



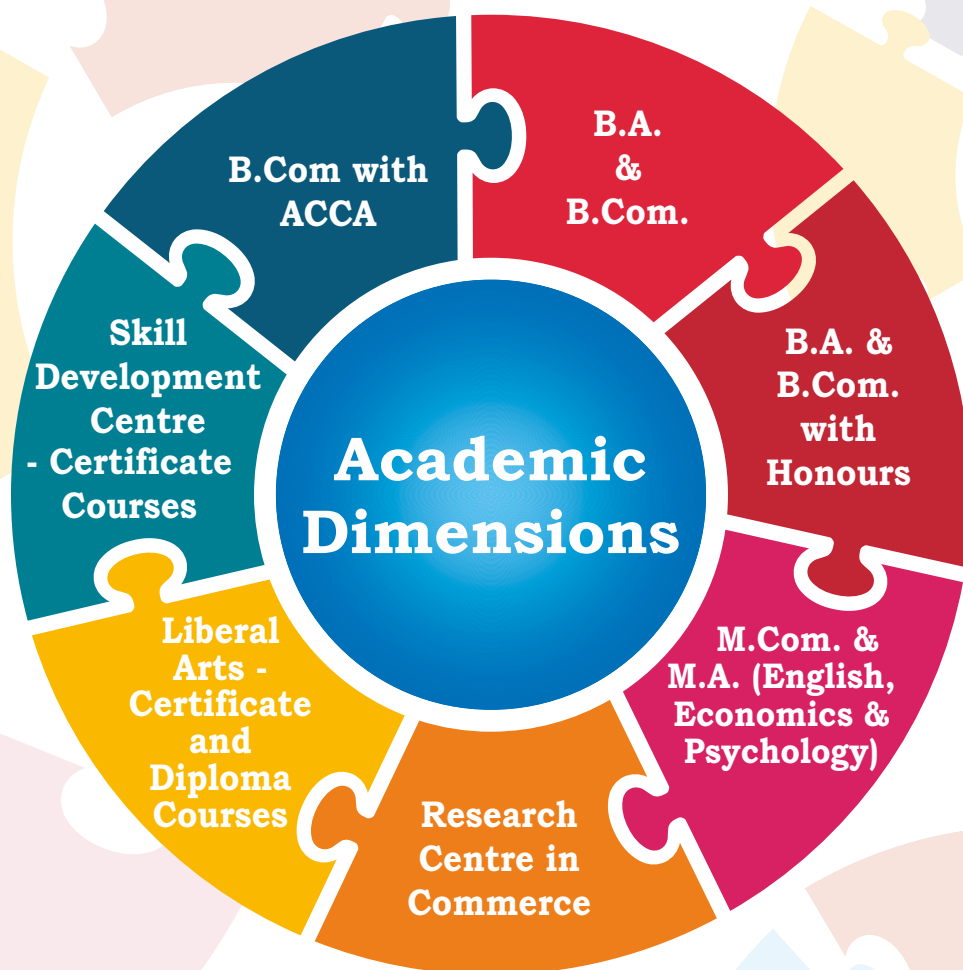
SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under Savitribai Phule Pune University

Where Education Meets Enthusiasm

❧ 'College with Potential for Excellence' (CPE)

❧ Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC



**Prospectus
2018 - 2019**



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

(An Autonomous College under Savitribai Phule Pune University)

☞ Conferred '**College with Potential for Excellence**' (CPE) status by UGC in 2016

☞ Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC





CONTENTS

1. BRIEF ON SYMBIOSIS COLLEGE OF ARTS AND COMMERCE	02
2. MESSAGES	
A. DR. S. B. MUJUMDAR	04
B. DR. MRS. VIDYA YERAVDEKAR	05
C. DR. HRISHIKESH SOMAN	06
D. DR. MRS. SUNAYINI PARCHURE	07
3. VISION AND MISSION	08
4. FACULTY	09
5. ADMINISTRATIVE STAFF	12
6. PROGRAMME STRUCTURE.....	14
A. FY, SY, TY B. COM. AND B. A.	
B. M. COM, M.A. (ENGLISH), M.A. (ECONOMICS) & M.A. (PSYCHOLOGY)	
7. ADMISSION POLICY AND PROCEDURE	24
8. FEE STRUCTURE	27
9. EXAMINATION PATTERN	28
10. CREDIT SYSTEM	31
11. GRANT OF ADDITIONAL MARKS FOR NCC / NSS / SPORTS	33
12. HONOURS DEGREE PROGRAM	35
13. B.COM. IN ACCOUNTING AND FINANCE INTEGRATED WITH ACCA.....	
14. ACADEMIC INITIATIVES	
A. SYMBIOSIS CENTRE FOR LIBERAL ARTS	39
B. INTERNATIONAL INITIATIVES	42
C. SYMBIOSIS SKILL DEVELOPMENT CENTRE.....	47
15. COLLEGE OFFICE AND CERTAIN IMPORTANT PROCEDURES	48
16. LIBRARY	52
17. SPORTS	53
18. HOSTEL	54
19. HEALTH AND MEDICAL SERVICES	56
20. FINANCIAL AID TO STUDENTS	57
21. IT INFRASTRUCTURE	59
22. ASSOCIATIONS	60
23. DISCIPLINARY RULES AND STATUTORY COMMITTEES -	61
A. ANTI-RAGGING CELL	63
B. ANTI-SEXUAL HARRASSMENT CELL	65
C. GRIEVANCE REDRESSAL CELL	66
24. IMPORTANT APPLICATION FORMS -	
A. ANNEXURE – I - ANTI-RAGGING AFFIDAVIT FORMAT BY STUDENT	67
B. ANNEXURE – II - ANTI-RAGGING AFFIDAVIT FORMAT BY PARENT / GUARDIAN	68
25. INSTITUTES OF SYMBIOSIS	69



Brief on Symbiosis College of Art and Commerce

The Symbiosis International Cultural Centre was set up in 1971 to take care of international students studying in India and to provide them with a 'home away from home', a true manifestation of Symbiosis; a botanical term, meaning 'different species living together for mutual benefit'.

It has evolved from being a cultural centre to a renowned educational entity with a host of institutions offering quality education from Pre-primary to Doctoral programmes. The Founder Director and President Dr. S. B. Mujumdar (Padmabhushan Awardee) believed that education is the best medium to inculcate international understanding among the students. It is this vision that fuels the development and expansion of Symbiosis in the realm of education. He hoped that Symbiosis students would become ambassadors of goodwill for our country. The Symbiosis College of Arts and Commerce is proud to be part of this family.

Symbiosis College of Arts and Commerce, established in the year 1983 has been at the forefront of providing quality education in conventional as well as emerging areas in higher education. The college is a 'Grant-in-Aid Autonomous College' under the Savitribai Phule Pune University, Pune and recognized under section 2(f) and 12-B of the UGC Act 1956. It is also a matter of pride that the college was awarded the status of 'College with Potential for Excellence' by UGC from April 2016. The college was conferred autonomous status from the academic year 2012-13. We have been accredited with an A grade in the first two cycles by NAAC and in 2017 an A+ with a CGPA score of 3.51.

Symbiosis College of Arts and Commerce strongly believes in blending the wisdom of traditional education, with a practical knowhow, utilizing contemporary global best practices in education. Our students are equipped with a firm theoretical foundation and relevant skill sets to put theories into practice. The academic autonomy has given us the freedom to include the most relevant, contemporary and enriching curriculum ensuring that our students have an edge over others in the outside world. We have tried to implement the concept of 'Autonomy' in letter and spirit.

Symbiosis College of Arts and Commerce offers a specially formulated 3 year program in Bachelor of Commerce and Bachelor of Arts. We also offer a 'Degree with Honours' Programme for the B.A./B. Com students. This is a unique programme which blends intense subject domain knowledge along with the practical skills required for enhancing employability and self-employability of students. The Honours Degree is offered in various subjects of specialisations. The college got permission from Savitribai Phule Pune University to start Research Centre in Commerce. We are happy to announce that from the academic year 2018-19 the college will be offering B. Com with Specialisation in Accounting and Finance which would be integrating the ACCA syllabus into the B. Com programme. We would also be introducing M.A. (Psychology) from the Academic Year 2018-19.

A Diploma and Certificate courses in Liberal arts, are amongst the many value added courses offered along with the regular degree programs under the aegis of the Symbiosis Centre for Liberal Arts (SCLA) which is a part of Symbiosis College of Arts and Commerce.

Studying at the Symbiosis College of Arts and Commerce gives you the advantage of belonging to both an internationally renowned institution and also to a multicultural, interdisciplinary, academic student community. The College has a well-equipped library with access to online resources, latest informational software and Wi-Fi Network, Gymnasium, Medical and Health Services and the Food Court.

Symbiosis creates an intellectually stimulating environment that helps students to realise their potential, developing their analytical and creative abilities. They are exposed to seminars, conferences, workshops, guest lectures, field visits which build their strengths and broaden perspectives. International initiatives through student's semester abroad and student exchange programs leads to acquiring new skills and getting international exposure. Experts from commerce and business provide research orientation to widen the learning experience of the students. Students are encouraged to participate in national and international conferences, competitions and symposiums to inculcate a healthy spirit of competition and team building.

At Symbiosis, we have embraced the power of technology to help our students learn in ways never possible before. Self-paced learning, online assessments, continuous evaluation processes, e-learning modules, technology enabled classrooms, virtual library etc. make for an unparalleled learning experience.

The highlights of our programmes include –

- Contemporary and relevant syllabi
- Continuous evaluation
- Semester system
- Credit system and allowing transfer of credits
- Interdisciplinary approach
- Wide choices of courses for specialisation in Commerce, Humanities and Social Sciences
- Preparation for careers in the field of Banking, Finance, Media, Communication, Marketing, Consultancy, Management and Entrepreneurship Development.

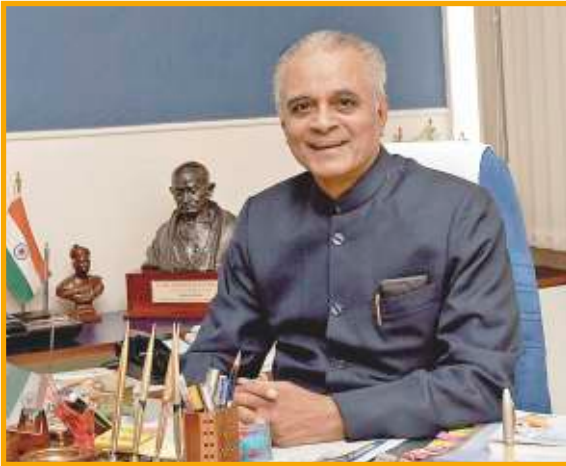
The vibrancy of this institution is evident from the strong connect we have with all our stakeholders, especially alumni. Enabling integrated growth through vibrant blend of knowledge, wisdom and values, learning in Symbiosis is a unique experience, which can be cherished for a lifetime!

We welcome you to the Symbiosis family.





Message



Dr. S. B. Mujumdar

President and Founder Director, Symbiosis.

Dear Students,

I welcome you all to the Symbiosis College of Arts and Commerce, one of the premier institute of Symbiosis. This college has been taking consistent and continuous effort for the holistic development of its students.

With many achievements in the list of its milestones, this institution has rigorously revamped its academic content making it more diverse, global and industry centred along with enhancing its infrastructure and making it more techno-savy.

I am proud to mention that the competent and qualified staff has always focused on identifying and developing skills and preparing the students to enter the corporate world with confidence.

The college will surely fuel your spirit, attitude and approach with unstinted courage. My best wishes to you all!



Message



Dr. Mrs. Vidya Yeravdekar

Principal Director, Symbiosis.

Dear Students,

Started in the year 1983, Symbiosis College of Arts and Commerce has created a niche for itself in the education sector. I welcome you to this vibrant institution where there is a blend of quality and innovative teaching learning. I must also mention that the college has been NAAC accredited with A+ grade in the previous year.

The autonomous status bestowed by UGC has leveraged its academic benchmarks. The learning content is designed with a vision to give students an understanding of the contemporary world through various workshops, seminars, practical projects, industrial visits, etc.

I am certain that students graduating from here will be well-prepared to step in the professional world and prove their merit.

Live together, grow together is well observed here. The students can be assured of a very friendly environment with faculty, administrative and non-teaching staff who are always there to extend their co-operation.

My best wishes to the students for your present and future endeavours.



Message



Dr. Hrishikesh Soman

Principal, Symbiosis College of Arts and Commerce.

Dear Students,

In a short journey of 35 years, Symbiosis College of Arts and Commerce has witnessed and recorded a number of achievements. I congratulate each and every stakeholder of this family and especially the students in taking this institution to the leading edge, where it stands today.

Today as the environment in the corporate world has transited to be challenging, it is necessary for the students to understand its implications and prepare themselves to leverage their capability to fit in present world. Our college has committedly endeavoured to provide such an environment to add on to your success.

This institution is not only well equipped with smart classes but also believes in imparting smart learning beyond the classroom. A number of activities from workshops to real life corporate field work gives you an experience of the vibrant world in your student learning life.

The college has always strived to equip students with knowledge and skills to excel in all spheres nationally and globally. In this direction, the college has integrated a globally renowned certification course ACCA with the B. Com degree from this academic year.

I welcome all the students to contribute and add on to the world of Symbiosis proactively with their achievements, thereby reaching to the heights excellence.



Message



Dr. Mrs. Sunayini Parchure

Vice Principal, Symbiosis College of Arts and Commerce.

Dear Friends,

It gives us immense pleasure to share with you all that after more than three decades of our journey being successfully completed, today we stand as a unique and exceptionally viable institution providing quality education in multiple disciplines.

With rapid changes in the field of Higher Education in India and in the global context, it is necessary to continuously upgrade all aspects of teaching, learning and imparting education. We can proudly assure you that our college is in no way lagging behind in this scenario with a number of activities such as e-learning portal, strengthening academia-industry linkages, societal linkages, research based projects and many more such initiatives being lined up every year.

We offer a Degree with Honours Programme in Arts and Commerce, ACCA, Courses in Liberal Arts along with the regular Undergraduate Programmes. We have also introduced MA in Economics and English in 2016-17 and this year our 1st batch of these departments would be completing their Masters adding value to our education.

We would like to very sincerely put on record our deep gratitude and thanks to our students for their invaluable inputs in helping us to mould our courses to the changing needs of the new world. We will always cherish your contribution in our innovations in Education-Thank you!

We are also looking forward to being with our new upcoming students and continuously working towards creating a better learning environment in future with them. We welcome you all to be a part of this learning experience. Concluding with a small mind quote...

