for the third year in NSS.
- 4) No Students should be enrolled in first year & then third year of Degree Programme leaving gap of one year between a first year of NSS i.e. fresh T.Y. Students should not enrolled in NSS because the Scheme is designed to be a two years Programme.
- 5) The Students should be enrolled for a continuous period of two year either in the First & Second year of the Degree College or Second and Third year of Degree College.

### **15.1.7) Functioning**

#### **National service scheme programmes functioning mainly in two types**

**a) Regular NSS Programmes:** Under this initiative, college volunteer's work in rural areas, slums and urban areas through colleges in various welfare organizations, the purpose of these activities is to provide work to the students throughout the year and to make them understand the reality of the society.

**b) Special Camping Programmes:** The camps generally provided for construction work, socio-economic surveys, non- formal education programmes and intensive drives in the form of campaigns, etc. the Small Savings campaign, prohibition week, National Integration campaign. Grow more food campaign, eradicating various diseases, etc.& various campaign organized by the Government Dept. & Voluntary Organisations.

These services are usually undertaken as a part of Special Camping Programmes. The activities must be held in those areas where the students are easy reach means near the College premise. List of (propose) activities during NSS Regular as well as Special Camping Programmes:

Environment Enrichment and Conservation: Whereas Health, Family Welfare and Nutrition Programme, Relief & Rehabilitation work during Natural Calamities.

Social Service Programmes: Programmes aimed at creating awareness for improvement of the status of women, Production Oriented Programmes

### **15.1.8) Code and Conduct for NSS volunteers**



1. All volunteers shall work as per the guidance of group leader nominated by the Programme Officer.
2. They shall make themselves worthy of the confidence and co-operation of the group/ community leadership.
3. They keep every activate record of their activities / experience in the pages of the diary and submit the same to the group leader / programme officer for periodic guidance and record.
4. The diary should submit 15<sup>th</sup> February every year to the Programme officer for filling in the report cards.
5. The volunteers are not allowed to work independently in any project on their own.
6. In case of any controversial issue such as selection of volunteers for Special camps or any , the policy decided by the Programme officer/ Principal of the college for selection, will be binding on all the volunteers.
7. Volunteers should carry their NSS diary and NSS badge with them while working in the project and it should be shown to the competent authority as and when demanded.

## **15.2) National Cadet Corps**

### **15.2.1) Aims**

1. To develop qualities of
  - Character,
  - Courage,
  - Comradeship,
  - Discipline,
  - Leadership, secular outlook,
  - The spirit of adventure and sportsmanship and ideals of selfless service among the youth to make them useful citizens.
2. To create a human resource of organized, trained and motivated youth to provide leadership in all walks of life including the Armed Forces, and be always available for the service of the nation.
3. To create a suitable environment to motivate the youth to take up a career in the armed forces.



### 15.2.2) Enrolment of Cadets

1. **The following types of application be filled up for enrollment : -**
  - a. A student desirous of being enrolled in the Senior Division of college shall apply to the Officer Commanding the unit.
  - b. The Officer, to whom an application under sub-rule (1) has been made, shall cause the applicant to fill up and sign in his presence a statement in Form I.
2. **Verification-** When an application is made to a Commanding Officer under rule 7, he shall satisfy himself that the application is in proper form and that the applicant fulfils the conditions of enrolment specified in rule 5 or 6, as the case may be. The Commanding Officer may make such further enquiry regarding the suitability of the applicant for enrolment in the unit or part thereof in which he desires to be enrolled, as may be prescribed in this behalf, by the State Government.
3. **Medical Examination** If the Commanding Officer is satisfied that the application is in order, and that the applicant fulfils the conditions of enrolment and that he is suitable for enrolment in the unit or part thereof in which he desires to be enrolled; he shall cause the applicant to be medically examined.
4. If the Commanding Officer is not satisfied that the application is in order or that the applicant fulfils the conditions of enrolment or that he is suitable to be enrolled in the unit or part thereof or the applicant is reported to be medically unfit for service in the National Cadet Corps, the Commanding Officer shall reject the application and shall inform the applicant accordingly.
5. **Method of Enrollment.** If the Commanding Officer does not reject the application, the applicant shall be accepted for enrolment in the Senior Division/Wing, and shall be required to sign a declaration in Form I. If the applicant is a minor, his father or guardian shall also be required to sign a declaration provided in the form.
6. If the Commanding Officer is satisfied that the applicant, or his father or guardian in the case of a minor applicant, understand the questions put to the applicant and consent to the conditions of service, he shall sign a certificate to that effect on the said Form, and the applicant shall thereupon be deemed to have been enrolled.

