



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 2019 - 2020



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

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CONTENTS

1.	Brief on Symbiosis College of Arts & 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	
	A. Faculty For Under-graduate Programme	09
	B. Faculty For Post-graduate Programme	11
5.	Administrative Staff	12
6.	Programme Structure	
	A. B.Com & M.Com	14
	B. B.A. & M.A.	19
7.	Admission Policy & Procedure	26
8.	Fee Structure	28
9.	Examination Pattern	29
10.	Credit System	31
11.	Grant Of Additional Marks For NCC / NSS / Sports	33
12.	Degree with Honours Programme	34
13.	B. Com. In Accounting & Finance (Integrated with ACCA)	38
14.	Academic Initiatives	
	A. Symbiosis Centre For Liberal Arts	40
	B. International Initiatives	43
	C. Symbiosis Centre for Skill Development	44
15.	College Office & Students Facilitation Centre	46
16.	Library	51
17.	Sports	52
18.	Hostel	53
19.	Health & Medical Facility	55
20.	Financial Aid, Scholarship, Concessions to Students	56
21.	IT Infrastructure	59
22.	Associations & Committees	60
23.	Disciplinary Rules and Important Statutory Committees	61
	A. Anti-Ragging Cell	63
	B. Prevention of Sexual Harassment 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 Arts and Commerce

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 Symbiosis College of Arts and Commerce is proud to be a part of the Symbiosis family.

The Symbiosis International Cultural Centre was set up in 1971 by Dr. S.B. Mujumdar 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 Programs. Padmabhushan Awardee Dr. S. B. Mujumdar - Founder and President, Symbiosis; and Chancellor of Symbiosis International (Deemed) University, 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 a 'Grant-in-Aid Autonomous College' under the Savitribai Phule Pune University, Pune. It has been conferred with the Autonomous status from the academic year 2012-13. 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' not only in letter but also in spirit.

It is also a matter of pride that the college is awarded the status of 'College with Potential for Excellence' by University Grants Commission (UGC) from April 2016. The College has 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, is one of the colleges from India which has been selected by the Rashtriya Uchchattar Shiksha Abhiyan (RUSA) for the award of grant of Rs. 5 Crore under RUSA 2.0 Component - 8, by the Ministry of Human Resource Development, Government of India. The RUSA grants are granted for 'Enhancing Quality and Excellence in select Autonomous Colleges'. Accordingly, enhancing and strengthening the Entrepreneurship, Skill and Career Hubs will be a priority of the college under this scheme. The Entrepreneurship, Employability and Career Hub of the college was digitally launched at the hands of Honourable Prime Minister, Shri Narendra Modi on 3rd February, 2019 in the presence of Hon. Shri Dilip Kamble - Honourable Minister of State for Social Justice, Dr. S.B. Mujumdar - Founder and President, Symbiosis, Dr. Vidya Yeravdekar - Principal Director, Symbiosis. Dr. Prakash Bachao - Administrative Officer Jt. Director, Higher Education and other representatives from the Office of Directorate of Higher Education.

Symbiosis College of Arts and Commerce offers a specially formulated three years Degree Program in Bachelor of Commerce and Bachelor of Arts. We also offer a 'Degree with Honours' Program for the B.A. / B.Com. students. This is a unique program 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 specializations. The college also offers two years' post-graduate degree programs of M.Com., M.A. (English), M.A.(Economics) and M.A. (Psychology). Recently the college has got permission from Savitribai Phule Pune University to start Ph.D. Research Centre in Commerce.

A Diploma course in Liberal Arts and various 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.

The Association of Chartered Certified Accountants is the global professional accounting body offering the Chartered Certified Accountant (ACCA) qualification. As a progressive step, the College has integrated the ACCA Program with the regular B. Com. Program, from the academic year 2018-19. This Integrated Program will lead to a degree of 'B. Com. with specialization in Accounting and Finance'.

The College has a well-equipped library with access to journals, magazines, newspapers, e-library system, online resources, latest informational software and Wi-Fi Network. Gymnasium, Medical help, Health Services, Xerox Centre, ATM Centre, Mess and the Food Court facilities are also available on campus.