*"You may not be lucky always
But strive to make your thoughts positive
enough that would compel the luck to be in your way!!!"*



Vision and Mission

Vision

Symbiosis College of Arts and Commerce will be a Centre of Excellence in developing global competencies through knowledge creation and dissemination, character building and social commitment.

Mission

Symbiosis College of Arts and Commerce is committed to offer academic programmes in conventional and in emerging fields incorporating technology, research and an interdisciplinary approach. This academic endeavor will be supported by relevant co-curricular and extra-curricular activities inculcating life-skills, values and social accountability enabling learners make meaningful contribution globally.



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE



Faculty - 2018-19

Sr. No.	Name	Designation	Qualification	Subjects
1	Dr. Hrishikesh Soman	Principal and Head, Department of Business Law and Practices	M.Com, Ph. D.	Marketing and Finance
2	Dr. Mrs. Sunayini Parchure	Vice-Principal and Head, Department of Economics , Associate Professor	M.A., M.Phil., Ph. D.	Economics and Banking
3	Dr. Shirish Limaye	Associate Professor and Head, Department of Accountancy	M.Com, M. Phil, Ph. D.	Accountancy
4	Mrs. Jasmina A. Kumar	Associate Professor and Head, Department of Business Practices	M.D.B.A, M. Phil.	Business Communication
5	Dr. Mrs. Marcelle Samuel	Associate Professor and Head, Department of Banking	M. A., Ph. D.	Economics and Banking
6	Dr. Vijay Behere	Associate Professor and Head, Department of Business Administration	M.Com, M. Phil, Ph. D.	Business Management
7	Mrs. Ketki Kher	Assistant Professor and Head, Department of Mathematics	M. Sc, M. Phil.	Mathematics and Statistics
8	Dr. Mrs. Aarti Wani	Associate Professor and Head, Department of English	M.A., M. Phil, NET (JRF), Ph. D.	English
9	Dr. Ms. Hilda David	Associate Professor	M.A., Ph. D.	English
10	Dr. Mrs. Tessy Thadathil	Associate Professor and Head, Department of Costing	M. Com, SET, Ph. D.	Accountancy and Costing
11	Dr. Mrs. Sheena Mathews	Associate Professor	M.A., M. Phil., Ph. D.	Economics and Banking
12	Dr. Mrs. Swati Dixit	Associate Professor and Head, Department of Geography	M.A, B. Ed, SET, Ph. D.	Geography
13	Mrs. Sandhya Tayade	Associate Professor and Head, Department of Hindi	M.A, SET.	Hindi
14	Mrs. Swati Chiney	Associate Professor	B.S.L., LL.B., LL.M, SET.	Mercantile Law
15	Dr. Mrs. Alpana Vaidya	Associate Professor and Head, Department of Psychology	M.A, M. Ed, MPM, M. Phil, DPC, SET, Ph. D.	Psychology
16	CA Mr. Umesh Kulkarni	Assistant Professor	M.Com, FCA, SET.	Accountancy and Taxation
17	Dr. Mrs. Yogini Chiplunkar	Assistant Professor	M.Com, M. Phil, Ph.D. SET.	Accountancy
18	Dr. Mrs. Shubhada Tamhankar	Assistant Professor	M.Com, M. Phil, SET, Ph. D.	Costing and Company Law
19	Dr. Ms. Neelofar Raina	Assistant Professor	M.A., B. Ed, Ph. D, NET, SET.	Economics and Banking
20	Mr. Anil Adagale	Associate Professor	M.A., SET, NET.	English
21	Mrs. Nalini Sakpal	Assistant Professor	M.A.	Economics and Banking

Sr. No.	Name	Designation	Qualification	Subjects
22	CA Mr. Hemant Godbole	Assistant Professor	M.Com, FCA.	Taxation
23	Mrs. Vaishali Vaidya	Librarian	M.L.I.S., SET.	Library Science
24	Mr. Santosh Marwadikumbhar	Assistant Professor	M.Com, M. Phil, NET(JRF), SET.	Accountancy
25	Mr. Nilesh Waghmare	Assistant Professor	M.Com, DTL, NET(JRF), M. Phil.	Costing and Management
26	Dr. Mrs. Sharayu Bhakare	Associate Professor	M.Com, M. Phil, DCM, DTL, PGDBM, SET, Ph. D.	Entrepreneurship
27	Mrs. Zakira Shaikh	Assistant Professor	M.Com, PGDPM & HR, NET, SET.	Commerce
28	Mrs. Sarika More	Assistant Professor	M.Com, SET.	Commerce
29	Mrs. Jini Jacob	Assistant Professor	M.A.(Economics), B. Ed. NET.	Economics
30	Ms. Kashmira Behere	Assistant Professor	M.A., SET, NET (JRF).	Economics
31	Mrs. Meenakshi Sengupta	Assistant Professor	M.A. (French).	French
32	Dr. Mrs. Shweta Kapoor	Assistant Professor	M.A. (English), NET, Ph. D.	English
33	Mrs. Monica Parekh	Assistant Professor	M. Com, ICWA, ACCA.	Business Law
34	Dr. Mrs. Subarna Bhattacharya	Assistant Professor	M.A. (English), Ph. D.	English
35	Mrs. Ashwini Kothari	Assistant Professor	M. Com, DTL.	Computer
36	Mrs. Alka Arora	Assistant Professor	M. Com, NET.	Entrepreneurship
37	Mr. Aniruddha Sharma	Director, Physical Education and Sports	B. Com, B. Ed (Physical Education), M. Ed (Physical Education), SET.	Physical Education
38	Mrs. Dhanashree Bhagwat	Assistant Professor	M.A., NET (JRF).	Psychology
39	Mrs. Neha Agashe	Assistant Professor	M.A., M. Phil., NET.	Political Science
40	Mrs. Simone Samuel	Counselor	M.A.	Psychology



Faculty of M. Com – 2018-19

Sr. No.	Name of the faculty	Designation	Qualification	Subject
1	Dr. Vijay Behere	Associate Professor	M.Com, M. Phil, Ph.D.	Business Administration
2	Mr. Santosh Marwadikumbhar	Assistant Professor	M.Com, M. Phil, NET(JRF), SET	Accountancy
3	Mr. Nilesh Waghmare	Assistant Professor	M.Com, DTL, NET (JRF), M. Phil.	Management
4	Dr. Narendra Parchure	Visiting Faculty	M. Com, Ph. D.	Business Administration
5	Mr. Deepak Powdel	Visiting Faculty	M.A.(Economics), SET	Industrial Economics
7	CA Rajesh Jain	Visiting Faculty	M.Com, FCA	Taxation
8	CA Amey Sane	Visiting Faculty	M.Com, FCA	Auditing
9	Dr. Ravi Ahuja	Visiting Faculty	M.Com, SET, GDC&A, MBA, Ph.D., CS	Business Administration

Faculty of M. A. (Economics) – 2018-19

Sr. No.	Name of the faculty	Designation	Qualification	Subject
1	Dr. Mrs. Sunayini Parchure	Associate Professor	M.A., M.Phil., Ph. D.	Economics
2	Dr. Mrs. Marcelle Samuel	Associate Professor	M. A., Ph. D.	Economics
3	Dr. Mrs. Sheena Mathews	Associate Professor	M.A., M. Phil., Ph. D.	Economics
4	Dr. Ms. Neelofar Raina	Assistant Professor	M.A., B. Ed, Ph.D., NET, SET	Economics
5	Mrs. Nalini Sakpal	Assistant Professor	M.A.,	Economics
6	Mrs. Jini Jacob	Assistant Professor	M.A., B. Ed. NET	Economics
7	Ms. Kashmira Behere	Assistant Professor	M.A., SET, NET(JRF)	Economics
8	Mr. Vishal Gaikwad	Visiting Faculty	M.A., SET	Economics
9	Mr. Ashish Karnavat	Visiting Faculty	M.A., DITL, FCA	Economics
10	Mrs. Anjali Kulkarni	Visiting Faculty	M. Sc., M. Phil., PGDCASA	Statistics
11	Dr. Varun Miglani	Visiting Faculty	M.A., NET, Ph. D.	Economics

Faculty of M. A. (English) – 2018-19

Sr. No.	Name of the faculty	Designation	Qualification	Subject
1	Dr. Mrs. Aarti Wani	Associate Professor	M.A., M. Phil, NET(JRF), Ph. D.	English
2	Dr. Ms. Hilda David	Associate Professor	M.A., M. Phil., Ph. D.	English
3	Mr. Anil Adagale	Associate Professor	M.A., SET, NET	English
4	Dr. Mrs. Subarna Bhattacharya	Assistant Professor	M.A., NET, SET, Ph. D.	English
5	Dr. Mrs. Shweta Kapoor	Assistant Professor	M.A., NET, Ph. D.	English
6	Dr. R Raj Rao	Visiting Faculty	M.A., Ph. D.	English
7	Dr. Vikki Gaikwad	Visiting Faculty	M.A., M. Phil., Ph. D. NET, SET.	English
8	Mrs. Ananya Parikh	Visiting Faculty	M.A., M. Phil., NET.	English
9	Mrs. Shivani Mutneja	Visiting Faculty	M.A., M. Phil., Net (JRF), SET.	English
10	Mrs. Sucharita Datta Asane	Visiting Faculty	M.A., M. Phil., NET	English
11	Mr. Justin Scarimbolo	Visiting Faculty	M.A., Ph. D. (Music)	Music



ADMINISTRATIVE STAFF - 2018 – 19

Sr. No.	Name of the Staff	Designation
1	Mrs. Parulekar Gandhali	Registrar
2	Mrs. Mane Shubhangi	Head Clerk
3	Mrs. Purandare Seema	Senior Clerk
4	Mr. Kulkarni Ramchandra	Junior Clerk
5	Mrs. Walimbe Pallavi	Senior Stenographer
6	Mrs. Thakur Archana	Junior Clerk
7	Mrs. Jadhav Sandhya	Junior Clerk
8	Mr. Phule Chandrashekhar	Junior Clerk
9	Mr. Gavhane Shankar	Assistant Librarian
10	Mrs. Pawar Renuka.	Junior Library Assistant
11	Ms. Manjare Supriya	Junior Library Assistant
12	Mr. Atul Godse	Office Superintendent
13	Mr. Ingulkar Sakhamam	Senior Office Assistant
14	Mr. Pawar Sandeep	Accountant
15	Mr. Sayed Nazir	Senior Network Administrator
16	Mrs. Patil Sangeeta	Assistant Library Incharge
17	Mr. Bhise Nitin	Desktop Engineer
18	Ms. Budhner Varsha	Deputy Accountant
19	Mrs. Kothari Ashwini	Exam Co-ordinator
20	Mrs. Apte-Khedkar Eera	Coordinator
21	Mrs. Taware Rupali	Office Assistant
22	Ms. Chandrasekaran Aparna	Assistant Coordinator
23	Mrs. Ganu Pooja	Office Assistant
24	Mrs. Korde Soniya	Coordinator
25	Mrs. Mujumdar Nivedita	Accountant
26	Mr. Dhotre Vishal	Office Assistant (on deputation)
27	Mrs. Snehal Kulkarni	PA to Principal
28	Ms. Anuradha Pillai	Office Assistant
29	Ms. Ashwini Gonewar	Co-ordinator
30	Mrs. Mrunmayee Kulkarni	Assistant Co-ordinator



Sr. No.	Name of the Staff	Designation
31	Mr. Jadhav Sarjerao	Library Attendant
32	Mr. Deshmukh Hanumant	Library Attendant
33	Mr. Jondhale Dasharath	Library Attendant
34	Mr. Lambe Prabhakar	Library Attendant
35	Mr. Dalvi Vijay	Library Attendant
36	Mr. Londhe Deepak	Library Attendant
37	Mr. Mungase Sunil	Library Attendant
38	Mr. Chivhe Suryakant	Library Attendant
39	Mr. Bhosale Balasaheb	Library Attendant
40	Mr. Kadam Umesh	Library Attendant
41	Mr. Chikane Nivrutti	Peon
42	Mr. Nindane Naresh	Peon
43	Mr. Dongare Vijay	Peon
44	Mr. Vairagar Ramesh	Peon
45	Mr. Vase Sudhkar	Peon
46	Mr. Sambarwal Ashok	Peon
47	Mr. Chaure Rajesh	Peon
48	Mr. Titkare Kaluram	Peon
49	Mr. Waghmare Madan	Peon
50	Mr. Joshi Sudhakar	Peon
51	Mr. Chavan Chandrakant	Peon
52	Mr. Bhide Saurabh	Peon
53	Mr. Kulkarni Shrikant	Office Attendant
54	Mr. Rasal Santosh	Senior Office Attendant
55	Mr. Khutwad Sunil	Senior Office Attendant
56	Mr. Raut Sanjay	Senior Office Attendant
57	Mr. Barmukh Kiran	Senior Office Attendant
58	Mr. Shedge Ananta	Driver Cum Office Attendant
59	Mr. Gaikwad Prateek	Peon
60	Mr. Kadam Pramod	Peon
61	Mr. Pawar Jayant	Peon





SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University



Programme Structure

F.Y. B. COM. Academic year 2018-19

SUBJECT	SEMESTER - 1	SEMESTER - 2
Accountancy	Financial Accounting - 1	Financial Accounting - 2
Economics	Micro Economics - 1	Micro Economics - 2
Mathematics / Computer	Mathematics and Statistics - 1 OR Business Computing - 1	Mathematics & Statistics - 2 OR Business Computing - 2
Compulsory English	English For Communication - 1	English For Communication - 2
Additional English	Individual and Society - 1	Individual and Society - 2
General Awareness - 1	Perspective of India	Perspective of World
General Awareness - 2	Dimensions of Business Studies - 1	Dimensions of Business Studies - 2

F.Y. B. COM. IN ACCOUNTING AND FINANCE Academic year 2018-19

SUBJECT	SEMESTER - 1	SEMESTER - 2
Accounting and Finance	Accountant in Business (F1)	Performance Management (F5)
Accounting	Management Accounting (F2) (Part-1)	Management Accounting (F2) (Part-2)
Accounting	Financial Accounting (F3) (Part-1)	Financial Accounting (F3) (Part-2)
Economics	Micro Economics- 1	Micro Economics-2
Mathematics	Mathematics and Statistics-1	Mathematics and Statistics-2
Compulsory English	English for Communication-1	English for Communication-2
Additional English	Individual and Society-1	Individual and Society-2

Note: Physical Education Course is a Compulsory Subject for Semester - 2.