### 15.2.3) Functioning of NCC



1. Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati NCC unit works under 2 Maharashtra Battalion NCC, Pune. College has been allotted one Division of Senior Division Army Wing NCC Sub unit with a total strength of 106 cadets. The senior division is of three years. The cadet qualifies the first two years and attains a “B” Certificate. After the completion of third year the cadet qualifies for “C” Certificate. Camps are mandatory for appearing in the NCC examination.
2. The most important aspect of NCC training is the camp training. The types of Camps to be attended by Cadets are Annual Training Camps, Combined Annual Training Camps, National Leadership camps, Basic Leadership camp, Advance Leadership camp, NCC Day camp, Inter Group Competition camp, Republic Day camp, Prime Minister’s Rally, Youth exchange programme- Visit to foreign countries and Attachment with regular units of Army/ Navy/ Air Force.
3. NCC is a part of the educational programme; the primary responsibility rests with the Principal. A close association with all the activities of the sub-unit in the institution shall act as an encouragement to perform properly.
4. The duties of Associate NCC Officer (ANO) to be
  1. To control the Cadets, responsible to plan and organize training with the assistance of the permanent Instructional (PI) staff, detailed by the NCC unit. He is considered backbone of N.C.C.
  2. To ensure 100% recruitment for the Troup allotted for the college.
  3. To co-ordinate with Staff Members, Parents, Cadets and Principal.
  4. To maintain NCC store and be responsible for maintenance upkeep of the same.
  5. To organise parade for two days in a week.
  6. To impart training to N.C.C. Cadets, such as Weapon training, Field Craft, Map Reading, First Aid, Personal Hygiene and Moral education.
  7. To look after various activities/Competitions during camps and in the institution.
  8. To organise trips to Historical place, Temples and various other excursions.
  9. To discharge various duties such as Camp adjutant, Company Commander, Training Officers and Purchase Officers during annual training camp.
  10. To organise inter Company competitions in games, sports, cultural activities, social service activities, tent lay out and adult education etc.



11. To check and ensure proper distribution of refreshment/food to N.C.C. units.
12. The financial requirements of the body to be forwarded to the Principal by the In charge as and when the need arises.

#### **15.2.4) Rules:**

- 1) Enrollment in NCC is governed by battalion recruitment officer, in case recruitment officer or ANO/Principal feels that the cadet with extracurricular activities is fit for recruitment then they will have a right to recruit cadet as special case as per the availability of vacancies
- 2) Attendance at weekly Parades held during the year.
- 3) Cadets will have two Parades a week, each of two hours duration.
- 4) Every Cadet undertakes to continue in the Corps until discharged, or on leaving the college or on approved medical grounds.
- 5) Every Cadet on discharge will be issued a Discharge Certificate which will carry weight with those responsible for recruiting to the Government or other Services.
- 6) Government Uniform which should be worn in all parades on the campus is issued free to all Cadets subject to cloth and stitching charges issued by the battalion.
- 7) Indiscipline will not be accepted on any ground.

#### **15.2.5) Activities of NCC**

- 1) Institutional training
- 2) Community development training
- 3) Training during annual training camps at Bn. level
- 4) Training during Centrally organized camps at various levels.
- 5) Training during adventure activities camps (D G level)
- 6) Training during attachment camps with regular army.
- 7) Training during National level camps (RDC, TSC, IDC, YEP, NIC etc)
- 8) Training during various competitions (NCC sports, Rifle shooting, Obstacles, Map reading etc.)

### **15.3) Counseling Cell**

Department of Psychology has counseling cell facilities.



### **15.3.1) Objectives**

1. To provide guidance to the students on various options available in the course of their study.
2. To identifying and developing Students abilities and interests.
3. To help the students to solve their Personal, Educational and Psychological problems.
4. To develop positive attitude and behavior in order to meet challenges.
5. To create awareness among the students for their future Profession.
6. To provide information to the students on the scope and relevance of any area irrespective of their field of interest.
7. To help the students to adjust with the changing environment.
8. To adjust with the environment of professional institutions.
9. To make them aware of different domains of life through career counseling.
10. To make them aware of their professional growth and requisites for entering their profession.
11. To address the stress-related problems of the college Students.

### **15.3.2) Policy:**

- 1) Counseling cell provide counseling services for the college students and other stakeholders.
- 2) Counseling cell also provide psychological testing facilities.
- 3) Counseling cell also provided career counseling for 10<sup>th</sup> and 12<sup>th</sup> pass out students.
- 4) Through this counseling cell we invite expert resources for betterment of counseling services.
- 5) For the psychological services we are taken charges 500 hundreds to 2000 rupees for testing individually.
- 6) Through the counseling cell increased confidence and decision making skills in college students.
- 7) Counseling service provided with the minimum charges.
- 8) To help of psychotherapy college students and stakeholders are relief from depression, anxiety or other mental health conditions.