Symbiosis creates an intellectually stimulating environment that helps students to realize their potential, developing their analytical and creative abilities. Competent Faculty and Experts widen the learning experience of the students. Students are exposed to a number of co-curricular activities through seminars, conferences, workshops, guest lectures, field visits which build their strengths and broaden perspectives. International initiatives through 'semester abroad' and 'student exchange programs' leads to acquiring new skills and getting international exposure. Students are encouraged to participate in national and international conferences, competitions and symposiums to inculcate a healthy spirit of competition and team building. To cater their extra-curricular activities there are a number of associations, NSS club and Sports activities for students.

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 -

- Credit based Semester system
- Relevant and Contemporary syllabi
- Continuous evaluation
- Interdisciplinary approach
- Wide choices of courses for specialization in Commerce, Humanities and Social Sciences
- Preparation for careers in the field of Marketing, Banking, Finance, Costing, Management, Entrepreneurship Development, Media, Consultancy, Literature and Psychology.
- Various curricular, co-curricular and extra-curricular activities.

Studying at Symbiosis College of Arts and Commerce gives the advantage of belonging to both an internationally renowned institution and also to a multicultural, interdisciplinary academic student community. We strongly believe 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 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! Whole-heartedly we welcome you to the Symbiosis family!



Dr. S. B. Mujumdar

President and Founder Director, Symbiosis.

Dear Students,

Symbiosis College of Arts and Commerce is one of the sought after colleges across the country for undergraduate B.A. and B.Com. programs. With a cosmopolitan ambience, this college strives to promote education, employability skills, art and culture with a strong base of human excellence.

Since its establishment in 1983 till today, in a span of just 36 years, the College has achieved various milestones such as:

- NAAC accreditation with A grade consistently for initial 2 cycles and reaccreditation with A+ grade in the 3rd cycle,
- An Academic Autonomy status,
- College with Potential for Excellence (CPE) status,
- Honours Degree Program,
- Integrated ACCA Program,
- MOU with various Foreign Universities,
- Selection for RUSA grants from the Ministry of Human Resource Development,
- Digital launch of Entrepreneurship, Employability and Career Hub in the college at the hands of Honourable Prime Minister Shri. Narendra Modiji recently,
- Starting of Post-graduate programs in Commerce, Economics, English and Psychology and
- Recently got permission from Pune University to start a Ph.D. Research Centre in Commerce.

I congratulate the Principal, Vice-Principal and entire staff of the college for these achievements.

I welcome you students to our Symbiosis family and to the Symbiosis College of Arts and Commerce which believes in new ideas, innovative programs, vibrant environment and student centric approach.



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.



Dr. Hrishikesh Soman

Principal, Symbiosis College of Arts & Commerce
Head - Department of Marketing

Dear Students,

On behalf of Symbiosis College of Arts & Commerce, I wholeheartedly welcome you to Symbiosis family.

I am extremely glad to share with you that the Ministry of Human Resource Development, Government of India has recently selected our college for the Rashtriya Uchchattar Shiksha Abhiyan - RUSA grants of Rs. 5 Crore to be used for Enhancing Quality and Excellence. Strengthening of Entrepreneurship Cell, Skill and Career Hub of the college will be a priority under this scheme. As a result, you students would be the ultimate beneficiaries of this grant.

I take pride in sharing with you that the college is earlier awarded with the status of 'College with Potential for Excellence (CPE)' status in 2016. The college has been re-accredited with A+ grade by NAAC in 2017. Since last academic year the college is also offering a degree program of 'B.Com. with ACCA', which is globally recognised specialisation in accounting and finance. So we have tried to implement the 'Academic Autonomy' in its true spirit.

The college has always endeavoured to prepare students with knowledge and skills to excel nationally and internationally in all walks of life. We at Symbiosis College of Arts and Commerce believe in an all-round development of students and encourage them to participate and also organise various co-curricular and extra-curricular activities. I assure you that the journey of your graduation in this college will transform your personality and will give an edge over others.

I wish you all a happy beginning of 'Where Education meets Enthusiasm' journey in Symbiosis!