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University



Programme Structure

S.Y. B. COM. Academic year 2018-19

GROUP "A" - SPECIALIZATION IN COST ACCOUNTING/BANKING AND FINANCIAL SYSTEM/BUSINESS ENTREPRENEURSHIP			
SR. NO.	SUBJECT	SEMESTER – 3	SEMESTER - 4
1	Accountancy	Corporate Accounting-I	Corporate Accounting-II
2	Economics	Macroeconomics- Concept and Analysis - I	Macroeconomics- Concept and Analysis - II
3	Business Communication / Management	Fundamentals of Management	Managerial Communication
4	Company Law	Elements of Company Law- I	Elements of Company Law- II
5	Costing	Basics Of Cost Accounting - Spl-I	Basics of Cost Accounting Labour & Overheads Spl-III
6		Basics of Costing-Material - Spl – II	Methods of Costing - Spl - IV
5	Banking and Financial Systems	Financial System & Indian Banking (Paper-I)	Apex Financial Institutions (Paper-III)
6		Introduction to Financial Institutions in India (Paper-II)	Indian Financial Markets (Paper-IV)
5	Entrepreneurship	Growth of Entrepreneurship	Success Stories in Entrepreneurship
6		Managing Innovation and Entrepreneurship	Environment for Entrepreneurship
GROUP "B" - SPECIALIZATION IN MARKETING MANAGEMENT			
4	Business Communication	Communication for Marketing	Contemporary Management
5	Marketing Management	Fundamentals of Marketing Management	Brand Management
6		Customer Value Management	Marketing and Social Responsibility
NOTE: Environment Awareness Course is a Compulsory Graded Subject for Semester - 3.			



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University



Programme Structure

T.Y. B. COM. Academic year 2018-19

SUBJECT	SEMESTER - V	SEMESTER - VI
Accountancy	Advanced Accounting Paper 1	Advanced Accounting Paper 2
Economics	International Economics and Trade Relations	Contemporary Indian Economic Issues and Policies*
Business Taxation	Income Tax Paper 1	Indirect Taxes Paper 2
Mercantile Law	Foundation of Mercantile Law - I	Allied Concepts in Mercantile Law - II
Note: Subjects chosen in S.Y. B. Com. Will continue at T.Y. B. Com.		
Cost Accounting	Techniques of Costing – Spl. Paper V	Strategic Cost Management – Spl. Paper VII
	Application of Costing – Spl. Paper VI	Recent Trends in Costing – Spl. Paper VIII
Banking & Financial Systems	Legal and Regulatory Aspects of Banking - Spl. Paper V	Banking trends and practice – Spl. Paper VII*
	International Finance: Issues and Policy Perspective - Spl. Paper VI	International Financial System And Emerging Financial Markets – Spl. Paper VIII*
Entrepreneurship	Starting an Enterprise - Spl. Paper V	Dimensions of Entrepreneurship - Spl. Paper VII
	Managing Finance in Entrepreneurship - Spl. Paper VI	Strategic Management of Enterprise - Spl. Paper VIII
Marketing Management	Indian Marketing Environment - Spl. Paper V	Principles of Advertising - Spl. Paper VII
	Channel and Retail Marketing - Spl. Paper VI	Global Marketing Environment - Spl. Paper VIII

*Note: To be revised.



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University



Programme Structure

M. COM. – Part - I Academic year 2018-19

Semester	Subject Head	Title
Semester - I	Compulsory Subject -1	Management Accounting
	Compulsory Subject -2	Contemporary Strategic Management
	Spl. Subject Group (A)	
	Advanced Accounting and Taxation	Advanced Accounting -1
		Income Tax-1
	Spl. Subject Group (B)	
	Business Administration	Advanced Production and operation Management
		Financial Management-1
Semester - II	Compulsory Subject -1	Financial Analysis & Control
	Compulsory Subject -2	Business Research Methodology
	Spl. Subject Group (A)	
	Advanced Accounting and Taxation	Specialised Area in Accounting-I
		Advanced Studies in Business Tax Assessment and Planning-II
	Spl. Subject Group (B)	
	Business Administration	Advanced Marketing Management
		New Financial Policies & Practices



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University



Programme Structure

M. COM. – Part - II Academic year 2018-19

Semester	Subject	Title of the Paper
Semester - I	Compulsory Subject -1	Business Finance
	Compulsory Subject -2	Industrial Economics
		Spl. Subject Group (A)
	Advanced Accounting and Taxation	Advanced Auditing -2
		Specialized Auditing -2
		Spl. Subject Group (B)
	Business Administration	Human Resource Management
		Organizational Behaviour
Semester - II	Compulsory Subject -1	Capital Market and Financial Services
	Compulsory Subject -2	Global Economic Environment
		Spl. Subject Group (A)
	Advanced Accounting and Taxation	Recent Advance in Accounting, Taxation and Auditing
		Project Work in Accounting
		Spl. Subject Group (B)
	Business Administration	Recent Advance in Business Administration
		Project Work in Business Administration





SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University



Programme Structure

F.Y. B. A. Academic year 2018-19

SUBJECT	SEMESTER – 1	SEMESTER - 2
GROUP "A" (COMPULSORY)		
English	Individual and Society - 1 A	Individual and Society - 1 B
Economics	Introduction to Contemporary Issues in the Indian Economy	Introduction to Indian Banking
Psychology	Foundations of Psychology - 1	Foundations of Psychology - 2
Politics	Introduction to basic Concepts of Political Science	Indian Polity
Geography	Understanding Earth System - Part - 1	Understanding Earth System - Part - 2
Additional English	Beginning Literature	Indian Writing in English.
Group "B" (Select Any One)		
Hindi	Gadya Sansar (TEN STORIES) and GRAMMAR	Kavya Saurabh (DAS KAVITA) and GRAMMAR
French	French for Beginners - 1 *French Advanced – 1	OR French for Beginners - 2 *French Advanced - 2
		OR

NOTE:

1. Group "A" is Compulsory
2. Group "B" Choose Any One Subject
3. * French Advanced can be chosen only if the student has offered French in 12th Standard.
4. **Note:** Physical Education Course is a Compulsory Subject for Semester – 2.





SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University



Programme Structure

S.Y. B. A. Academic year 2018-19

SUBJECT	SEMESTER - 3	SEMESTER - 4
GROUP "A"(COMPULSORY)		
Compulsory English	Language through literature 2A	Language through literature 2B
GROUP "B" (# A student must choose 3 subjects of which one subject must be as per your Specialisation)		
Economics (General) #	Indian Banking System and Financial Markets	Development Economics
English (General) #	Literature in Translation	Popular Fiction
Psychology (General)#	Social Psychology - I	Social Psychology - II
	Health Psychology -1	Therapeutic Interventions - II
Political Science	Political Ideologies	Public Administration
Geography	Geography of Human Resources - Part -1	Geography of Human Resources - Part - 2
Hindi	Gadya Dhara	Kavya Dhara
GROUP "C"(Select any one subject for specilization)		
Economics	Microeconomics; Theory and Application - 1	Microeconomics; Theory and Application - 2
	Macroeconomics; Theory and Application - 1	Macroeconomics; Theory and Application - 2
English	Renaissance Literature	Neo-classical Literature
	Romantic Literature	Literary Criticism -1
Psychology	Development Psychology - I	Development Psychology - II

- **NOTE:** Environment Awareness Course is a Compulsory Graded Subject for Semester - 3.



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University



Programme Structure

T.Y. B. A. Academic year 2018-19

SUBJECT	SEMESTER - V	SEMESTER - VI
GROUP "A" (COMPULSORY)		
Compulsory English	Insight into Literature - 1	Insight into Literature - 2
GROUP "B" (Student must choose 3 subjects, 1 must be out of Specialization Subjects)		
Economics (General)	Social Sector: Issues and Policy Framework	Indian Economic Environment: Issues And Policy*
English (General)	Indian Literature in English	Dalit Literature in English Translation
Psychology (General)	Organizational Behaviour (OB)	Organizational Development (OD)
Political Science	Political Thinkers—Eastern and Western	International Relations and Politics
Geography	Contemporary Issues in Geography - 1	Contemporary Issues in Geography -2
Hindi	Sahityik Nibandha	Kavya Natak
GROUP "C" Note : Subjects chosen in S.Y. B. A. will continue at T.Y. B. A.		
Economics	International Trade and Global Economic Environment	Economic Thinker*
	Mathematics for Economics: Theory and Applications	Statistical Techniques for Economic Analysis*
English	English Literature of the Modern Period	Literary Criticism - 2
	An Introduction to Linguistics	The Study of Grammar
Psychology	Experimental Psychology & Psychological Testing	Research Methodology
	Experimental Psychology – Practical	Psychological testing (Practical – which will also include group testing project)

***Note:** To be revised.



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University



Programme Structure

M. A. (ECONOMICS) – Part - I Academic year 2018-19

SUBJECT	SEMESTER – 1	SEMESTER – 2
Core Courses		
Economics	Micro Economics: Theory and Applications	Advanced Micro Economics: Theory and Applications
	Macro-Economic Analysis - I	Macro-Economic Analysis - II
	India in the World context	Statistical Methods for Economics
	Mathematical Methods for Economics	Optional Courses (Select any one subject)
		Indian Banking Sector: Performance and Policy Environment
		Transport Economics

M. A. (ECONOMICS) – Part - II

SUBJECT	SEMESTER – 3	SEMESTER – 4
Core Courses		
Economics	International Economics and Trade Policy	Financial System
	Economic Growth and Development Theories	Public Finance
	Research Methodology	Dissertation
	Optional Courses (Select any one subject)	Optional Courses (Select any one subject)
	Econometrics and Computer Applications in Economics	Economics of Social Sector
	Agricultural Economics	Demography





SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University



Programme Structure

M. A. (ENGLISH) – Part - I Academic year 2018-19

SUBJECT	SEMESTER – 1	SEMESTER – 2
Core Courses		
English	Literature of the Renaissance	Literature of the Romantic Period
	Literature of the Neoclassical Period	Literature of the Victorian Period
	Indian Literature	Literary Criticism and Theory - I
	Introduction to Language Studies	Literature and Society

M. A. (ENGLISH) – Part - II

SUBJECT	SEMESTER – 3	SEMESTER – 4
Core Courses		
English	Twentieth Century Literature (1900-1945) - I	Twentieth Century Literature (1945-2000) - II
	Literary Theory and Criticism - II	American Literature
	Literature and Gender Studies	Contemporary World Literatures
Optional Courses (Select any one subject)		
English	Drama, Theatre and Performance Studies	Travel Literature
	Introduction to Film Studies	Writing for Academics, Editing and Publishing





SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University



Programme Structure

M. A. (Psychology) – Part - I Academic Year 2018 -19

SUBJECT	SEMESTER – 1	SEMESTER – 2
Compulsory Subject	Applied Cognitive Psychology	Statistics
	Research Methodology	Personality
	Applied Social Psychology	Psychological testing theory
	Experimental Psychology Practical	Psychological Testing Practical





Admission Policy



- **Donation and Capitation is not required to be paid for admission to any programme of Symbiosis College.**

New Admission

- All admissions will be based on Merit and as per the Reservation policy of Govt. of Maharashtra.
- 15% seats will be reserved for Foreign Students (Foreign National, P.I.O., Children of workers in Gulf & S.E. Asia). These are over and above the sanctioned strength and will be done under Symbiosis Centre for International Education.
- 2 seats will be reserved for students from Jammu and Kashmir State for each course.
- 1 seat in Arts stream and 2 seats in Commerce stream are reserved for each of the eight North-East Indian States.
- **Reservation for various categories in Maharashtra:**

Category	Percentage
SC	13%
ST	7%
VJNT	3%
NT-B	2.5%
NT-C	3.5%
NT-D	2%
OBC	19%
SBC	2%



Admission Process (First Year) - 2018-19

1. Admission process will start only after the XIIth std. results of H.S.C. Maharashtra Board examinations are declared (i.e. by June 1st week).
2. Student has to register by filling Pre-Merit application form online. The form will be available on our website.
3. While filling the Pre-Merit application form, student has to enter total marks of all subjects (Aggregate percentage) and required information. We do not consider percentages based on best of 4 or best of 5 subjects.
4. Pay the Pre - Merit fees through online payment mode only.
5. Send Pre - Merit form along with print copy of fee receipt to the college office by post or in person.
6. Then the student has to check the schedule on our website for Merit List.
- 7. If the student's name appears in the Merit List:**
 - a. Student has to come personally to the College in Pune for admission within the prescribed working days from the date of declaration of particular Merit List.
 - b. Student should provide at the time of admission all original documents for verification along with two attested photocopies.
 - c. After the verification procedure is over, the student has to fill the on-line admission form.
 - d. Then the student has to pay the annual fees through online payment mode only within the next 2 days.
11. If the fees are not paid within the given time, the admission may be cancelled.
12. The student finally has to submit the admission form, print copy of payment of admission fees and related documents to the office immediately.
13. The student must be present in person at the time of admission. Without the student, no parent or guardian will be entertained for admission process.
14. No student will be entertained after the given time for admission is expired.
15. We are happy to announce that from academic year 2018-19 the admissions of International Students and NRI Students will be happened at our college level only. For the same, Students should visit our college website-www.symbiosiscollege.edu.in. All such students need not contact to International Students Cell, Savitribai Phule Pune University for the admission purpose.