## **15.4) Certificate Course in German**

**15.4.1) Aim:** To introduce students to the German language and culture.

**15.4.2) Rules:**



- 1) Minimum qualification for getting admission for the course: 10th pass.
- 2) Only 50 students are allowed in a batch.
- 3) Admissions will be given on 'first come first serve' basis.
- 4) Students will have to pay the full fees at the time of admission.
- 5) Study material will be provided by the college.
- 6) The basic level course (A-1) is for 4 months.
- 7) Classes will be held twice a week.
- 6) 75% attendance is mandatory for students for giving the examination.

## **15.5) Entrepreneurship Development Cell and Skill Hub**

### **15.5.1) Aims and objectives**

The department of Science & technology, Government of India has established an Entrepreneurship Development Cell (ED Cell). This scheme is currently being developed by ministry of Skill Development & entrepreneurship through 50 nodal entrepreneurship hubs. This ED Cell is launched with a view to encourage students as a self employment for their career option. Provide training in ED Cell through modular courses & increases the relevance of management particularly in the non-corporate & under managed sectors. A main objective is to create an environment in which individual become an entrepreneur. ED Cell concerned with something to do with business. Any student who belongs to Arts or Science or Commerce or UG or PG, after completing their degree course they all must be looking for good placement. Now days, need is that today's youth become a job creator not a job seekers. In ED Cell, we help them to encapsulate, accelerate their business idea, groom them, council in various skills like computer training, food processing, agricultural related training, mechanical & electrical training etc. which gives number of chances to promote their skill.

### **15.5.2) Selection Procedure**

We provide a link of ED Cell for the students to fill their information. In this information, students have to provide the types of skills they want to develop. Also we collect the students which are interesting in entrepreneur for guidance. After analyses of this information we decide that which type of training program may be organize for students. Also, we request to various departments to submit the proposals to develop the technical and other skills are necessary to their students. After scrutiny of





these proposals in ED Cell committee and these proposals are send to principal for final permission and execution.

### **15.5.3) Functioning**

- ED Cell movements like MAKE IN INDIA & START-UP INDIA encourage technical as well as non- technical start-ups.
- Mentoring to develop start up culture in the campus.
- Identifying brightest idea & giving them platform to it in a project.
- To encourage college-level students to start their own business & improve job skill.
- Linking students & industry in an informal way.

### **15.6) Earn and Learn Scheme**

### **15.7) Student Aid Fund**

### **15.8) Medical Assistance**

### **15.9) Competitive Examination Cell**

Competitive Examinations Center shall focuses on various competitive examinations. They include UPSC civil services MPSC, Class I, Class II, as well as Class III services, Banking, LIC etc. The center has provided syllabi of civil services, interview skills, attitude towards preparation, study methods, motivation and confidences building will be other thrust area.

- 1) Any current or past student of our college can join the center.
- 2) With some conditions limited student can also join the center.
- 3) 12<sup>th</sup> pass is basic qualification for the admission.



- 4) Student strength is limited for the center.
- 5) Enrolled students will get the benefits for one year only.
- 6) Enrolled past student-girls and boys can avail hostel facility.
- 7) Educational and residential documents are essential for enrollment.
- 8) Enrolled students benefited well furnished independent library facility.
- 9) Admitted students can avail college's central library also.
- 10) Admitted students will get identity and library card.
- 11) It is an obligatory to follow rules and regulation of center/institute.
- 12) Improper behavior would be cancelation of the admission at any time.

### **15.10) Cultural Club**

- 1) Students must be from our own college.
- 2) If the students having a little singing, acting and dancing he/she will be preferred.
- 3) If the students having a painting and cartooning art, he/she will be preferred.
- 4) The students having clay modeling, collage art and rangoli he/she will be preferred.
- 5) Students will be sent to various competitions only after screening through auditions.
- 6) Only selected students can participate in various competition and programs.
- 7) Only selected students are allowed during practice session.
- 8) Preferences will be given students who have basic knowledge of music.
- 9) Music instruments are provided by our college.
- 10) No fees will be charged for students who participate in different activities.
- 11) Students will be send to various elocutions/ debate competition after the screening test.
- 12) Who have selected in dancing and drama events they will provide drapery (dress) by our college.
- 13) The TA will be provided by our college to students who have participated in different competitions away from college.

### **15.11) Asmita Bhittipatrak**

- 1) Writing material shall be self generated and self written.



- 2) First draft will be checked by teacher of department and then write carefully on provided college page.
- 3) Writing material shall not be more than two pages.
- 4) At the end of writing material write name, roll number and class of student.
- 5) Student who writes usually in Asmita bhittipatrak will be allowed to participate in writing program arranged by Marathi, Hindi and English departments.
- 6) Three Prizes will be given for best literature and be awarded in Annual Prize Distribution function of the college

## **15.12) Film Club**

### **15.12.1) Aims:**

- 1) To introduce to the students vr acclaimed films.
- 2) To help them understand different techniques of film making.
- 3) To introduce to the students career opportunities in films

### **15.12.2) Criteria/Rules:**

- 1) Films will be screened on Fridays.
- 2) The club is exclusively for college students.
- 3) No fees will be charged for students for the films. However they have to become members of the club through application.
- 4) Students have to attend the whole screening of the film.
- 5) The screening will be followed by discussions.