Dr. Mrs. Sunayini Parchure

Vice-Principal, Symbiosis College of Arts & Commerce
Head - Department of Economics

Dear Friends,

The Academic year 2018-19 was a year of moving ahead in thought, in deed and in action. We went beyond the conventional boundaries and introduced new innovative programmes like integration of ACCA with B.Com., the Certificate course in Business Analytics, the post graduate programme in Psychology and so on. The year also marked the beginning of a new era in research with a number of Research projects being undertaken by faculty and the Foreign Travel Grant Policy for faculty to actively participate in international forums.

The educational scenario is changing at a never before witnessed rate and obviously we at Symbiosis are also a part of this dynamics. With India poised to reap the benefits of the demographic dividend, very revolutionary measures need to be adopted rapidly, since beyond 2030 this dividend that India enjoys is projected to taper off.

The prevailing skill gap in higher education and therefore the problem of employability of youth is a major concern of policy makers today. One breakthrough in this direction could be to think on the lines of 'Vocationalisation of Higher Education' which would entail incorporating higher order skills in the process of education in a manner in which they would be utilised in actual real-world situations rather than generalized education.

We, at Symbiosis College try our best to bridge this gap through introducing technology in our teaching pedagogy, through incorporating various skill based programmes, through application based projects, through workshops, seminars, activities for developing entrepreneurship, and through a dynamic syllabus.

We welcome you students, to be a part of our endeavors on this journey towards a more meaningful learning process!

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.



Faculty for Under-graduate programme

Sr. No.	Name	Designation	Qualification	Subjects
1	Dr. Hrishikesh Soman	Principal and Head - Department of Marketing	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. Ms. Aarti Wani	Associate Professor and Head - Department of English	M.A., M. Phil, NET (JRF), Ph. D.	English
7	Dr. Ms. Hilda David	Associate Professor	M.A., Ph. D.	English
8	Dr. Mrs. Tessy Thadathil	Associate Professor and Head - Department of Costing	M. Com, SET, Ph. D.	Accountancy and Costing
9	Dr. Mrs. Sheena Mathews	Associate Professor	M.A., M. Phil., Ph. D.	Economics and Banking
10	Dr. Mrs. Swati Dixit	Associate Professor and Head - Department of Geography	M.A, B. Ed, SET, Ph. D.	Geography
11	Dr. Sandhya Tayade	Associate Professor and Head - Department of Hindi	M.A, SET, Ph.D	Hindi
12	CA Mr. Umesh Kulkarni	Associate Professor and Head - Department of Business Laws	M.Com, FCA, SET.	Accountancy and Taxation Law
13	Mrs. Swati Chincy	Associate Professor	B.S.L., LL.B., LL.M, SET.	Mercantile Law
14	Dr. Mrs. Yogini Chiplunkar	Associate Professor and Head - Department of Business Administration	M.Com, M. Phil, Ph.D. SET.	Accountancy Busi. Adm.
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	Dr. Mrs. Shubhada Tamhankar	Associate Professor	M.Com, M. Phil, SET, Ph. D.	Busi. Practices and Company Law
17	Dr.Ms. Neelofar Raina	Associate Professor	M.A., B. Ed, Ph. D, NET, SET.	Economics and Banking
18	Mr. Anil Adagale	Associate Professor	M.A., SET, NET.	English

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

Faculty for Post-graduate programme

Faculty for M.Com.

Sr. No.	Name	Qualification
1	Dr. Santosh Marwadikumbhar	M. Com., NET(JRF), SET, M. Phil, Ph. D.
2	Dr. Nilesh Waghmare	M. Com., NET(JRF), M. Phil, Ph. D.
3	Dr. Tessa Thadathil	M. Com., SET, Ph. D.
4	Mr. Deepak Powdel	M. Com. NET, SET
5	Dr. N. P. Parchure	M. Com., Ph. D.
6	Dr. Ravi Ahuja	M. Com., SET, MBA, GDC & A, CS, Ph. D.
7	Ms. Prajakta Gokhale	M. Com., SET
8	Ms. Swati Mahanoor	M. Com., CA, CS, SET
9	Ms. Zakira Shaikh	M. Com., PGDPM & HR, SET, NET.