Admission Process (First Year) - 2018-19

PROCEDURE FOR CANCELLATION OF ADMISSION Academic Year – 2018-19

1. In case the student wants to cancel his or her admission, he / she is required to take the admission cancellation form from the Students' Help desk, take Principal/ Registrar's signature, then get No Dues remarks from library and College Account Section and submit the form to the Registrar. The Student has to attach the original student copy of the fees Challan to it. The student has to mention reason for cancellation in the application.
 2. The original documents submitted to the college at the time of admission are given to the student on the same day of cancellation of admission.
 3. The refund of fees is as per rules of refund of Savitribai Phule Pune University, Pune and it takes approximately 15 days. The fee is refunded by cheque only in the name of student. In case the refund is required in the name of parent, the student should clearly mention about the same in the application for cancellation of admission.
 4. If admission is cancelled before commencement of programme, Rs. 520/- will be charged as cancellation charges.
- 5. Rules of refund of fees for cancellation of admission for the year 2018-19**

Days of cancellation after Commencement of course	Amount will be deducted
01 - 10 days	20% of the total fees
11 - 20 days	40% of the total fees
After 30 days	100% of the total fees





Fees Structure 2018-19

Fees for the 2018-19

PARTICULARS	FYBA	FYBCOM ACCA	SYBA	SYBCOM	TYBA	TYBCOM	M.COM-I	M.COM-II	M.A.-I	M.A.-II
COLLEGE FEES										
CATEGORY	13650	13650	11400	11400	11400	11400	14430	12930	14430	12930
MAHA.STATE	15450	15450	13200	13200	13200	13200	20630	19130	20630	19130
OTHER STATE	16450	16450	14200	14200	14200	14200	27830	26330	27830	26330
SAARC COUNTRY	16550	16550	14300	14300	14300	14300	34130	32630	34130	32630
OTHER COUNTRY	18150	18150	15900	15900	15900	15900	48130	46630	48130	46630
MEDICAL INSURANCE										
CATEGORY	3934	3934	3934	3934	3934	3934	3934	3934	3934	3934
MAHA.STATE	5463	5463	5463	5463	5463	5463	5463	5463	5463	5463
OTHER STATE	5463	5463	5463	5463	5463	5463	5463	5463	5463	5463
SAARC COUNTRY	5463	5463	5463	5463	5463	5463	5463	5463	5463	5463
OTHER COUNTRY	5463	5463	5463	5463	5463	5463	5463	5463	5463	5463
TOTAL FEES										
CATEGORY	17584	17584	15334	15334	15334	15334	18364	16864	18364	16864
MAHA.STATE	20913	20913	18663	18663	18663	18663	26093	24593	26093	24593
OTHER STATE	21913	21913	19663	19663	19663	19663	33293	31793	33293	31793
SAARC COUNTRY	22013	22013	19763	19763	19763	19763	39593	38093	39593	38093
OTHER COUNTRY	23613	23613	21363	21363	21363	21363	53593	52093	53593	52093

In addition to above fees, Students have to pay the following fees:

1. For the subject of Psychology Special for S.Y. & T.Y.B.A. additional fees of RS.10, 000/- per year.
2. For the subject of Business Computing (ONLY FOR F.Y.B.COM-Regular) Div-"A" additional fee of Rs. 5000/- . (This subject is not applicable for B. Com with ACCA).
3. For the subject of French (Adv. or Beg.) only for F.Y.B.A. additional fee of Rs.1500/- .
4. Fees for Honours Rs.20, 000/- per student per year.



Examination Pattern

EXAMINATION PATTERN FOR UNDER GRADUATE AND POST GRADUATE DEGREE PROGRAMMES

General Rules

- There shall be a Semester pattern of examination.
- Degree course of B.A. and B.Com. of three years shall be divided into 6 Semesters.
- The College follows a Semester pattern of examination. Degree courses of M.A. and M.Com. each with a duration of two years are divided into 4 semesters.
- The medium of answering the examination shall be English only.

About Evaluation

- There shall be continuous assessment and evaluation of the students during each semester.
- There shall be total of 100 marks evaluation per paper during each semester.
- Out of the total of 100 marks, internal evaluation would be of 40 marks and external (Semester end) evaluation would be of 60 marks. (40 + 60 pattern).
- Internal 40 marks would comprise of -
 - a) 20 marks for Assignments,
 - b) 20 marks for Mid-Semester examination.
- A student will have to score a minimum of 24 marks out of 60 in external examination AND a total 40 marks out of 100 in order to pass in each subject.
- No separate passing is required in internal examination out of 40 marks.
- If a student scores less than 24 marks out of 60 in his external (Semester-end) examination, then on his mark sheet it will be reflected as 'F' for failed in the External marks column and Total marks column, even if his total marks (Internal + External) are more than 40 out of 100.
- External 60 marks and Internal 40 marks Mid Semester and Semester-end examination would be conducted in each Semester.
- From the academic year 2017-18 students who pass in all subjects will get Semester Grade Point Average (SGPA) at the end of each semester. Students will get Cumulative Grade Point Average (CGPA) at the end of 6th Semester for B. A /B. Com and at the end of the 4th Semester for M.A. /M. Com
- For the rules and regulations of Grade Improvement Scheme, please enquire with Examination Department.

Examination Rules for the “B.A/B.Com Degree with Honours Programme:

- The total credits will be 148 credits i.e. 125 credits for Regular B.Com/B.A. and 23 credits for additional components of Degree with Honours Programme (1 Credit = 15 Hours).
- Students securing an aggregate 'B+' grade in the total Academic components (Regular + Honours Programme) at the end of 3 years will qualify for the Degree with Honours.



Examination Pattern

- A student would have to complete three core papers in subject of specialization with four credits each. A student would also have to complete an inter-disciplinary paper with three credits and research methodology with two credits and Life Skills with 3 credits for the completion of the course along with S.Y. & T.Y. regular papers. A student has to complete Project for 2 credits consisting of 100 marks in semester VI.
- A student who qualifies for the Degree with Honours Programme will get the mark sheet reflecting a record of marks, in all the additional papers, and the subject of specialization.

Grading System

- The grade system of awarding of grade will be as follows:

Sr. No.	Letter Grade	Points	Marks
1	O	10	80-100
2	A+	9	70-79.99
3	A	8	60-69.99
4	B+	7	55-59.99
5	B	6	50-54.99
6	C	5	45-49.99
7	P	4	40-44.99
8	F	0	0-39.99
9	AB	0	0

About ATKT and Backlog

- A student shall be allowed to keep terms (ATKT) for the Second year, if he has a backlog of up-to a maximum of four subjects of the First Year examination, which consists of Semester I and II together.
- A student shall be allowed to keep term (ATKT) for the Third Year, if he has no backlog of the First Year.
- All Semester-end examinations are proposed to be conducted every 6 months, allowing a failed student to clear his backlog.
- For any backlog examination, extra fees shall be charged per subject/course.
- However, for M. Com/ M.A. students, ATKT is allowed for all subjects. If a student does not clear all the papers in semester I, he can appear for semester I backlog along with regular semester II papers and so on.



Examination Pattern

Revaluation:

The following Revaluation system will be followed from the academic year 2018-19:

- Students who wish to apply for revaluation have to apply for a photocopy of their answer paper on payment of necessary fees.
- Students have to apply for revaluation, based on the photocopy of their answer paper.
- Students may apply for a maximum of 3 papers for revaluation on payment of revaluation fees per paper.

Discipline Rules

- No student is allowed to use any copy material during the examinations or indulge in any forgery, impersonation or any other unfair practices during any of the examinations or submission of assignments, failing which the student will be liable for strict disciplinary action taken by the College Authority.
- Use of mobile phones, Smart watches or any other electronic gadget by a student in the examination hall is strictly prohibited, failing which the student shall be liable for a strict disciplinary action.
- The College Authority reserves the right to take any fair, just and appropriate decision required in any situation and the decision taken by the College Authority shall be final and binding on the students.
- The College Authority also reserves the right to take any appropriate disciplinary action in any other situation not set out in these rules and the decision of the College Authority shall be final and binding on each student.
- Examination form filling, payment of examination fees and completing all the necessary formalities is mandatory, without which no permission will be granted to appear for examination.





Credit System

Bachelor of Arts/ Commerce

Semester	Regular	Credits	Total	Special	Credits	Total	Total
1	7	3	21	0	0	0	21
2	7	3	21	0	0	0	21
3	4	3	12	2	4	8	20
4	4	3	12	2	4	8	20
5	4	3	12	2	4	8	20
6	4	3	12	2	4	8	20
Total CGPA							122
#NON-CGPA (ADDITIONAL CREDITS)							
3	1	3*	3	-	-	-	3
1 to 5		7#	7	-	-	-	7
Total NON-CGPA							10
Grand Total							132

***Note:** Environmental Awareness Course is a Compulsory Subject for Semester – 3.

Credits for Value Addition

- The students will enroll for earning these credits at the beginning of each Academic Year i.e. by end of July for the following curricular/co-curricular/extra-curricular options for seven credits during the period of three years.
- At the beginning of every academic year the student will have to register for the said credits.
- If the student fails to earn minimum seven credits during the period of graduation, he/she will not be entitled for the award of respective degree.
- The students should earn minimum 7 credits during one to five semesters.

The list of the areas where students can earn Value Addition Credits

- Certificate and Diploma courses conducted by
 - Symbiosis Centre for Liberal Arts
 - Symbiosis Centre for Skill Development
 - Course from any Institute Recognized by Government and Approved by College – after the college time only.
- MOOC' or 'SWAYAM' Certificate Courses (in concurrence with the subject Teacher).
- Sports (Zonal, National and International).
- National Service Scheme (NSS).
- National Cadet Corps (NCC).
- Cultural – (Dance, Drama, Music, Fine Arts - Performance and Participation) Formal Education / Training.
- Summer School or Winter School.
- Extension/Outreach Programme. (Participation in various Social Initiatives of Government or NGO)
- Completion of any Professional Courses like CA/CS/CWA etc.

The students should register for the value addition credits at the beginning of the year selecting the options given above.

Master of Commerce

Semester	Regular Subjects	Credits	Total	Special Subjects	Credits	Total	Total Credits
1	2	4	08	2	4	08	16
2	2	4	08	3	4	08	16
3	2	4	08	2	4	08	16
4	2	4	08	2	4	08	16
Grand Total							64

Master of Arts (Economics, English and Psychology)

Semester	Regular Subjects	Credits	Total	Optional Subjects	Credits	Total	Total Credits
1	4	4	16	-	-	0	16
2	3	4	12	1	4	4	16
3	3	4	12	1	4	4	16
4	3	4	12	1	4	4	16
Grand Total							64

Degree with Honours Programme – S.Y/ T.Y B. Com / B. A.

Class	Semester	Papers/Course	Credits
S.Y. B. A./B. Com	3	Core Paper – I	4
	4	Core Paper – II	4
		Interdisciplinary Paper - I	3
T.Y. B. A./B. Com	5	Course for Life Skill	3
		Research Methodology	3
	6	Core Paper – III	4
		Project	2
Total			23

Degree with Honours Programme S.Y. /T. Y B.A. (Psychology Specialisation)

Class	Semester	Papers/Course	Credits
S.Y. B. A. (Psychology)	3	Core Paper - I (Psychological Testing)	4
	4	Core Paper - II (Abnormal Psychology)	4
		Interdisciplinary Paper - I	3
T.Y. B. A. (Psychology)	5	Course for Life Skill	3
		Consumer Psychology	3
	6	Core Paper – III (Positive Psychology and Counseling Process)	4
		Project/Internship	2
Total			23



Grant of Additional Marks for NSS / NCC / Sports Students

1. Notwithstanding anything contained in any other Ordinance, additional maximum 15 marks may be granted to candidate appearing for Semester 2, 4 and 6 examination and any degree, diploma or certificate, as an incentive, for his participation in any one or more of the following activities.
 - a) National Cadet Corps
 - b) National Service Scheme
 - c) International / National / Inter-University, Sports tournaments/debating /elocution / dramatics & such other competitions subject to approval by the Academic Council of Symbiosis College from time to time
 - d) National Physical efficiency drive
 - e) Adult Education Programme of Savitribai Phule Pune University.
2. The additional marks shall be added
 - a) To any heads of passing or to any subject/s, as case may be, in the examination if the student has failed in such head/s of passing/ subject/s & if such additional marks enable the student to get necessary passing marks **OR**;
 - b) To any subject if such additional marks enable the student to get benefits of exemption. Such additional marks only as are required for examination shall be given. If after the grant of additional marks under clauses (a) and (b) above, if there is any balance of marks, it shall be added to the total number of marks of the examination. **OR**
 - c) To the total number of marks, secured by the candidate in the examination. Provided that the additional marks shall not be taken into consideration for the purpose of award of any prize, scholarship, and merit list or for such other similar purposes.
3. The additional marks will be granted to the candidate only for that examination during the course of which the candidate has participated in the activities mentioned in Clause No.1.

Note: The candidate shall be eligible to get maximum five additional marks only once, for any of the activities mentioned above, if performed by him in any year, and only for an examination of one course.
4. The additional marks shall be granted to the student subject to the conditions mentioned Here under:
 - a) **NCC:** Candidate enrolled in NCC must have passed 'B' and/or 'C' certificate examination.
[And or candidate enrolled in NCC must have attended 75% parades out of total No. of parades and one camp prescribed for NCC.]
 - b) **NSS:** Candidate enrolled in NSS must have completed 120 house of effective work and attended the necessary number of camps, as required under NSS Programme.
 - c) **National Physical Efficiency/Drive:** Candidate enrolled in National Physical Efficiency Drive must have acquired three stars under the programme. (d) Inter University Tournaments/Competition: Candidate must have participated in the Inter University Tournaments/Competition as a Representative of this University.

d) National International Tournaments/Competition: Candidate must have participated as a Representative of State of Maharashtra/India.

e) Adult Education Programme, SPPU: A candidate must have completed at least 200 clock hours work to the satisfaction of the project in-charge and secured necessary certificate of the course.

4. A student shall submit an application before the date of commencement of his examination along with fee of Rs.20/- for the grant of additional marks along with necessary original certificate or copies thereof countersigned by the Principal of the College / Head of the Recognized Institution. No application received after commencement of examination shall be entertained by the College.

If any difficulty arises in giving effect to provisions of this ordinance, the Principal may in consultation with the Head of the concerned department or Chairperson of the concerned activity give his decision in such a particular case. The decision of the Principal shall be final and binding in such matters.





Degree with Honours Programme

The Symbiosis College of Arts and Commerce is offering a Degree with Honours Programme for the B.A./B.Com students in order to strengthen the Undergraduate Programme from the Academic Year 2014 - 2015.

This programme aims at creating a unique educational paradigm which blends intense subject domain and knowledge along with practical skills required for enhancing employability of students.

The student can opt for the Degree with Honours Programme along with the Regular degree programme. This Programme will have additional academic inputs as well as additional credits. There will be prescribed norms for entry to this programme and also norms for qualifying for the 'Degree with Honours.' The Programme will be for a duration of two years and will be offered from the Second Year of the B.A and B.Com Course. The Degree with Honours Programme will be offered in all the subjects of specialization in the Commerce as well as Arts Streams as given below:

I) Subjects of Specialisation:

- **Faculty of Commerce**

1. Banking
2. Business Entrepreneurship
3. Costing
4. Marketing

- **Faculty of Arts**

1. Economics
2. English
3. Psychology

II) Duration of the Programme

The programme will be offered over a period of two years from semester III in S.Y.B.A./B. Com

III) The Degree with Honours Programme in the respective specializations will be offered subject to a minimum enrollment of students.

IV Entry Level Eligibility

- **For B.Com Students:**

- ❖ Aggregate 65% marks at First Year B. Com

- **For B.A. Students:**

- ❖ Aggregate 60% marks at First Year B. A

Note: Students with Backlog (due to any reason) will not be admitted to the Degree with Honours Programme.

V) Credits and Qualifying Grades:

1. The total credits for the Degree with Honours Programme will be 148 credits:

- ❖ 125 credits (Regular B.Com/B.A.)
- ❖ 23 credits for Additional Components of Degree with Honours programme.