## **15.13) Women Empowerment Cell**

### **15.13.1) Aims/Objectives**

- 1) To enable the girl students to develop their intellectual, psychological, emotional and social, faculties, ultimately leading to their empowerment.
- 2) Values and skills inculcated girl students are benefitted through programme on women empowerment.
- 3) To encourage society to maintain a balance in gender ratio and to save the girl child.



- 4) To inculcate culture of co existence.
- 5) To create free and healthy atmosphere on the campus girls.

### **15.13.2) Criteria/Rules**

- 1) Students must be from our college.
- 2) No fees will be charged for students who participate in women empowerment.
- 3) Admission of this programme opens to all.
- 4) Students of nearby colleges and citizens can take participation in this programme.

## **15.14) Alumni Association**

### **15.14.1) Aims and objective of the Alumni Association:**

- 1) Bringing the alumni of Tuljaram Chaturchand College under one roof and instilling harmony and Friendship among them. Also to make efforts to solve their problems.
- 2) To utilize their knowledge, time and experience for the betterment of the present students.
- 3) To help the present students and some needy students by providing them guidance regarding occupation and employment. To train them for the same.
- 4) To make the students aware of various available opportunities in the college campus. To organize meets and conference for them.
- 5) To perform the role of the mediator between the alumni and the college administration. To help them in all possible ways.
- 6) To help the poor and the needy alumni as well as present students in accordance with their necessity to encourage them in all possible ways.
- 7) To arrange get together of the alumni and the teaching staff to bring out the fruitful discussions on art.
- 8) To make the study room, book bank, library etc. available to the alumni as well as the present students.
- 9) To open various educational institutions to build an independent hostel for them.
- 10) To give consolatory prizes to them to establish competitive examination guidance cell. To arrange personality development programs. To arrange elocution competitions.



- 11) To arrange pre-recruitment police training sessions and guidance centre's. To establish research and training centre's in various disciplines. To begin literacy drive to eradicate illiteracy.
- 12) To organize various healths drives like Blood Donation, Eye Donation, Family Planning, Women Security, Diagnosis Campaigns, Anti-addiction, Self-employment training workshops, Naturotherapy, Ayurvedic, Ambulance, Blood Bank, Charitable Hospital etc. To arrange talks on AIDS eradication to help and encourage the disaster hit people in all possible ways.
- 13) To celebrate all types of social, cultural and National programs and festivals.
- 14) To organize agricultural exhibitions and meets to make the people aware of mass-forestation. To guide them about all agricultural schemes, to facilitate them with experts talks and demonstrations. Introducing them to agri-based occupations. To inform them to the seeds. To establish farmer's guidance cell. To introduce them to agri-techniques. To establish a cell for agricultural science. To organize various programs on preservation of environment. To make them aware of cleanliness. To make them aware to various laws by arranging such campus.
- 15) To felicitate the teaching as well as the non-teaching staff for their outstanding performance in their field or in other social, educational, political, commercial or medical arena. To arrange the lecture series.
- 16) To make the youth active in all sports as well as exercises. To train them, to make them available all types of sports, accessories and equipments. To organize various sports competitions.
- 17) To establish a well-maintained gym for them. To arrange laughter-clubs and yoga-camps.
- 18) To arrange National, State, District, City and Village level sports-competitions.
- 19) To celebrate the National days to observe national integrity, equality, brotherhood among them. To work endlessly to cultivate social and cultural integrity. To celebrate 15<sup>th</sup> August and 26<sup>th</sup> January to instill patriotism among people.

#### 15.14.2) Alumni Committee:

| Name   | Designation    | Email                     |
|--|----------------|---------------------------|
| Shri. Jawahar Motilal Shah                         | President      | jawaharbrothers@yahoo.com |
| Shri. Avinash Daulatrao Ransing                    | Vice-President | ransingweekly@gmail.com   |
| Prof. Dr. Shri. Chandrashekhar Vasanttrao Murumkar | Secretary      | drcvmurumkar@gmail.com    |
| Prof. Shri. Niranjan Ramesh Shah                   | Treasurer      |                           |
| Shri. Dilip Ramchandra Sinde                       | Member         |                           |
| Prof. Shri Maruti Kerba Kokare                     | Member         |                           |



|                                   |        |  |
|-----------------------------------|--------|--|
| Shri. Abhinandan Bharatlal Shah   | Member |  |
| Dr. Shri Shivaji Jagannath Sathe  | Member |  |
| Shri. Vidyadhar Digambar Mahamuni | Member |  |



## 16) STUDENTS CODE OF CONDUCT & DISCIPLINE

These Rules shall be called Tuljaram Chaturchand College (Autonomous), Baramati student's conduct and discipline rules, 2019. These rules shall come into force with effect from 1-7-2020. They are applying to all categories of students of the college whether admitted before or after the date of commencement of these rules. Wherever, 'his' is used it implied all genders.