Faculty for M.A. (Economics)

Sr. No.	Name	Qualification
1	Dr. Sunayini Parchure (HOD)	MA., M. Phil., Ph.D.
2	Dr. Marcelle Samuel	MA. Ph. D.
3	Dr. Sheena Mathews	MA., M. Phil., Ph.D., NET
4	Dr. Neclofar Raina	MA., B.ed., Ph. D. NET, SET
5	Ms. Nalini Sapkal	MA. Economics
6	Ms. Jini Jacob	B.A., M.A., B.Ed, NET
7	Ms. Kashmira Behere	MA., SET NET (JRF)
8	Mr. Vishal Gaikwad	MA. SET, Ph.D. (Pursuing)
9	Dr. Varun Miglani	MA., NET, Ph. D.
10	Ms. Anjali Kulkarni	M.Sc. M. Phil. PGDCASA
11	Mr. Ashish Karnawat	MA DITL, FCA
12	Ms. Nisha Maydeo	M.A. Economics, SET
13	Ms. Prajakti Gokhale	M.Sc. Statistics, Dip. In Teaching (UK)
14	Ms. Diya Devre	MA. Economics, NET

Faculty for M.A. (English)

Sr. No.	Name	Qualification
1	Dr. Aarti Wani (HOD)	M.A. M.Phil, Ph. D., Net(JRF) Ph. D.
2	Dr. Hilda David	M.A., M.Phil., Ph. D.
3	Mr. Anil Adagale	M.A. English, SET, NET
4	Dr. Subarna Bhattacharya	M.A., NET, SET, Ph. D.
5	Dr. Shweta Kapoor	M. A. English, NET. Ph.D.
6	Dr. R Raj Rao	M.A., Ph.D.
7	Ms. Pratima Agnihotri	M.A. M. Phil, NET, PGDES
8	Ms. Ananya Parikh	M.A. M. Phil, NET
9	Ms. Shivani Mutneja	M.A. M.Phil, Net (JRF), SET
10	Ms. Sucharita Datta Asane	M.A. M. Phil, NET
11	Dr. Justin Scarimbolo	M.A., Ph. D.(UCSB)
12	Dr. Pankaj Lokhande	MA English SET NET Ph.D. (Submitted)

Faculty for M.A. (Psychology)

Sr. No.	Name	Qualification
1	Dr. Alpana Vaidya (HOD)	M.A. M.Ed, M.Phil, Ph.D., M.P.M., DPC,
2	Dr. Analpa Paranjpe	M.A., Ph. D.
3	Dr. Vaishali Mardhekar	MA. Psychology, PGDGC, Ph.D.
4	Ms. Pooja Prabhavalkar	MA. Psychology, NET
5	Ms. Shalaka Kelkar	MA. Psychology, PGD HRM
6	Ms. Shilpa Ashok Salve	MA. Psychology, NET

Administrative Staff

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. Khanekar Supriya	Junior Library Assistant
12	Mr. Godse Atul	Office Superintendent
13	Mr. Ingulkar Sakharam	Assistant Coordinator
14	Mr Atul Thaker	Assistant Administrative Officer
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. Mrunmayee Kulkarni	Assistant Co-ordinator
24	Mrs. Korde Soniya	Coordinator
25	Mrs. Mujumdar Nivedita	Accountant
26	Mrs. Vrushali Jadhav	Coordinator
27	Mrs. Snehal Kulkarni	PA to Principal
28	Mrs. Purva Pol	Senior Coordinator
29	Ms. Bhakti Lahoti	Office Assistant
30	Mr. Abhijit Yadav	Assistant coordinator
31	Mr. Ganesh Kadu	Assistant Accountant
32	Ms. Jasno John	Office Assistant
33	Mr. Shailendra Waghmare	Senior Coordinator
34	Ms. Ashwini Gonerwar	Co-ordinator



Administrative Staff

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



Programme Structure

F.Y. B. COM. Academic year 2019-20

SUBJECT	SEMESTER - 1	SEMESTER - 2
Accountancy	Financial Accounting - 1	Financial Accounting - 2
Economics	Micro Economic Analysis - I	Micro Economic Analysis - II
Mathematics / Computer	Business Mathematics and Statistics - 1 OR Business Computing - 1	Business 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 - 1	Dimensions of Business - 2

F.Y. B. COM. IN ACCOUNTING AND FINANCE Academic year 2019-20

SUBJECT	SEMESTER - 1	SEMESTER - 2
Accounting and Finance	Business Organisation & Management	Advanced Management & Accounting
Accounting	Cost & Management Accounting - I	Cost & Management Accounting - II
Accounting	Financial Accounting (Part-1)	Financial Accounting (Part-2)
Economics	Micro Economics- 1	Micro Economics-2
Mathematics	Mathematics and Statistics-1 OR Business Computing - I	Mathematics and Statistics-2 OR Business Computing - II
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.