2. For B.A/ B. Com Students

- ❖ Students securing an aggregate 'B+' grade in the total Academic component (Regular + Honours Programme) at the end of 3 years will qualify for the Degree with Honours
3. Students who have opted for the Honours but are not able to obtain the qualifying marks / grade as stated above, will get the regular B.A. / B.Com degree and a separate Certificate for completion of the additional papers that have been part of the Degree with Honours Programme.
4. Students who have opted for Degree with Honours Program will get the Honours Degree Program only after successful completion of 148 credits (125 regular degree credits + 23 Honours Degree Credits). In case if a student fails or remains absent in any paper of Degree with Honours program, then he/she will have to appear for subsequent examinations to clear the backlog paper of Honours and get Honours Degree. However, in such a case the student will have a choice of not opting for Honours Degree and accepting regular B.A./B.COM degree (provided he/she has successfully completed 125 credits of regular course) and relinquishes the right to receive the Honours Degree.

VI) Mark sheet / Degree / Certificates:

1. The student who has acquired the qualifying marks and grades will get the Degree with Honours which will also mention the Subject of Specialization. e.g. B.A Honours in Economics.
2. The student, who qualifies for the Degree with Honours Programme will get a composite mark sheet reflecting a record of all the additional papers, marks and grades obtained in the Degree with Honours Programme along with the regular subjects.

VII) Structure of the Degree with Honours Programme'

Degree with Honours Programme for S.Y./T. Y B. A. / B. Com

Class	Semester	Papers / Course	Credits
S.Y. B. A. / B. Com	3	Core Paper – I	4
	4	Core Paper – II	4
		Interdisciplinary Paper - I	3
T.Y. B. A. / B. Com	5	Paper on Life Skills	3
		Research Methodology	3
	6	Core Paper – III	4
		Project	2
Total			23

Degree with Honours Programme for S.Y. B. A. and T.Y.B.A (Psychology Specialisation)

Class	Semester	Papers/Course	Credits
S.Y. B. A. (Psychology)	3	Core Paper - I (Psychological Testing)	4
	4	Core Paper - II (Abnormal Psychology)	4
		Interdisciplinary Paper - I	3
T.Y. B. A. (Psychology)	5	Course for Life Skill	3
		Consumer Psychology	3
	6	Core Paper – III (Positive Psychology and Counseling Process)	4
		Project/Internship	2
Total			23

Symbiosis College of Arts and Commerce is happy to introduce Choice Based Credit System for Degree with Honours Programme. Students have a choice to select 1 subject from interdisciplinary subjects and life skills subjects. The list of interdisciplinary subjects and life skills subjects is given below;

A. Interdisciplinary

1. Markets and Capital
2. Living Past
3. Indian and Global Corporate Sector
4. Appreciating Theatre
5. Philosophy of Entertainment
6. Scientist and Inventions
7. Dissolve the Boundaries
8. Basic Logic
9. Cyber Law
10. Science and Sustainable Development
11. Comparative Mythology
12. Religion Indica
13. Intellectual Property Rights



B. Life Skills

1. Unlock your Mind
2. Legal Awareness
3. Soft Skills and Personality Development
4. Team Building and Leadership
5. Value Education
6. Creative Writing
7. Public Speaking
8. Problem Solving and Decision Making Skills
9. Non-verbal Communication
10. Health and Wellness Management
11. Breaking the Glass Ceiling
12. Inspired Living

VI) Rules for Life Skills and Interdisciplinary:

1. Attendance is compulsory. You can miss only two classes.
2. Marking scheme: 40 marks – Internal Assignments
60 marks – Main Exam (Written)
3. No change of subject after registration
4. Classes happen twice a week (Between Monday to Thursday) Extra classes can happen on a Sunday also
5. Timings will be: 2pm to 4pm or 4pm to 6pm
Subjects will fall in any of these slots
6. Public Speaking class happens on Sundays for 4 hours.

VII) Fee Structure:

Total fees: (INR) 40,000/- for S.Y. and T.Y.





B. COM IN ACCOUNTING AND FINANCE (INTEGRATED WITH ACCA)

ACCA (the Association of Chartered Certified Accountants) is a global body for professional accountants. They aim to offer business relevant, qualification to people around the world seeking a rewarding career in accountancy, finance and management. They support members and students from over 170 countries. ACCA has statutory recognition in U.K., Ireland and European Union and many other countries. ACCA members can practice as public accountants in over 70 countries. ACCA trained personnel have a deep knowledge and understanding of IFRS which is increasingly relevant in India, as India moves forward from local IAS to IFRS. Please visit the following website for additional information on ACCA and its professional certification Program **www.accaglobal.com**

We are very proud to mention that ACCA signed a Memorandum of Understanding (MOU) with Symbiosis College of Arts and Commerce in August 2013 and since then Symbiosis has had the privilege of being a University partner of ACCA. More than 250 students have enrolled with us till date and two of our students have also achieved first rank in India for the F7 (Financial Reporting) and F9 (Financial Management) papers, thereby achieving a world rank too.

Integration of ACCA with BCOM

As a natural progression, the College will be integrating the ACCA Program with the regular B. Com Program, from the academic year 2018-19 as B.COM with specialisation in ACCOUNTING AND FINANCE. This Integrated Program will lead to a degree of B.COM with specialisation in ACCOUNTING AND FINANCE.

This specialisation is an additional specialisation offered by the college and this is the only specialisation, which commences from the first year unlike the other specialisations like Costing, Banking, Marketing and Entrepreneurship, which begin from the second year.

Meaning of Integration of ACCA with B. Com:

ACCA Certification consists of 13 papers. All these 13 papers have been included in the B.Com syllabus over 3 years and they will have to be pursued in the given order

Out of these 13 papers, students get exemption for first 6 papers i.e. ACCA will accept evaluation made and grades given by the College for ACCA qualification. This means students will not be appearing for ACCA examination conducted by ACCA for these papers.

Remaining 7 papers are integrated in 2nd and 3rd year of B.Com. The student will have to appear for 2 exams for these papers viz. College examination for B.Com Degree and ACCA examinations for ACCA qualification.

College examinations are conducted twice a year i.e. in October and in April. However, ACCA conducts its examination 4 times a year i.e. one attempt per quarter. For further details and clarification, please contact the ACCA desk in the College.

1. Mid semester 40 marks Computer based exam and
2. Semester end 60 marks Computer based exam.
3. The Computer based exam Exams mentioned in point 1 and 2 above would be drawn up on the lines of the ACCA exams.

4. The college will conduct the remaining 7 papers and the student will be required to appear for the relevant exams. Simultaneously he/she would also be required to appear for the ACCA exams in order to earn his ACCA Certification. For this exam, fees will have to be paid by him/her to ACCA additionally.

Following are the benefits to students by opting for this Programme:

1. Degree in B. Com with specialisation in Accounting and Finance
2. Exemption of 6 papers towards acquiring Professional Certification of ACCA
3. A 20 £ registration fee of ACCA which is a discounted registration fee will be applicable
4. Waiver of annual subscription fee for the first year
5. Waiver of exemption fees for the first 6 papers
6. Electronic copy of ACCA learning material

Admission procedure for Students:

1. An Indian student will qualify for the ACCA integration Programme only after fulfilling the merit criteria for the regular B. Com Program. This process will commence only after the declaration of 12th Standard results. All details of the admission process will be displayed on the College Website.
2. NRI and Foreign students need to get their documents scanned and apply to the International Office of Symbiosis Centre for International Education (SCIE) after the 12th standard results.

Once a student in his first year opts for B. Com with SPECIALISATION IN ACCOUNTING AND FINANCE (Integrated Program) he/she will not be allowed to change/ opt out of the specialisation. This means he/she will have to complete all three years of his graduation with SPECIALISATION IN ACCOUNTING AND FINANCE





Symbiosis Centre for Liberal Arts

Symbiosis Centre for Liberal Arts: Think, Evolve and Express

Symbiosis Centre for Liberal Arts was established in July 2006 as an initiative of the Symbiosis College of Arts and Commerce. A Liberal Arts education involves a focus study in the Liberal Arts disciplines (Humanities, Social Sciences, Language and Literature and Performing Arts) with the aim of developing the ability to question and think critically. The entire Liberal Arts program rests on the foundation of healthy debate and hampered discussion and free enquiry. Teaching students what to think is comparatively easy. Helping them to learn how to think is quite another matter. It is an opportunity to learn and reflect in an environment free from most of the limitations of rigid academic structures.

Essence of SCLA Courses

The approach to teaching and learning at the Liberal Arts Centre aims to develop the students from all angles. It is a wholesome program which takes care of intellect, emotions and ethics. The thirst for knowledge and understanding of the student is enhanced in classroom sessions through various methods.

The learning methodology includes interactive seminars, outdoor sessions, group discussions, team learning through projects and assignments, art, music self-learning through library reference and internships, audio-visual, guest lectures and workshops.

The Centre offers a Diploma and a Certificate program. Students have a wide choice of courses to choose from. This course can be done along with graduation. To be eligible for a diploma or a certificate course, a student is required to pass minimum 12th Std. There is no age bar.

A diploma is awarded after the successful completion of six courses. Of these six courses, the student must choose at least one from each

stream in order to qualify for the diploma. This is to ensure that students get a 360° holistic perspective.

A diploma course has 18 credits.

A certificate course is awarded after the successful completion of any one course or more. This is ideal for the students who do not have the time to enrol for the entire diploma or are interested in only selected courses.

A certificate course has 03 credits.

• List of the Courses under SCLA

HUMANITIES AND SOCIAL SCIENCES

- ❖ HS01: 20th Century: Bloodiest Century in Human History (History)
- ❖ HS02: Advertising & Contemporary Culture (Media/Culture Studies)
- ❖ HS03: Introduction to Philosophy (All Philosophies)
- ❖ HS04: Comparative Mythology (Mythology)
- ❖ HS05: Sports Psychology
- ❖ HS06: Hypnotherapy and Other Parapsychological Therapeutic Modalities
- ❖ HS07: Cyber Law (Law)
- ❖ HS08: Design thinking for Innovation
- ❖ HS09: Mentioning Unmentionables (Psychology)
- ❖ HS10: The Living Past: Comprehending India (History)
- ❖ HS11: Unlock Your Mind: Intelligent Reading & Critical Thinking
- ❖ HS12: Ethnography
- ❖ HS13: Legal Awareness
- ❖ HS14: Philosophy of Entertainment
- ❖ HS15: Verily Food is Life: The Story of India through its Food
- ❖ HS16: Starting a Startup

- ❖ HS17: Film Studies
- ❖ HS18: Logic
- ❖ HS19: Indian and Global Corporate Sector
- ❖ HS20: Unearthing Peer Therapy
- ❖ HS21: Problem Solving and Decision Making Skills
- ❖ HS22: Introduction to Behavioural, Identity and Gender Economics
- ❖ HS23: Contemporary World Politics
- ❖ HS24: Bollywood Music/ India
- ❖ HS25: Folklore Studies
- ❖ HS26: Intellectual Property Rights
- ❖ HS27: Religion Indica: Indian Religions and Perspective
- ❖ HS28: Self- Discovering the World within
- ❖ HS29: Contemporary Economic Issues
- ❖ HS30: Human Rights Law: The Tussle between Practice and Theory
- ❖ HS31: Archaeology: Decoding the Past
- ❖ HS32: Inspired Living
- ❖ HS33: Social innovation and Enterprise
- ❖ HS34: The Romance of the Indian Train
- ❖ HS35: Learning to Unlearn

LITERATURE AND LANGUAGE

- ❖ LL01: Advanced Creative Writing (Creative Writing)
- ❖ LL02: Cutting Edge Communication (Communication Studies)
- ❖ LL03: Literature and Gender
- ❖ LL04: Theatre Appreciation
- ❖ LL05: Public Speaking
- ❖ LL06. Literary Lust (Literature and Censorship)
- ❖ LL07. Dissolve the Boundaries
- ❖ LL08. The World of Shakespeare
- ❖ LL09. French (Beginners)
- ❖ LL10. Basic Hindi

- ❖ LL11. The Supernatural in Literature
- ❖ LL12. German (Beginners)
- ❖ LL13. LGBT
- ❖ LL14. Sanskrit
- ❖ LL15. Slam Poetry

SCIENCES

- ❖ SC01: Science and Sustainable Development
- ❖ SC02: Scientists and Inventions (Science/History)
- ❖ SC03: Society and Science (Science/Critical Thinking)
- ❖ SC04: Environmental Outdoor Studies
- ❖ SC05: Decoding the Genetically Modified
- ❖ SC06: In/Tolerance-A Biological Spin on a Sociological issue
- ❖ SC07: Bio-cultural Diversity and Sustainability
- ❖ SC08: Health and Wellness Management
- ❖ SC09: Wildlife Biology
- ❖ SC10: Birds, Butterflies and Flowers
- ❖ SC11: Utter Nonscience (Science)

PERFORMING ARTS

- ❖ PA01: Dance (Contemporary, Salsa)
- ❖ PA02: Drumming (West African Drumming Module)
- ❖ PA03: Music and Poetry
- ❖ PA04: Photography
- ❖ PA05: Strings and Music (Guitar)
- ❖ PA06: The Paint Basket (Basic Painting)

INTERDISCIPLINARY COURSES

1. Markets and Capital
2. Living Past
3. Indian and Global Corporate Sector
4. Appreciating Theatre
5. Philosophy of Entertainment
6. Scientist and Invention
7. Dissolve the Boundaries
8. Basic Logic
9. Cyber Law
10. Science and Sustainable Development
11. Comparative mythology
12. Religion Indica
13. Intellectual Property Rights

LIFE SKILLS COURSES

1. Unlock your mind
2. Legal Awareness
3. Soft Skills and Personality Development
4. Team Building and Leadership
5. Value Education
6. Creative Writing
7. Public Speaking
8. Problem Solving and Decision making Skills
9. Non-verbal Communication
10. Health and Wellness Management
11. Breaking the Glass Ceiling (Mastering your Life)
12. Inspired Living





International Initiatives 2017-18

International initiatives have been encouraged at the Symbiosis College of Arts & Commerce since the summer of 2007, when two of its senior faculty went to study the Liberal Arts format in a number of US Universities.

It has been our belief that International Initiatives will give exposure to our faculty and students to look at education from a global perspective. It will expose them to international educational practices, methodology and pedagogy along with knowledge of varied courses. It will help international students and faculty to bring their own global experiences, to Symbiosis while enjoying the many benefits that Symbiosis Education has to offer. This has become easier since the college went in for autonomy from the academic year 2012 onwards. Autonomy gives us greater freedom in terms of designing curriculum from a global perspective, offering courses that appeal to foreign students, arrange for faculty and student exchange programs as also granting of credits.