**Acts of indiscipline and misconduct:** Any act of misconduct committed by a student shall be an act violation of discipline of the college. Without prejudice to generality of the foregoing provision, violations of the discipline shall include.

### 16.1) Discipline: Following actions are bound to be punished

- 1) Chewing pan, tobacco, smoking, etc. and spitting either in class room or college campus.
- 2) Making allegations, abusing and behaving rudely with the teaching and non-teaching staff.
- 3) To damage the college building and college accessories.
- 4) To scribble on the walls, to erase the board writing or writing obscene things.
- 5) Damaging the books, magazines and question banks in the library.
- 6) Disturbing the academic activities in the college.
- 7) Making noise and speaking during the classes and the programmes.
- 8) Non-attending the classes and the practical.
- 9) Disobeying the orders of the teaching and non teaching staff.
- 10) Campaigning the non college political, religious or racial institutions by exhibiting the posters and flags.
- 11) Wandering in the College while the admission is cancelled permanently or temporarily.
- 12) Abusing warring and quarrelling in the campus
- 13) If the seniors in the college come across the ragging situation, the responsible student will be given a chance to present his site. If it is unsatisfactory, the student will be restricted from the college.
- 14) Misbehaving with the girl students and taunting them about their dress, tread speaking, risibility is a legal offence etc.
- 15) Publishing any news about the college in the newspaper without prior permission.
- 16) Taking anything out of the college without permission.
- 17) Using the college building and college accessories without permission.



- 18) Disturbing/destroying the greenery in the campus, damaging the trees and the flowers, damaging the water taps, furniture, chairs, tables, window glasses and blackboards is strictly prohibited.
- 19) Terrorism in campus through dangerous weapons is not allowed.
- 20) Using the non-college persons for terrorism in college.
- 21) Entering the class-rooms all of a sudden.
- 22) Disturbing the academic work by arranging the protest lock-down and indefinite fasting in the campus without principal's permission.
- 23) Blaming the principal, teaching and non-teaching staff for partiality.
- 24) Exhibiting abnormal and unsuitable dress-code without prior permission.
- 25) Disturbing the peace, discipline and decorum of the college by any way.
- 26) Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the college, including any attempt to prevent any member of the college or its staff from carrying on his or her work; and any act reasonably likely to cause such disruption.
- 27) Use of unfair means or malpractices in examination. Any of the following events (inclusive but not exhaustive) shall constitute 'unfair' practice(s) during examinations;
  - a. Possessing unauthorized material like notes, small slips in pockets or on body, or, in any other form, like electronic device, digital watch, microphone, cell phones, vanity bags and purses, whether used or not.
  - b. Copying from other students.
  - c. Allowing/enabling other students to copy from one's paper.
  - d. Taking or giving any kind of assistance to other students.
  - e. Communicating with the students in or outside the examination hall during examination time.
  - f. Referring to any notes, slips or other sources in the washroom.
  - g. Visiting any place other than wash room during examination.
  - h. Indiscipline and disruptive conduct.
  - i. Resorting to any other unfair means to cause or obtain advantage
  - j. Misconduct or misbehavior with junior supervisor in the exam hall or to the authorities related with the examination.





- 28) Damaging or defacing college property or the property of members of the college or any other property inside or outside the college campus.
- 29) Engaging in, or any attempt, at, wrongful confinement of teachers, offices, library, laboratories, employees and students of the college, or camping inside and creating nuisance inside the boundaries of boys and girls hostels.
- 30) Use of abusive and derogatory slogans or intimidating language or incitement of hatred and violence or any act calculated to further the same.
- 31) Committing any act of cyber crime like damage or cause to be damaged any computer, computer system or computer network, data, computer database or any other programmes residing in such computer, computer system or computer network; steal e-mail IDs and passwords of any person, impersonation, sending defamatory, objectionable and obscene messages, mails etc, and any other act which is punishable under Information Technology Act, 2000 as amended from time to time and for the time being in force.
- 32) An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
- 33) Committing forgery, tampering with or misuse of the college documents or records, identification cards etc.
- 34) Furnishing false certificate or false information to any office under the control and jurisdiction of the college.
- 35) Possessing or using any weapons of offence, such as knives, lathis, iron chains, iron rods, sticks, explosives and fire arms in the college premises.
- 36) Arousing communal, caste or regional feelings or creating disharmony among students.
- 37) Not disclosing one's identity when asked to do so by an employee or officer of the college who is authorized to ask for identity.
- 38) Tearing of pages, defacing, burning and destroying of books of any library or seminar.
- 39) Unauthorized occupation of hostel rooms or unauthorized acquisition or use of college furniture in one's hostel room or elsewhere.
- 40) Accommodating guests or other persons in hostels without permission of the Director/ Dean/ Addl. Registrar or Warden.
- 41) Any act of moral turpitude.
- 42) Any offence under law.