S.Y.B.COM.
Academic year 2019-20

GROUP "A" - SPECIALISATION 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 and 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" - SPECIALISATION 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 Subject for Semester - 3

Programme Structure

S.Y. B.COM. IN ACCOUNTING AND FINANCE Academic year 2019-20

Sr. No.	SUBJECT	SEMESTER - 3	SEMESTER - 4
1	Accountancy	Advanced Financial Accounting	Financial Management
2	Economics	Macro Economics - Concepts & Analysis I	Macro Economics-Concepts & 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	Accounting and Finance	Corporate Accounting - I	Corporate Accounting - II
6		Audit	Governance and Ethics

T.Y. B. COM. Academic year 2019-20

Sr. No.	SUBJECT	SEMESTER - 5	SEMESTER - 6
1	Accountancy	Advanced Accounting Paper 1	Advanced Accounting Paper 2
2	Economics	International Economics and Trade Relations	Indian Economy: Issues, Prospects and Policy Environment
3	Business Taxation	Income Tax Paper 1	Indirect Taxes Paper 2
4	Mercantile Law	Foundation of Mercantile Law - I	Allied Concepts in Mercantile Law - II
Note: Specialisation Subjects chosen in S.Y. B.Com. will continue at T.Y. B.Com.			
5	Cost Accounting	Techniques of Costing - Spl. Paper V	Strategic Cost Management - Spl. Paper VII
6		Application of Costing - Spl. Paper VI	Recent Trends in Costing - Spl. Paper VIII
5	Banking & Financial Systems	Legal and Regulatory Aspects of Banking - Spl. Paper V	Indian Banking Sector: Trends and Performance - Spl. Paper VII
6		International Finance: Issues and Policy Perspective - Spl. Paper VI	Indian Monetary & Financial System: Some Contemporary Issues - Spl. Paper VIII
5	Entrepreneurship	Starting an Enterprise -Spl. Paper V	Dimensions of Entrepreneurship - Spl. Paper VII
6		Managing Finance in Entrepreneurship - Spl. Paper VI	Strategic Management of Enterprise - Spl. Paper VIII
5	Marketing Management	Indian Marketing Environment - Spl. Paper V	Principles of Advertising - Spl. Paper VII
6		Channel and Retail Marketing - Spl. Paper VI	Global Marketing Environment - Spl. Paper VIII

M. COM. - Part - I Academic year 2019-20

SEMESTER	SUBJECT HEAD	TITLE
Semester - I	Compulsory Subject - 1	Management Accounting
	Compulsory Subject - 2	Contemporary Strategic Management
	Spl. Subject Group (A)	
	Advance Accounting and Taxation	Advance Accounting
		Income Tax
	Spl. Subject Group (B)	
	Business Administration	Advance Production and Operation Management
		Financial Management
Semester - II	Compulsory Subject - 1	Financial Analysis and Control
	Compulsory Subject - 2	Business Research Methodology
	Spl. Subject Group (A)	
	Advance Accounting and Taxation	Specialized Area in Accounting
		Advanced Studies in Business Tax Assessment and Planning
	Spl. Subject Group (B)	
	Business Administration	Advance Marketing Management
		New Financial Policies & Practices



Programme Structure

M. COM. - Part - II Academic year 2019-20

SEMESTER	SUBJECT HEAD	TITLE OF THE PAPER
Semester - III	Compulsory Subject - 1	Business Finance
	Compulsory Subject - 2	Industrial Economics
	Spl. Subject Group (A)	
	Advance Accounting and Taxation	Advanced Auditing
		Specialized Auditing
	Spl. Subject Group (B)	
	Business Administration	Human Resource Management Organizational Behaviour
Semester - IV	Compulsory Subject - 1	Capital Market and Financial Services
	Compulsory Subject - 2	Global Economic Environment
	Spl. Subject Group (A)	
	Advance 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