The activities related to international initiatives for the academic year 2017-18 are as follows

- **Foreign universities visiting our campus for talks on collaboration included**
 - ❖ Indiana University of Pennsylvania USA
 - ❖ Woolagong University Australia
 - ❖ West Chester University USA
 - ❖ Kedge Business School France.
- **Memorandum Of Understandings were signed with**
 - ❖ Kedge Business School France
 - ❖ Association of Chartered Certified Accountants UK
 - ❖ University of Hildesheim Germany
- **Memorandum Of Understanding in progress**
 - ❖ Indiana University of Pennsylvania USA
 - ❖ Westchester University USA
 - ❖ Kutztown University, USA
- **Faculty Exchange Programme under Erasmus Plus**
 - ❖ Principal Dr. Hrishikesh Soman, Vice-principal Dr. Sunayini Parchure, Dr. Hilda David and Dr. Tessy Thadathil visited Hildesheim University as part of the faculty exchange programme under Erasmus Plus.
 - ❖ Three professors from Hildesheim university Dr. Francis Jarman, Dr. Joachim Griesbaum and Prof. Revert Klattenberg visiting our campus and conducted sessions on topics related to intercultural studies, e learning classroom communication dynamics
- **Student Exchange programme under Erasmus Plus**
 - ❖ Ms Natasha Nainani, Ms. Akanksha Sharma and Ms. Damini Kulkarni spent five months at Hildesheim University Germany on a semester exchange program under Erasmus Plus
 - ❖ Mr. Noe from France spent a year at Symbiosis as an exchange student under AFS Exchange program
- **Ice breaking session**
 - ❖ An ice breaking program was held for the foreign students enrolled in our college to get them to know each other



SYMBIOSIS SKILL DEVELOPMENT CENTER

The Symbiosis Centre for Skill Development aims to skill the young minds, both in domain specific skills and soft skills. The interactive sessions organised by the Centre in collaboration with industry experts, soft skill and corporate trainers, entrepreneurs and senior academicians have been instrumental in transforming and training the young minds.

The Centre's vision is to create a 'Skill Eco System' that promotes a pro-active skilling environment in a multi-cultural atmosphere. The Centre for Skill Development through its application based pedagogy, industry exposure, lab sessions, live case studies and industrial visits addresses the skill and aspiration gaps of the young minds and attempts to train the stakeholders to carve a niche for themselves and get a cutting edge in the global competitive environment.

The Symbiosis Centre for Skill Development has planned an eventful year ahead with many new Certificate Courses being launched. To mention a few, the Centre plans to launch the following Certificate Courses:

1. Smart Investor Programme
2. NSE Academy's Certification in Financial Markets (NCFM)
3. Collaboration with MCCI for Certificate Course on International Trade Policy
4. Negotiation Skills
5. Microsoft Excel Level 1 & 2
6. Digital Marketing: Online Marketing Course
7. U Spark – Future Ready
8. Campus to Corporate – Make The First Leap a cakewalk
9. Project Management - The Corporate Way
10. Marketing Communication - Integration for Corporates
11. Consumer Behaviour Analysis - Dealing with the King of the Market
12. Talent Engagement - The evolved HR (Human Resource)
13. The Corporate Communication (Human Resource + Arts)
14. Public Relations - The Corporate Approach (Arts & Marketing)
15. Value Chain Analysis for Business Development
16. Professional Retail Banking Skills



College Office

❖ POINTS TO BE NOTED:

- Students must preserve the admission fees and other fee receipts.
- Remember your login ID and Password. It is required for admission and other activities throughout the year.
- Refer the College website “www.symbiosiscollege.edu.in” for updating the college- related information.
- Students must wear the I-Card whenever they are on the College campus.
- Student should strictly follow the office and cash timings – **10.30 a.m. to 1.00 p.m.**
- The office is closed on SECOND and FOURTH Saturday.
- **Cash transactions are closed on all Saturdays.**
- Students should refer the notifications displayed on the notice board and LCD Screen.
- Student should preserve copies of each document before submitting the originals with two photocopies to the office.
- The student should refer scholarship notices and the following websites from time to time for availing various Scholarships / Freeships.
- <https://mahaeschol.maharashtra.gov.in>
- www.maharashtra.gov.in
- www.jdhepune.org
- www.unipune.ac.in
- www.dirhe.org.in
- www.education.nic.in
- www.iccrindia.net
- www.momascholarship.gov.in
- **Fee Dues:**

The college offers fee concessions to the students of reserved categories of Maharashtra state at the time of admission. these students are required to fill the scholarship forms in time. in case they fail to do so, they have to pay fee dues before the March examination.



Certain Important Procedures for Students

Procedure to get Transference Certificate from College office

Application Forms for T.C. are available at the Students Help Desk on the ground Floor (at the entrance).

Attach a photocopy of mark-sheet of all the three years of Senior College

Obtain 'No Dues' stamp from the Library behind the prescribed T.C. Application form

Obtain 'No Dues' stamp from the Accounts Department behind the prescribed T.C. Application form and submit the filled form with TC Fees to the Cashier

T.C. will be issued after 10 days from the date of payment of T.C. fees and the student (in person) has to produce T.C. fees receipt & I-Card at the time of collection of T.C.



Procedure for Migration Certificate (if change in University)

Obtain the application for Migration certificate from the website of Savitribai Phule Pune University i.e. “www.unipune.ac.in”



Student applying for the Migration Certificate will have to pay double fees, required for Two (2) Copies of T.C.

Procedure to obtain Bonafide Certificate (for Indian Students)

Pay Rs.50/- at the Cash Counter after showing student I-Card to obtain a copy of Bonafide Certificate

Submit the Bonafide Certificate fee receipt to the office.

Bonafide Certificate will be issued next day

Procedure for Bonafide Certificate (for Foreign Students)

Collect prescribed form from Office

Fill the form properly with your details, get it verified

Pay Rs.50/- (for Each Bonafide Certificate) at the Cash Counter after showing student I-Card and submit the receipt

Bonafide Certificate will be issued next day

Procedure for Duplicate Fee Receipt

Apply with handwritten application to the Cash Counter

Pay the necessary fees to Cashier. Show the receipt in the College office.

Collect Duplicate Fee Receipt on the next day.



Library

SCAC Library has a good infrastructure and pleasant ambiance. Central library is at the ground floor, having 1250 sq. ft. of stack sq. ft. of reading room. E-library for relaxed reading (Awning) is connectivity. Our Library has a periodicals supplemented by year latest books and documents are added to the Library provides facility of



area and administrative blocks and 1250 section is at the basement and a section on 4 floor. The library has Wi-Fi diverse and rich collection of books and electronic resources. Every journals and electronic collection of the library. OPAC (Online Public Access Catalogue), which enables students, to browse through library collection online.

A bonafide student of Symbiosis College of Arts & Commerce can become a member of the Library. To become a member of the library, students must fill the form given to them at the time of the admission & submit it in the library. More information about the library can be found at <http://symbiosiscollege.edu.in/library/about-library/>

Library Collection: At a Glance

- | | |
|---|--------|
| • No. of Books (Reference & Texts) | 38,887 |
| • No. of Journals | 54 |
| • No. of Magazines | 28 |
| • No. of Newspapers | 20 |



Highlights

- **Open Access System**
- **Automated Operations**
- **e-library**
- **Electronic Resources:** CDs, VCDs, DVDs, Databases (CMIE, EBSCO, JSTOR, EPW, N-List), e-Journals, e-books
- **Special Collection:** Encyclopedias
- **Library Timings:** 9.00 a.m. to 5.30 p.m. (Monday to Saturday)
- **Reading Hall:** 8.00 a.m. to 7.00 p.m. (Monday to Saturday)



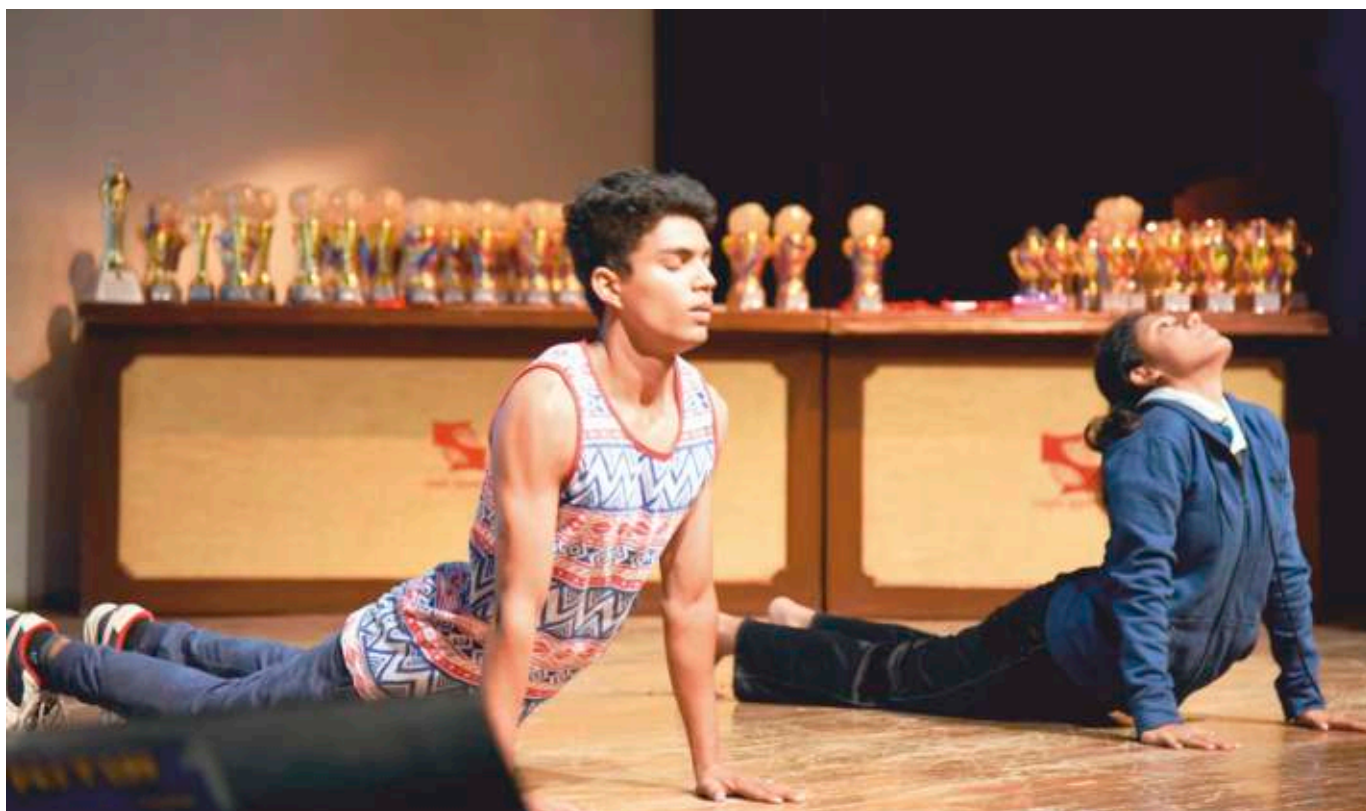


Sports

Symbiosis College of Arts and Commerce offers following indoor as well as outdoor games for the Students as per the Guidelines of Savitribai Phule Pune University.

- | | | |
|------------------|-------------------|---------------------------------|
| A. Hockey | J. Basketball | S. Wrestling |
| B. Cricket | K. Swimming | T. Fencing |
| C. Squash | L. Athletics | U. Softball |
| D. Badminton | M. Weight Lifting | V. Cycling |
| E. Chess | N. Judo | W. Archery |
| F. Table Tennis | O. Kabaddi | X. Mallakhamb and
Gymnastics |
| G. Best Physique | P. Rifle Shooting | Y. Softball |
| H. Football | Q. Boxing | Z. Handball |
| I. Volleyball | R. Kho-Kho | |

Facilities: Sports Equipment, Entry Fees, Track Suits, T- Shirts, Shorts, Hiring the ground for the major game, Coaching and Training.





Hostel Facility

VISHWABHAVAN LADIES HOSTEL - 2018-19

The VishwabHAVAN Ladies Hostel, located on the Symbiosis Society campus, is a home away from home facility for all girls who come to study at Symbiosis, Pune.

The hostel has a total of 50 Three Seater spacious, semi – furnished rooms spread on the 5th, 6th, 7th, 8th & 9th Floor of the VishwabHAVAN Ladies Hostel.

All students residing in the VishwabHAVAN Ladies Hostel would be able to avail of facilities including a common T.V. Hall, and Generator Back up. Use of Mess facilities and Health Club facilities are mandatory for all girls opting to live in the VishwabHAVAN Ladies Hostel

Each of the three-seater rooms has been equipped with a bed, a mattress, a pillow, a table, a chair, a cupboard and a soft board. These rooms are also provided with an attached bathroom containing a bucket. There is also an attached balcony to each room.

Given below is the fee structure for the Three-seater rooms of the VishwabHAVAN Ladies Hostel for academic year 2018-19:

Particulars	Amount in (Rs.)
Hostel Fees for Three-Seated Room	71,000/-
Mess - Breakfast / Lunch & Dinner (Veg /Egg/ Non-Veg.)	57,500/-
Hostel Deposit	15,000/-
Total Fees for Three-Seated Room	1,43,500/-

If admitted in the Hostel Demand Draft should be prepared in the name of **“Director, Symbiosis VishwabHAVAN”** payable at Pune & **“Symbiosis Mess”** payable at Pune for mess fees.

VISHWABHAVAN BOYS HOSTEL - 2018-19

The VishwabHAVAN Boys Hostel, located on the Symbiosis Society campus, is a home away from home facility for all boys who come to study at Symbiosis, Pune.

The hostel has a total of 34 spacious three-seated semi–furnished rooms & 4 spacious two-seated semi-furnished rooms.

All students residing in the VishwabHAVAN Boys Hostel would be able to avail of facilities including a common T.V. Hall, and Generator Back up. Use of Mess facilities and Health Club facilities are mandatory for all boys opting to live in the VishwabHAVAN Boys Hostel

Each of the three-seater rooms has been equipped with a bed, a mattress, a pillow, a table, a chair, a cupboard and a soft board. These rooms are also provided with an attached bathroom containing a bucket and two mugs.

Each of the two-seater rooms has also been equipped with a bed, a mattress, a pillow, a table, a chair, a cupboard and a soft board. These rooms are also provided with an attached bathroom containing a bucket and two mugs.