43) Improper behaviour while on tour or excursion.

44) Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings, and

### **16.2) Women Anti - Harassment rule 1996**

To harass the women by words, by writing by gestures, by whistling by humming obscene song will be treated as harassment.

Women harassment is a cognizable crime. It is punished by penalty and imprisonment. The police station in the college campus will register the crime if so happen.

### **16.3) Gutka, Tobacco, drugs etc. Is Strictly Prohibited**

It is strictly prohibited to chew tobacco; Smoking cigarette in the college campus in accordance with Pune university circulars No. 106/1998-99. It is strictly prohibited to sale the so called thing in the premises. Use the complaint box to identify such persons. The name of the informer will be kept secret. Procurement, possession, distribution and / or consumption of tobacco, cigarettes and alcohol in any form in the Campus or entering the campus in an inebriated condition shall constitute a serious misconduct. Procurement, possession, distribution or use of narcotic drugs within the Campus shall constitute a very serious misconduct for which mandatory punishment shall be expulsion from the Department/hostel.

### **16.4) An Important Note about Ragging**

The students are strictly prohibited to practice ragging in college premises as per the order of the Supreme Court. If any student is found guilty of ragging, he will be restricted from the college.

### **16.5) Officers authorized to take disciplinary action**

Without prejudice to the powers of the college authorities as specified under the college Rules, the Principal, Vice Principal, Director/Dean of the concerned Faculty, Administration etc. are authorized to take disciplinary action by way of imposing penalties as specified in these Rules, based upon the findings of the Disciplinary Committee on the act of misconduct / indiscipline.



Penalties for the offences relating to examinations shall be dealt with by the relevant bodies.



## 17) PHYSICAL EDUCATION



## 18) PATENTS AND IPR GUIDELINES

The historical backdrop of Patent law in India begins from 1911 when the Indian Licenses and Plans Act, 1911 was sanctioned. The current Licenses Act, 1970 came into power in the year 1972, altering and solidifying the current law identifying with Licenses in India. The Licenses Demonstration, 1970 was again corrected by the Licenses (Revision) Act, 2005, wherein item patent was reached out to all fields of innovation including food, medications, synthetic compounds and smaller scale life forms. After the revision, the arrangements identifying with Selective Promoting Rights (EMRs) have been canceled, and an arrangement for empowering award of necessary permit has been presented. The arrangements identifying with pre-award and post-award resistance have been additionally presented.

A development identifying with an item or a procedure that is new, including innovative advance and equipped for modern application can be licensed in India. Nonetheless, it must not fall into the class of developments that are non-patentable as given under Area 3 and 4 of the (Indian) Licenses Act, 1970. In India, a patent application can be documented, either alone or together, by evident and first creator or his chosen one.

### 18.1) Procedure for Grant Patent

Subsequent to documenting the application for the award of patent, a solicitation for assessment is required to be made for assessment of the application by the Indian Patent Office. After the First Examination Report is given, the Applicant is allowed a chance to meet the protests brought up in the report. The Applicant needs to agree to the prerequisites inside a year from the issuance of the First Examination Report. In the event that the prerequisites of the main assessment report are not agreed to inside the endorsed time of a year, at that point the application is blessed to receive have been surrendered by the candidate. After the expulsion of protests and consistence of necessities, the patent is conceded and told in the Patent Office Journal.

### 18.2) Pre-Grant Opposition

A portrayal for pre-award resistance can be recorded by any individual under Section 11A of the Patents Act, 1970 inside a half year from the date of distribution of the application, as altered (the "Licenses Act") or before the award of patent. The grounds on which the portrayal can be recorded are given under Section 25(1) of the Patents Act. There is no expense for documenting portrayal for pre-



award resistance. Portrayal for pre-award restriction can be recorded despite the fact that no solicitation for assessment has been documented. In any case, the portrayal will be viewed as just when a solicitation for assessment is gotten inside the endorsed period.

### **18.3) Post-Grant Opposition**

Any intrigued individual can record post-award restriction inside a year from the date of distribution of the award of patent in the official diary of the patent office.