F.Y. B. A. Academic year 2019-20

SUBJECT	SEMESTER - 1	SEMESTER - 2
Group "A" (Compulsory)		
English	Individual and Society - 1 A	Individual and Society - 1 B
Economics	Foundations of Economics	Foundations of Banking & Finance
Psychology	Foundations of Psychology -1	Foundations of Psychology - 2
Politics	Introduction to basic Concepts of Political Science	International Relations & Politics
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 Parimal (TEN STORIES) and GRAMMAR	Kavya Sudha (DAS KAVITA) and GRAMMAR
French	French for Beginners - 1 OR *French Advanced - 1	French for Beginners - 2 OR *French Advanced - 2

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



Programme Structure

S.Y. B. A. Academic year 2019-20

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 - I	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 Specialisation)		
Economics	Microeconomics; Theory and Application - I	Microeconomics; Theory and Application - 2
	Macroeconomics; Theory and Application - I	Macroeconomics; Theory and Application - 2
English	Renaissance Literature	Neo-classical Literature
	Romantic Literature	Literary Criticism - I
Psychology	Development Psychology - I	Development Psychology - II

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



T.Y. B. A. Academic year 2019-20

SUBJECT	SEMESTER - 5	SEMESTER - 6
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: Concerns Prospects & Policy Perspectives
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	Evolving Economic Thought
	Mathematics for Economics: Theory and Applications	Statistics for Economics: Theory & Applications
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)



M. A. (ECONOMICS) - Part - I Academic year 2019-20

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



M. A. (ENGLISH) - Part - I Academic year 2019-20

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



Programme Structure

M. A. (Psychology) - Part - I Academic Year 2019-20

SUBJECT	SEMESTER - 1	SEMESTER - 2
Psychology	Applied Cognitive Psychology	Statistics
	Research Methodology	Personality
	Applied Social Psychology	Psychological Testing Theory
	Experimental Psychology Practicals	Psychological Testing Practical

Note: The college will offer following three specializations. Namely: Clinical, Counseling and Industrial Psychology.

M. A. (Psychology) - Part - II Clinical Psychology Specialisation

M. A. Part II	SEMESTER - 3	SEMESTER - 4
Core Subjects	Neuro-physiological Psychology	Indian Psychology
Non-core Subjects	Clinical Psychology	
	Psychodiagnostics	Psychotherapy
	Psychopathology I	Psychopathology II
	Practicum	Project/Fieldwork

M. A. (Psychology) - Part - II Counseling Psychology Specialisation

M. A. Part II	SEMESTER - 3	SEMESTER - 4
Core Subjects	Neuro-physiological Psychology	Indian Psychology
	Counseling Psychology	
Non-core Subjects	Counseling Process	Guidance and Career Counseling
	Counseling Skills and Approaches	Areas of Counseling
	Practicum	Project/Fieldwork

M. A. (Psychology) - Part - II Industrial Psychology Specialisation

M. A. Part II	SEMESTER - 3	SEMESTER - 4
Core Subjects	Neuro-physiological Psychology	Indian Psychology
	Industrial/Organizational Psychology	
Non-core Subjects	Organizational Behaviour	Organizational Development
	Personnel Psychology	Case Studies
	Practicum	Project/Fieldwork

Note: The college will offer three specializations. Namely: Clinical, Counseling and Industrial Psychology.



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) - 2019-20

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. Students will get intimation on the registered e mail for getting selected in merit list.
 - b. After the verification procedure is over, the student has to fill the on-line admission form

- c. 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.
 - d. Student should provide at the time of admission all original documents for verification along with two attested photocopies.
 - e. Then the student has to opt the subject and pay the annual fees through online payment mode only within the next 2 days
- 8. Please note that The roll no and division will be assigned to the student after payment of fee.**
1. If the fees are not paid within the given time, the admission may be cancelled.
 2. The student finally has to submit the admission form, print copy of payment of admission fees and related documents to the office immediately.
 3. 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.
 4. No student will be entertained after the given time for admission is expired.
 5. 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.