Given below is the fee structure for the three-seated and Two Seater rooms of the VishwabHAVAN Boys Hostel for the academic year 2018-19:

Particulars	Amount in (Rs.)
Hostel Fees for Three-Seated Room	71,000/-
Hostel Fees for Two-Seated Room	99,000/-
Mess - Breakfast / Lunch & Dinner (Veg /Egg/ Non-Veg.)	57,500/-
Hostel Deposit	15,000/-
Total Fees for Three-Seated Room	1,43,500/-
Total Fees for Two-Seated Room	1,71,500/-

If admitted in the Hostel Demand Draft should be prepared in the name of **“Director, Symbiosis VishwabHAVAN”** payable at Pune & **“Symbiosis Mess”** payable at Pune for mess fees.

SYMBIOSIS HOSTEL MODEL COLONY - 2018-19

The Symbiosis Hostel Model Colony, located on the English Language Teaching Institute of Symbiosis campus, is a home away from home facility for all girls who come to study at Symbiosis, Pune.

The hostel has a total of 44 spacious, semi – furnished rooms. These three-seater rooms are spread on the 4th, 5th, 6th, 7th and 8th Floor of the Symbiosis Hostel Model Colony.

All students residing in the Symbiosis Hostel Model Colony would be able to avail of facilities including a common T.V. Hall, and Generator Back up. Use of Mess facilities is mandatory for all girls opting to live in this Hostel.

Each of the three-seater rooms has been equipped with a bed, a mattress, a pillow, a table, a chair, a cupboard and a soft board. These rooms are provided with an attached bathroom containing a bucket and two mugs.

Given below is the fee structure for the three-seater rooms of the Symbiosis Hostel Model Colony for academic year 2018-19:. These rooms are also provided with an attached bathroom containing a bucket and two mugs.

Particulars	Amount in (Rs.)
Hostel Fees for Three-Seated Room	71,000/-
Mess - Breakfast / Lunch & Dinner (Veg /Egg/ Non-Veg.)	57,500/-
Hostel Deposit	15,000/-
Total Fees for Three-Seated Room	1,43,500/-

If admitted in the Hostel Demand Draft should be prepared in the name of **“Director, Symbiosis Hostel Model Colony”** payable at Pune & **“Symbiosis Mess”** payable at Pune for mess fees.



Health and Medical Facilities

Symbiosis Centre of Health Care

Symbiosis is committed to provide comprehensive promotive, preventive & curative health care services to its student community as well as to its faculty. The following primary health care services are provided by the Symbiosis Centre of Health Care (SCHC):

1. **Annual Health Checkup:** Annual health checkup is conducted by Consultants/ Specialists from different disciplines (Physician, Ophthalmologist, ENT specialist & Dentist) including Lab investigation and a detailed electronic health record (EHR) is maintained for students.
2. **Out Patient Department (OPD) services:** As the primary Health Care Centre on campus, SCHC offers OPD services for students at Symbiosis. These OPDs are conducted by Consultants/ Specialists from different disciplines (Physician, Ophthalmologist, ENT specialist & Dentist) and Medical Officer. Medications are dispensed if required on a case to case basis.
3. **Medical Insurance:** Every student at Symbiosis is covered under a unique group medical insurance scheme for hospitalization up to Rs.50, 000/- in case of non-accidental/ illnesses (as per the Mediclaim Insurance Policy) & Rs.1, 00,000/- in case of Rail / Road traffic accidents. Details of the policy are available with MO, Insurance cell, SCHC @ 9552525015 or can be accessed on www.schcpune.org
4. **Diet Counseling by Nutritionist:** To address the Diet Related Disorders (DRD), one to one counseling of the students is also carried out by a qualified Nutritionist with prior appointment.
5. **Advice on Life style management:** Qualified Nutritionists at SCHC provide expert advice on Life style management to all students of Symbiosis thereby promoting healthy lifestyle amongst the student community.
6. **Health Education:** Health education is an integral part of the SCHC activities. The health education programs are implemented to create health awareness for health maintenance and self-care information on relevant topics for student community.
7. **Online Health Counseling:**
 - Online health counseling is available to students between 1:00 pm to 3:00 pm on all working days at health@schcpune.org on Skype.
 - Nutrition advice is available on nutritionadvice@schcpune.org
8. **Campus Health Advisory Committee:** Campus Health Advisory Committees (CHAC) have been constituted at all campuses to look into diverse health aspects of students and to review the students' communication strategy on health matters. It advises management on health requirements of the students.
- ❖ **Recreation and Wellness Programmes:** SCHC has an ultramodern, state of art recreation and wellness facilities which include a Gymnasium, Aerobics Studio, and Yogashala with Meditation Hall. Designed by wellness professionals, the innovative fitness programme is a blend of the finest Eastern & Western techniques. These facilities are provided by trained experts and are aimed to increase the strength, stamina & suppleness of an individual.
- ❖ **Contact:**
Medical Superintendent, SCHC
Cell No. : 9552525651 / Email-ID: medicalsuperintendent@schcpune.org



Financial Aid to Students

The College offers different types of Scholarships, Freeships and free studentships scheme. These Schemes are controlled by the various Central and State Governments, Non-Government departments for the Welfare of the students during their Educational Tenure.

Note:- Students have to refer the given websites, Scholarship Notice Board or Contact Scholarship Section for the following Scholarship Schemes.

Schemes	Eligibility Criteria and Website
Government of India Post Matric e-Scholarship & Freeship (Online System)	Reservation caste Category Student - Maharashtra State only. Scheduled Caste, Scheduled Tribe, Other Backward Class, Special Backward Class, Vimukta Jaties & Nomadic Tribe Website:- https://mahaeschol.maharashtra.gov.in Schedule Tribe:- https://etribal.maharashtra.gov
Bharatratna Dr.Babasaheb Ambedkar Swadhar Scheme for the hosteller students	Only for SC category and Navboudha (Maharashtra State) link:- https://sjsa.maharashtra.gov.in https://mahaeschol.maharashtra.gov.in
Rajarshree Chatrapati Shahu Maharaj Shikshan shulk Scholarship Scheme (Economically Backward Class) (Online System)	Parents' Income limitation up to 600000/- (Six lakh) Parents' Income Certificate from Tahsildar Office. Website:- www.ebc.dhemaharashtra.in (2016.17) for the academic year 2018-19 student has to refer the notice board for new website
Minority Scholarship (Central & State Level) (Online System) National Scholarship Portal	Eligible for Muslim, Sikh, Parsi, Christian, Bouddha , Jain, Jew (Judaism) community. Website:- http://www.scholarship.gov.in State level- www.dhepune.gov.in
Central Sector Scheme of Scholarships (Online System) National Scholarship Portal	(12th std scoring percentage base) For brief guidelines student has to refer the following website http://www.scholarship.gov.in , www.dhepune.gov.in
Arthik Durbal Ghatak Scholarship (online System)	For brief guidelines student has to refer the following website:- bcud.unipune.ac.in (www.unipune.ac.in)
Ishan Uday Scholarship Scheme	For North Eastern Region Students brief guidelines student has to refer the following website http://www.scholarship.gov.in
Krantijyoti Savitrimata Phule Scholarship (online System)	NOTE:- This scheme is only for the Girls Students For brief guidelines student has to refer the following website:- bcud.unipune.ac.in (www.unipune.ac.in)
Rajarshi Shahu Maharaj Scholarship (online System)	NOTE:- This scheme is only for the Reservation Category Students For brief guidelines student has to refer the following website:- bcud.unipune.ac.in (www.unipune.ac.in)
Umbrella Scheme for Education of ST children (Online System) NATIONAL SCHOLARSHIP PORTAL	Post Matric Scholarship(PMS) for ST Students Website:- http://www.scholarship.gov.in
Prime Minister's Special Scholarship Scheme	NOTE:- This scheme applicable to the Students who seek admission under PMSSS scholarship Scheme. (J&K State) Helpline for J&K students under PMSSS:- JK16-1@aicte-india.org Helpline No.- 011-26131574

Schemes	Eligibility Criteria and Website
Physically Handicapped Scholarship (Central & State level)	Eligible for physically challenged students. Students has to collect the Prescribed application form, from the scholarship section or download from the website :- www.unipune.ac.in http://www.scholarship.gov.in (central level)
Eklavya Arthik Sahayy Yojana	NOTE:- This scheme is only for the eligible students of Post Graduation. website:- :-www.unipune.ac.in(2016.17) for the academic year 2018.19 student has to refer the notice board for new website
State Open Merit Scholarship	Students achieving more than 60% marks in HSC exam are eligible for applying for this scholarship for FY.B.COM/BA Eligible student has to collect the Prescribed application form, from the scholarship section
Lokshahir Annabhavu Sathe Financial Assistance (Pune Municipal Corporation)	Verification & endorsement from the College for the eligible students. (Std.XII percentage base Criteria)
**Primary Teacher Free-Studentship (PTC) *Secondary Teacher Free-studentship (STC) **Defence Service Personnel (DSP), ** Ex-Servicemen	Eligible student has to collect the Prescribed application form, from the scholarship section
Various type of Scholarship & financial Assistance for the children of the concern employees	AWES/ESSA (Army scheme), AFWWA, Air Force, IFFCO,CIL Coal India ltd,Sakal India, Maharashtra kamgar kalyan, traning command Sch.,Army person, kalyankari mahavidyalyin shikshan, Vidya utkarsha Nidhi, Shiksha prasar Kendra,reimbursement of CEA. Etc.....
Various State Backward Class & General Students (Assam, Meghalaya, Mizoram, Nagaland Tripura, Manipur), Arunachal Pradesh, Sikkim Govt. Scholarship, North-eastern Region	Verification & endorsement from the College for the eligible students of concerned states

These Schemes are controlled by the various Governments, Non-Government departments for the Welfare of the students during their Educational Tenure

Various Concession Schemes for the Students

Concession	Eligibility
Railway concession Long journey	Journey to native place in vacations Collection of prescribed application form from the Student Help Desk located on the ground floor. Submission of the same to the scholarship section.
Daily train concession	For daily journey to attend the college Submission of application to scholarship section
Air travel concession	Only in vacation for visiting native place Certification from scholarship section
Bus pass concession	Endorsement on the prescribed form, from scholarship section



IT Infrastructure 18-19

IT Summary for the Academic Year 2018 -19

Sr. No.	Item	Descriptions	Total
1	Total No. Computers	Server & Computers	274
2	Laptops	HP/HP/Dell/Lenovo	5
3	Interactive Board	65" Model 65IV2000	2
4	Digital Notice Board	LG 42" Plazma	4
5	Firewall	FortiGate 300D	1
6	Wi-Fi System	AP Ruckus 700/300	All Campus
7	Total No. Switch	HP 24 Port D-Link 24 Port	17
8	Printer	LaserJet /Inkjet & Dot-matrix	44
9	Rack	42" Rack	1
10	LCD Projector	All Class Rooms, LAB.	32
11	Scanners	Scanner HP / Kodak	8
12	Xerox Machin Duplicator	Riso KZ30	1
13	Total No. UPS	20KVA, 20KVA, 6KVA, 15KVA	4
14	CCTV	CCTV	41
15	Diesel Generator	Backup Within 15 Seconds	For All Campus
Internet Leased Line			
	Service Provider	Bandwidth	
1	Net-4 India	Leased Line 12 Mbps (Primary)	12 Mbps
2	BSNL	Leased Line 10 MB (Backup)	10 Mbps
		Total	22 Mbps





Associations 2018-19

List of Association

- A.** Arts Circle
- B.** Drama Circle (Marathi)
- C.** Drama Circle (English)
- D.** Hindi Mandal and Drama Circle
- E.** Elocution and Debating
- F.** Film Club
- G.** Foreign Club
- H.** National Social Service
- I.** Placement Cell
- J.** Staff Academy
- K.** Alumni Association
- L.** Medical Check-Up
- M.** Trekking Club
- N.** Environmental Awareness
- O.** Magazine
- P.** Research Journal
- Q.** Centre for Human Excellence
- R.** Time-Table Committee
- S.** Endowment Committee
- T.** Entrepreneurial Club
- U.** Symbiosis Social Involvement Programme





Disciplinary Rules

Disciplinary Rules

1. An admission to the College carries with it the presumptions that students will conduct themselves as responsible members of the academic community. Every student should behave with discipline and must reflect a sense of responsibility within and outside the College campus. Academic misconduct as well as behavioural misconduct is strictly prohibited and any student indulging in the same shall face strict disciplinary action.
2. Each student shall be bound by all the rules and regulations made by the College, the Governing body, UGC and by the Savitribai Phule Pune University from time to time.
3. Ragging is strictly prohibited. Any student found indulging in ragging in any form, directly or indirectly, within or outside the campus will face strict disciplinary actions as per the Maharashtra Prohibition of Ragging Act, 1999 and UGC Regulations on Curbing the Menace of Ragging, 2009, and shall also be liable to be rusticated from the College.
4. Each student is required to apply for the issuing of Identity Card and the Library Card from the Library, immediately after confirmation of his / her admission.
5. No book from the library will be issued without the Library Card and the Identity Card.
6. Each student should wear the Identity Card round the neck while on the campus and should produce it when demanded by authority.
7. Each student should wear the Identity Card while participating in any event like, sports, cocurricular and extra- curricular activity, industrial visits, competitions, seminars, workshops, conferences etc. at intra as well as intercollegiate level.
8. Any student found misbehaving on the campus or behaving arrogantly, violently towards the faculty, staff or fellow students will be liable for disciplinary action and shall be severally punished.
9. Smoking, use of alcohol or narcotic drugs, illegal possessions or use of weapons is strictly prohibited in campus. Any student found indulging in any such acts shall face disciplinary action which may extend to rustication of the student from the College.
10. Students are required to take good and reasonable care of the College property. Any student found guilty of damaging or misusing the property, infrastructure, furniture, vehicles on the campus, books, equipment, computers etc. shall be liable to disciplinary action as well as reimbursement to the College for any loss or damage caused thereby.
11. No student is allowed to paste, stick or put any notices, brochures, posters etc. on the notice board, walls, staircases etc. of the College without the prior permission from the concerned authority.
12. No student or group of students can form any club, association etc. or organize event, activity etc. or collect any funds or subscription without prior permission of the Principal.
13. No student or group of students can invite any person to address or entertain the students of the College, or interact with media on behalf of, or about the College without prior permission of the Principal.
14. No student or group of students is allowed to enter into verbal or written agreements or contracts that support to bind, obligate or create liability of any kind for the College. The College will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized acts.