### **18.4) Reasons for Opposition**

A portion of the reason for recording pre-and post-award resistance are as under:

- a. Patent improperly acquired;
- b. Prior distribution;
- c. The innovation was openly known or freely utilized in India before the need date of that guarantee;
- d. The development is clear and doesn't include any imaginative advance;
- e. That the subject of any case isn't a development inside the significance of this Act, or isn't patentable under this Act;
- f. Insufficient divulgence of the innovation or the technique by which it is to be performed;
- g. That on account of a patent allowed on show application, the application for patent was not made inside a year from the date of the primary application for insurance for the development made in a show nation or in India;
- h. That the total particular doesn't uncover or wrongly specifies the source and topographical root of natural material utilized for the development; and
- i. That the creation was foreseen having respect to the information, oral or something else, accessible inside any nearby or indigenous network in India or somewhere else.

### **18.5) Term of Patent**

The term of each patent in India is twenty years from the date of documenting the patent application, independent of whether it is recorded with temporary or complete particular. Be that as it may, if there should arise an occurrence of utilizations documented under the Patent Cooperative Treaty (PCT), the term of twenty years starts from the need date.



## **18.6) Installment of Renewal Fee**

Note that a patentee needs to restore the patent each year by paying the recharging expense, which can be paid each year or in single amount.

## **18.7) Rebuilding of Patent**

A solicitation for reclamation of patent can be recorded inside eighteen months from the date of discontinuance of patent alongside the endorsed expense. After the receipt of the solicitation, the issue is informed in the official diary for additional preparing of the solicitation.

## **18.8) Patent of Biological Material**

In the event that the development utilizes an organic material which is new, it is fundamental to store the equivalent in the International Depository Authority ("IDA") preceding the documenting of the application in India so as to enhance the depiction. In the event that such natural materials are as of now known, in such a case it isn't fundamental to store the equivalent. The IDA in India situated at Chandigarh is known as Institute of Microbial Technology (IMTECH).

## **18.9) What are the Rights allowed by Patent?**

On the off chance that the award of the patent is for an item, at that point the patentee has a privilege to keep others from making, utilizing, offering available to be purchased, selling or bringing in the licensed item in India. In the event that the patent is for a procedure, at that point the patentee has the option to keep others from utilizing the procedure, utilizing the item legitimately got by the procedure, offering available to be purchased, selling or bringing in the item in India straightforwardly acquired by the procedure.

Prior to documenting an application for award of patent in India, it is essential to note "What isn't Patentable in India?" Following for example a development which is (a) silly, (b) self-evident, (c) in spite of entrenched characteristic laws, (d) in opposition to law, (e) profound quality, (f) damaging to general wellbeing, (g) a minor disclosure of a logical standard, (h) the definition of a theoretical hypothesis, (I) a simple revelation of any new property or new use for a known substance or procedure, machine or mechanical assembly, (j) a substance acquired by a unimportant admixture coming about just in the conglomeration of the properties of the parts thereof or a procedure for creating such



substance, (k) an insignificant game plan or revamp or duplication of known gadgets, (l) a strategy for agribusiness or cultivation and (m) innovations identifying with nuclear vitality, are not patentable in India.

### **18.10) Practicality of Secrecy by the Indian Patent Office (IPO)**

Every single patent application are left well enough alone as long as eighteen months from the date of recording or need date, whichever is prior, and from that point they are distributed in the Official Journal of the Patent Office distributed each week. After such distribution of the patent application, open can investigate the archives and may take the copy thereof on the installment of the endorsed expense.

### **18.11) Obligatory Licensing**

One of the most significant parts of Indian Patents Act, 1970, is obligatory permitting of the patent subject to the satisfaction of specific conditions. Whenever after the lapse of three years from the date of the fixing of a patent, any individual intrigued may make an application to the Controller of Patents for award of obligatory permit of the patent, subject to the satisfaction of following conditions, for example

- The sensible necessities of general society regarding the licensed innovation have not been fulfilled; or
- That the licensed creation isn't accessible to the general population at a sensible cost; or
- That the protected development isn't worked in the domain of India.

### **18.12) Encroachment of Patent**

Patent encroachment procedures must be started after award of patent in India however may incorporate a case reflectively from the date of distribution of the application for award of the patent. Encroachment of a patent comprises of the unapproved making, bringing in, utilizing, offering available to be purchased or selling any protected development inside the India. Under the (Indian) Patents Act, 1970 just a common activity can be started in a Court of Law. Further, a suit for encroachment can be protected on different grounds remembering the justification for which a patent can't be allowed in India and dependent on such safeguard, denial of Patent can likewise be guaranteed.