PROCEDURE FOR CANCELLATION OF ADMISSION Academic Year - 2019-20

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 2019-20

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

SYMBIOSES COLLEGE OF ARTS & COMMERCE, PUNE - 4
Fees for the 2019-20

(Amount in Indian Rupees)

PARTICULARS	FYBA	FY BCOM	FYBCOM WITH ACCA	SYBA	SY BCOM	SYBCOM WITH ACCA	TYBA	TY BCOM	M.COM-I	M. COM - II	M.A.-I (Eng. & Eco)	M.A.-II (Eng. & Eco)	M.A.-I (Psychol ogy)	M.A.-II (Psychol ogy)
COLLEGE FEES														
CATEGORY	14,350	14,350	118,350	14,600	14,600	82,600	12,600	12,600	15,130	16,130	15,130	16,730	43,700	44,800
MAHA.STATE	16,150	16,150	120,150	16,400	16,400	84,400	14,400	14,400	21,330	22,330	21,330	22,930	49,900	51,000
OTHER STATE	17,150	17,150	121,150	17,400	17,400	85,400	15,400	15,400	28,530	29,530	28,530	29,930	55,300	56,200
SAARC COUNTRY	17,250	17,250	121,250	17,500	17,500	85,500	15,500	15,500	34,830	35,830	34,830	36,930	59,800	61,400
OTHER COUNTRY	18,850	18,850	122,850	19,100	19,100	87,100	17,100	17,100	48,830	49,830	48,830	50,930	70,200	71,800
HEALTH SERVICES														
CATEGORY	3,934	3,934	3,934	3,934	3,934	3,934	3,934	3,934	3,934	3,934	3,934	3,934	3,934	3,934
MAHA.STATE	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463
OTHER STATE	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463
SAARC COUNTRY	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463
OTHER COUNTRY	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463	5,463
TOTAL FEES														
CATEGORY	18,284	18,284	122,284	18,534	18,534	86,534	16,534	16,534	19,064	20,064	19,064	20,664	47,634	48,734
MAHA.STATE	21,613	21,613	125,613	21,863	21,863	89,863	19,863	19,863	26,793	27,793	26,793	28,393	55,363	56,463
OTHER STATE	22,613	22,613	126,613	22,863	22,863	90,863	20,863	20,863	33,993	34,993	33,993	35,393	60,763	61,663
SAARC COUNTRY	22,713	22,713	126,713	22,963	22,963	90,963	20,963	20,963	40,293	41,293	40,293	42,393	65,263	66,863
OTHER COUNTRY	24,313	24,313	128,313	24,563	24,563	92,563	22,563	22,563	54,293	55,293	54,293	56,393	75,663	77,263

N. B. : IN ADDITION TO ABOVE FEES, STUDENTS WILL HAVE TO PAY THE ADDITIONAL FEES AS FOLLOWS:-

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 FY.B. COM - Regular) Div-"A" additional fee of Rs. 5,000/-. (This subject is not applicable for B. Com with ACCA students).
3. For the subject of French (Adv. or Beg.) only for FY.B.A. additional fee of Rs.1,500/-.
4. Fees for Honours Rs. 20,000/- per student per year for S.Y. & T. Y.
5. Liberal Arts Fee for Diploma Rs. 50,000/- for whole course, and for Certificate course Rs. 13,200/- per course.

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.
- The duration of registration will be valid for a course as per the formula given below:

$$N+2= M$$

Where N= duration of the course

In exceptional cases it may be:

$$M+1$$

Hence, for an under graduate 3 year B.A./B.Com course the validity for registration would be $3+2 = 5$ years (M) and in exceptional cases $5+1 = 6$ years (M+1).

For Post graduate 2 year M.A/M.Com course the validity for registration would be $2+2 = 4$ years (M) and in exceptional cases $4+1 = 5$ years (M+1)

For any reason whatsoever, on expiry of the validity of the registration, the student will have to re-register for the entire course.

Similarly, on failure to appear/ clear all subjects/papers in the course, during the duration of valid registration, the student would be required to re-register for the course.

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/activities/book reviews/quiz/competitions/article reviews etc
 - 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.
- 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
- Students will have to acquire minimum of 132 credits i.e. 125 (122+3) from academics and minimum 7 credits from Value Addition Non CGPA Courses
- 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, filling of Backlog Form is compulsory. 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.