15. Recording of any electronic images in the form of photographs, audio or video recording of any person without the person's knowledge; when such recording is likely to cause injury, distress, or damage the reputation of such person; is prohibited in any part of the College and hostel premises. The storing, sharing or distributing of such unauthorized records by any means is also prohibited, failing which the student will be liable for disciplinary action.
16. No student is allowed to use any mobile phone or any other electronic gadget in the classroom, library, laboratory or Audio-Visual Hall without prior permission of the concerned authority.
17. Carrying any valuables, or expensive mobiles, vehicles etc. on the College campus will be at the risk of the students and the College authority will not accept any responsibility of any loss or damages of such valuables of the campus.
18. Each student should be aware that the College shares the premises with other Symbiosis Institutes situated in the same campus and therefore it is the duty of each student not to cause disturbance to the lectures, programmes, activities or exams of such Institutes failing which the student shall be personally held responsible for such misconduct and the College authority will not accept any responsibility on his behalf and such student will be liable for disciplinary action.
19. Every student should read the notices displayed on the College notice boards, LCD screens, and College website from time to time. Each student should strictly follow the deadlines with respect to form-filling, application-submission, class attendance, examination schedules, class assignments etc., failing which the College will not be responsible for any loss incurred by the student thereby.
20. The College also reserves the right to take disciplinary action in any other appropriate situation not set out in these rules and the decision of the College authority shall be final and binding on each student.
21. Admission of a student will be cancelled at any point of time in case of –
 - a) Not submitting the required documents in time.
 - b) Failing to fulfill required eligibility criteria of the programme.
 - c) Submission of fake or incorrect documents.
 - d) Admission gained by resorting to fraudulent means, illegal gratification or any unfair practice detected at any stage during the entire program.
 - e) Not paying the stipulated fees on time.
22. Students are required to apply 3 days in advance to obtain certificates or documents, such as, Bonafide Certificate, Transference Certificate, Concession forms etc. This will enable the College office to prepare and keep it ready.
23. The College authorities or Teacher will provide recommendation letter only to those students who have been regular in classroom and participating in various College co-curricular and extra-curricular activities.

Rules for Attendance

1. Each student must have attended **at least 75% of the total number of the lectures** conducted in the class. The student will not be eligible to appear for the Semester-end Examination if he fails to put in the required attendance.
2. Each student should be punctual and must be in the classroom at the commencement of the lecture.
3. Stipulated attendances, completion of assignments, mid-term Examination are mandatory components for becoming eligible to appear for the Semester-end Examination.



Important Committees

Anti-Ragging Cell

A. Anti-Ragging Measures:

Ragging is strictly prohibited at Symbiosis College of Arts and Commerce. Any student found indulging in ragging in any form, directly or indirectly, actively or passively, or being a part of conspiracy to promote ragging, within or outside the campus, would face strict disciplinary action by the College, and will be liable to be punished as per the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 (U/S 26(1) (g) of the UGC Act, 1956) and The Maharashtra Prohibition of Ragging Act, 1999, as well as under the provisions of any other penal law for the time being in force and shall also be liable to rusticate from the College.

Ragging in all its forms shall be totally banned in the entire College premises, including its departments, constituent units including academic, residential, sports, canteen etc., whether located within the campus or outside and in all means of transportation of students whether public or private.

Symbiosis College of Arts and Commerce is an educational institute and is committed to maintaining a learning environment free of discrimination, exploitation and harassment. To achieve these objectives, the Anti-Ragging Cell has been constituted by the College comprising of Anti-Ragging Committee and the Anti-Ragging squad.

B. Meaning of Ragging:

'Ragging' constitutes any of the following acts

- a) Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student
- b) Indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher / junior student or any other student
- c) Asking any student to do any such act which the student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique of a fresher / junior student or any other student.

C. Punishable Ragging Offences:

1. Abetment to ragging
2. Criminal conspiracy to rag
3. Unlawful assembly and rioting while ragging
4. Public nuisance created during ragging
5. Violation of decency and morals through ragging
6. Injury to body, causing hurt or grievous hurt
7. Wrongful restraint
8. Wrongful confinement
9. Use of criminal force

10. Assault as well as sexual offences or unnatural offences
11. Extortion
12. Criminal trespass
13. Offences against property
14. Criminal intimidation
15. Attempt to commit any or all of the above mentioned offences against the victim(S)
16. Physical or psychological humiliation
17. All other offences following from the definition of 'Ragging.'

D. Disciplinary Action in the event of Ragging

The Anti-Ragging Committee may, depending upon the nature and gravity of the offence established, impart to those found guilty of ragging, one or more of the following punishments -

- a) Suspension from attending classes and academic privileges
- b) Withholding / withdrawing scholarship / fellowship and other benefits
- c) Debarring from appearing in any test / examination or other evaluation process
- d) With-holding results
- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- f) Suspension / expulsion from the hostel
- g) Cancellation of admission
- h) Rustication from the institution for a period ranging from 1 – 4 semesters
- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- j) The committee further reserves the right to take any other disciplinary action in appropriate circumstances as may be deemed fit in the given situation
- k) Fine ranging between Rs. 25,000/- to Rs. 1,00,000/-
- l) Collective punishment – when the person committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment
- m) The committee further reserves the right to take any other disciplinary action in appropriate circumstances as may be deemed fit in the given situation.

E. The Anti-Ragging Cell for the Academic Year 2018-19

- | | |
|-----------------------------|-----------------------------|
| 1. Dr. H. M. Soman | Chairperson |
| 2. Dr. S. R. Parchure | Senior Faculty Member |
| 3. Dr. Vijay Behere | Senior Faculty Member |
| 4. Dr. Mrs. Sharayu Bhakare | Senior Faculty Member |
| 5. Mrs. Nalini Sapkal | Student Development Officer |
| 6. Mrs. Gandhali Parulekar | Registrar |
| 7. Mrs. Pallavi Walimbe | Administrative Staff |
| 8. Mr. Sumit Raitani | Student Representative |
| 9. Ms. Tanya Dewan | Student Representative |

F. The Anti-Ragging Squad for the Academic Year 2018-19

- | | |
|-----------------------------|-----------------------|
| 1. Dr. Vijay Behere | Senior Faculty Member |
| 2. Mr. Anil Adagale | Senior Faculty Member |
| 3. Mr. Umesh Kulkarni | Senior Faculty Member |
| 4. Dr. Mrs. Tessy Thadathil | Senior Faculty Member |

Anti-Sexual Harassment Cell

A. Objective of the Cell

Sexual Harassment is a form of discrimination, exploitation and harassment prohibited by the Anti-Sexual Harassment Act, 1995. In keeping with the Supreme Court guidelines of 1997, the Symbiosis College of Arts and Commerce, has established a CELL FOR PREVENTION AGAINST SEXUAL HARASSMENT. Sexual harassment is strictly prohibited by the College and anyone who is found indulging in such acts would face strict disciplinary action by the College and will be liable to be punished as per the provisions of the above said laws as well as under the provisions of any other penal law for the time being in force.

Symbiosis College of Arts and Commerce is an educational institute and is committed to maintaining a learning environment free of discrimination, exploitation and harassment. The College therefore adopts the policy of condemning all acts which would constitute sexual harassment related to work, education, training or employment. The Cell shall be a complaint center for the members of the faculty, staff and students of the College.

B. Meaning of Sexual Harassment

Sexual Harassment is any unwelcome words or actions of sexual nature such as

1. Physical contacts and advances
2. Demand or request for sexual favours
3. Sexually coloured remarks
4. Display of pornography
5. Any other unwelcomed physical, verbal or non-verbal conduct of sexual nature

C. General guidelines for the Cell

The Cell would undertake following measures

1. To promote awareness about sexual harassment through educational initiatives that encourages a safe campus environment
2. Dissemination of information about the Cell through distribution of printed material, hand-outs etc.
3. Conducting workshops for women students and staff about awareness of Sexual Harassment
4. To provide confidential Counseling Services for the victim of sexual harassment. Confidential counseling is an important service as it provides a safe space to speak about the incident and how it has affected victim
5. To provide supportive, neutral and confidential environment for members of the campus community who may have been sexually harassed

6. To advise the complainant about the method of lodging complaint
7. To accept a written and signed complaint from the complainant
8. To give a fair hearing to the complainant and the respondent
9. To take an appropriate disciplinary action against the respondent
10. To submit a written report to the appropriate higher authority
11. If the complaint falls outside the purview of the Cell, to advise the complainant accordingly
12. Since such cases are sensitive issues and are rarely reported, total confidentiality to be maintained during the proceedings of such cases
13. To follow the rules and procedures as laid down in the Anti-Sexual Harassment Act, 1995, guidelines of the Supreme Court, and the resolutions passed by the Symbiosis College of Arts and Commerce, the Governing Body and the Savitribai Phule Pune University from time to time
14. The cell further reserves the right to take any other disciplinary action in appropriate circumstances as may be deemed fit in the given situation.

D. Anti-Sexual Harassment Cell for the Academic Year 2018-19

- | | |
|--------------------------------|-----------------------------|
| 1. Mrs. Swati Chiney | Chair Person |
| 2. Dr. Mrs. Alpana Vaidya | Senior Faculty Member |
| 3. Dr. Mrs. Shubhada Tamhankar | Senior Faculty Member |
| 4. Mrs. Nalini Sapkal | Senior Faculty Member |
| 5. Dr. Vijay Behere | Senior Faculty Member |
| 6. Mrs. Suchitra Date | Counselor and Social Worker |
| 7. Ms. Aakansha Sharma | Student Representative |
| 8. Ms. Nikita Malunekar | Student Representative |

Grievance Redressal Cell

There is also a Grievance Redressal Cell of the College for dealing with any type of grievance. It consist of,

- | | |
|--------------------------|-----------------------------|
| 1. Dr. H.M. Soman | Chairperson |
| 2. Dr. Sunayini Parchure | Faculty Member |
| 3. Mr. Anil Adagale | Senior Faculty Member |
| 4. Mrs. Swati Chiney | Senior Faculty Member |
| 5. Mrs. Nalini Sapkal | Student Development Officer |
| 6. Mrs. Pallavi Walimbe | Senior Administrative Staff |

College Helpline Number: 9011059219



ANNEXURE I - Anti-Ragging Affidavit

AFFIDAVIT BY THE STUDENT

I, _____ (full name of student with University Roll Number)
s/o d/o Mr./Mrs./Ms. _____, having
been admitted to _____ (name of the institution), have
received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational
Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the
provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes
ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully
aware of the penal and administrative action that is liable to be taken against me in case I am
found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to
promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3
of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission
that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause
9.1 of the Regulations, without prejudice to any other criminal action that may be taken
against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in
the country on account of being found guilty of, abetting or being part of a conspiracy to
promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am
aware that my admission is liable to be cancelled.

Declared this ____ day of _____ month of ____ year.

Signature of deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the
affidavit is false and nothing has been concealed or misstated therein.

Verified at ----- (place) on this the ----- (day) of ----- (month), ----- (year).

Signature of deponent
Solemnly affirmed and signed in my presence on this the ----- (day) of ----- (month),
----- (year) after reading the contents of this affidavit.

OATH COMMISSIONER



ANNEXURE II - Anti-Ragging Affidavit

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent /guardian) father/mother/guardian of, (full name of student with University Roll Number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ____ day of _____ month of ____ year.

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month) , (year) after reading the contents of this affidavit.

OATH COMMISSIONER



Institutes of Symbiosis

Constituents of Symbiosis

International (Deemed University)

- ❖ Symbiosis Law School, Pune
- ❖ Symbiosis Institute of Business Management, Pune
- ❖ Symbiosis Institute of Computer Studies and Research
- ❖ Symbiosis Centre for Management and Human Resource Development
- ❖ Symbiosis Institute of International Business
- ❖ Symbiosis Institute of Telecom Management
- ❖ Symbiosis Institute of Management Studies
- ❖ Symbiosis Institute of Media and Communication
- ❖ Symbiosis Institute of Operations Management, Nashik
- ❖ Symbiosis Center for Information Technology
- ❖ Symbiosis Institute of Geoinformatics
- ❖ Symbiosis Institute of Health Sciences
- ❖ Symbiosis Institute of Design
- ❖ Symbiosis Institute of Technology
- ❖ Symbiosis Law School, Noida
- ❖ Symbiosis Centre for Management Studies, Noida
- ❖ Symbiosis Institute of Business Management, Bengaluru
- ❖ Symbiosis Law School, Hyderabad
- ❖ Symbiosis Institute of Business Management, Hyderabad

Departments of Symbiosis

International (Deemed University)

- ❖ Symbiosis School of Banking and Finance
- ❖ Symbiosis Centre for Management Studies, Pune
- ❖ Symbiosis Centre for Corporate Education
- ❖ Symbiosis School of Biological Sciences
- ❖ Symbiosis College of Nursing
- ❖ Symbiosis School of Photography
- ❖ English Language Teaching Institute of Symbiosis
- ❖ Symbiosis School of Economics

- ❖ Symbiosis School of Liberal Arts
- ❖ Symbiosis Institute of Foreign and Indian Languages
- ❖ Symbiosis Centre for International Education
- ❖ Symbiosis Centre for Waste Resource Management
- ❖ Symbiosis Centre for Health Skills
- ❖ Symbiosis Centre for Extension Studies
- ❖ Symbiosis Centre for Media and Communication
- ❖ Symbiosis School of Media and Communication, Bengaluru
- ❖ Symbiosis School of International Studies
- ❖ Symbiosis Teaching Learning Resource Centre
- ❖ Symbiosis Centre for Entrepreneurship and Innovation
- ❖ Symbiosis Centre for Research and Innovation
- ❖ Symbiosis School of Sports Sciences
- ❖ Symbiosis School of Culinary Arts

Institutes of Symbiosis Society

- ❖ Symbiosis Skills and Open University (SSOU)
- ❖ Symbiosis College of Arts and Commerce
- ❖ Symbiosis International Cultural Centre
- ❖ Symbiosis Centre of Health Care
- ❖ Symbiosis Society's Dr. Babasaheb Ambedkar Museum and Memorial
- ❖ Symbiosis Society's Afro-Asian Cultural Museum
- ❖ Symbiosis Institute of Teacher Education
- ❖ Symbiosis Corporate Training Centre
- ❖ Symbiosis SPA
- ❖ Symbiosis Nursery School
- ❖ Symbiosis Primary School
- ❖ Symbiosis Secondary School
- ❖ Symbiosis International School
- ❖ Symbiosis Open School
- ❖ Symbiosis School, Harali, Kolhapur
- ❖ Symbiosis Kindergarten, Nashik
- ❖ Symbiosis School, Nashik
- ❖ Symbiosis Day Care Centre
- ❖ Pune Police Public School



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under Savitribai Phule Pune University

College Address:

Symbiosis College of Arts and Commerce,
Senapati Bapat Road, Pune - 411 004.

Tel: 020 - 2565 3903 **Fax:** 91-20-25651850

Email: contact@symbiosiscollege.edu.in

Website: <http://www.symbiosiscollege.edu.in>

College Office Timings: 10.30 a.m. to 1.00 p.m.

Cash Transactions: Monday to Friday - 10.30 a.m. to 1.00 p.m.