## **ANNEXURE - I: UGC Directives defining and prohibiting ragging are as follows:**

### **A) Definition of Ragging:**

- 1) Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or raise apprehension or fear in a fresher or other students, or forcing a student to do any act which such a student is not willing to do or which cause him/her shame or embarrassment or danger to his/her life or limb, or indulging in eve teasing.
- 2) **Prohibition of Ragging:** Ragging within or outside the education institution is prohibited.
- 3) **Penalty for ragging:** Whoever directly or indirectly commits, participates in, abets or instigates ragging within or outside any educational institution shall be suspended, expelled or rusticated from the institution and shall also be liable to fine which may extend to Rs. 10000/-. The punishment may also include i) cancellation of admission, ii) suspension from attending classes iii) withholding/withdrawing fellowship/scholarship and other financial benefits, withholding or cancelling the results. Provided that except suspension, a student may be expelled, an opportunity of hearing is given to such student. The inquiry in this regard shall be completed within a period of two weeks. Provided further that if such ragging takes place during the course of any test or examination, such student may be permitted to undertake the test or examination but the result shall be subject to any decision which may be taken in that regard. Suspension may be resorted forthwith having regard to the nature of the complaint made or information received by the Head of the Institution or from a Warden of any hostel or member of the Pro Ctorial staff or any other person. The decision to suspend or expel or other punishment shall be taken by the Head of the Institution.
- 4) **Deemed Abetment:** If any member of the staff responsible for the management of the institution or its hostels neglects to take action, shall be deemed to have abetted ragging, In such a situation, disciplinary action may be taken against such member of the staff.
- 5) **Undertaking:** Every student shall give an undertaking in writing to the Head of the Institution at the time of admission or commencement of the academic session every year to the effect that



(s)he shall neither indulge himself/herself or instigate any other student in ragging or create nuisance to the academic atmosphere of the Institution.

- 6) Head of the Institution shall be responsible to take immediate action on receipt of the complaint/information about any instance of ragging and shall dispose of the complaint expeditiously, not exceeding two weeks. The inquiry may be conducted by the Head of the Institution himself or through his nominee or nominees. The Head of the Institution/Warden of the hostels should immediately lodge an FIR in respect of offences regarding which action may be taken under the Indian Penal Code. The aforesaid action would be in addition to and not in lieu of the disciplinary action which may be taken by the Institution.



## ANNEXURE -2: The Narcotic Drugs and Psychotropic Substances Act, 1985

### OFFENCES AND PENALTIES

| Defenses   | Penalty   | Sections of the Act   |
|--|---|---|
| Production, manufacture, possession, sale, purchase, transport, import inter- state, export inter-state or use of narcotic drugs and psychotropic substances | Small quantity - Rigorous imprisonment up to 6 months or fine up to Rs. 10,000 or both. More than small quantity but less than commercial quantity - <b>Rigorous</b> imprisonment upto 1B years + fine up to Rs. 1 Lakh. Commercial quantity Rigorous imprisonment 10 to 20 years + fine Rs. 1 to 2 Lakhs | Prepared opium-17<br>Opium - 18<br>Cannabis - 20<br>Manufactured drugs or their preparations-21<br>Psychotropic substances - 22 |
| Repeat offence   | One and half times the punishment for the offence. Death penalty in some cases.   | 3 Death - 31A   |
| Consumption of drugs   | Cocaine, morphine, heroin - Rigorous imprisonment up to 1 year or fine up to Rs.20,000 or both. Other drugs- Imprisonment u to 6 months or fine up to Rs. 10,000 orboth.Addicts volunteering for treatment enjoy immunity from prosecution  | 27  |
| Punishment for violations not elsewhere specified  | Imprisonment up to six months or fine or both   | 32  |




**ANNEXURE-3:**  
**Sexual harassment like eve-teasing of women  
amounts to violation of rights guaranteed under  
Articles 24, 1S of the Constitution of India.**

- 1) Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the Institution shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority. In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.
- 2) The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.
- 3) IFHE is committed to providing for all women who fall within its jurisdiction including its academic, non-academic staff and students a place of work and study free from sexual harassment, intimidation and exploitation. Every woman shall have a Right to be free from Sexual Harassment and the Right to Work in an environment free from any form of Sexual Harassment.



## References

- 1) GOVERNMENT OF MAHARASHTRA, Higher & Technical Education Department, Government Resolution No. Misc-2018/C.R.56/18/UNI-1, Mantralaya Annex, Mumbai – 400 032, 08 March, 2019.
- 2) Revision of Pay Scales of Teachers in Non-Agricultural Universities, National Law University, Affiliated Colleges, Government Colleges/Institutes as per 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.
- 3) *NAAC Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions (For Autonomous Colleges)* (Revised on 20th February, 2020).
- 4) Guidelines for Autonomous Colleges. University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002.
- 5) Standard Code Rules-1984: Terms and Conditions of service of non-teaching employees in Non-Agricultural Universities and affiliated Colleges. Education and Employment Department, Mantralaya Annexe, Bombay, 6<sup>th</sup> March 1985.
- 6) Savitribai

  
Principal  
Principal  
Tuljaram Chaturchand College  
Baramati



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**Anekant Education Society's**  
**Tuljaram Chaturchand College of Arts, Science and  
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- **Religious Minority Institution** ● **NAAC REACCREDITED 'A+' Grade (CGPA 3.55)**  
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