Revaluation:

The following Revaluation system will be followed:

- 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, any kind of wrist 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.
- Only transparent writing pads and pen/pencil pouches are allowed during examinations.
- 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 as per schedule is mandatory, without which no permission will be granted to appear for examinations.

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.

Value Addition Non -CGPA Credits

- The students will enroll for earning these credits for the following curricular/co-curricular/extra-curricular options for seven credits during the period of three years.
- The students should earn minimum 7 credits between Semester I and Semester V.
- Students may acquire a total of more than 7 additional credits.
- These additional credits will be graded and appear only in the transcript.
- If the student fails to earn minimum seven credits during the period of graduation, he/she will not be entitled for the award of the respective degree.

The list of the Avenues from which students may earn Value Addition Non CGPA Credits and the Teachers-in-charge are as given below

Sr. No.	Avenues to acquire Extra Credits	Teacher-in-charge
1	Centre for Skill Development	Dr. Neelofar Raina
2	Cultural	Dr. Shubhada Tamhankar & Mrs. Swati Chiney
3	Extension/Outreach Programme. (Participation in various social Initiatives of Government or NGO)	Mrs. Zakira Shaikh
4	Internships	Mrs. Sarika Wagh
5	National Service Scheme (NSS) extension	Mr. Santosh Marwadikumbhar
6	Online Courses approved by College	Mrs. Jini Jacob
7	SCLA- Symbiosis Centre for Liberal Arts	Dr. Hilda David
8	Sports	Mr. Aniruddha Sharma
9	Summer school or Winter School	Dr. Tessy Thadathil
10	Overall In Charge	Mrs. Ashwini Kothari

- Students should first contact Mrs. Ashwini Kothari to register for Avenues in order to earn Value Addition Non CGPA credits. The students will then be directed to the concerned Teacher-in-charge.
- The students should contact the Teacher-in-charge for details regarding activities included in different avenues. The Teacher-in-charge, will provide details regarding activities included in their respective avenues and number of credits.

The credits will be granted only after the students meet the following criteria:

- 1) Students maintain a soft copy regarding number of hours spent and the learning outcomes while acquiring the credits
- 2) Students will have to prepare a detailed report, on completion, about the activity/course.
- 3) The students will have to appear before a panel for a viva-voce providing the details about the objectives and learning outcomes achieved.
- 4) The students will have to submit their certificate as a proof of having completed and acquired their credits

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	Paper / 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 Specialization)

Class	Semester	Paper / 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 attended 75% parades out of total number of parades and one annual training camp prescribed for NCC. Also who have participated in National Integration Camp/ National Thal Sena camp/ R. D. Parade, New Delhi/ Army attachment camp or a national level camp approved by NCC group Head Quarter.
 - b) **NSS:** Candidate enrolled in NSS must have completed 120 hours 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) **Sports:** Candidate participated in Inter-Zonal Sports tournament, Candidate who has participated as a Representative of State of Maharashtra/ University/India in that academic year.
 - 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.
5. 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 Specialization:

- Faculty of Commerce
 1. Accounting and Finance
 2. Banking
 3. Business Entrepreneurship
 4. Costing
 5. 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 (SGPA score will not be considered)
- For B.A. Students:
 - ◆ Aggregate 60% marks at First Year B. A (SGPA score will not be considered)

Note:

- Students with Backlog (due to any reason) will not be admitted to the Degree with Honours Programme.
- Students who have been admitted to the Degree with Honours Programme will not be allowed to exit the Programme.

V) Credits and Qualifying Grades:

1. The total credits for the Degree with Honours Programme will be a minimum of 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	Paper / 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 for Life Skill	3
		Research Methodology	3
	6	Core Paper - III	4
		Project	2
Total			23

Degree with Honours Programme

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

Class	Semester	Paper / 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. Making of a Global and Political Economy
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. Religio 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. Students will not be allowed to sit for the exam if they miss more than 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 350 students have enrolled with us till date and our students have also achieved first rank in India for the F7 (Financial Reporting) and F9 (Financial Management) and P4 (Advanced Performance Management) papers, thereby achieving a world rank too.

Integration of ACCA with BCOM

As a natural progression, the College has integrated 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 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

B. Com. In Accounting And Finance (Integrated with ACCA)

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.
3. Students wishing to enroll for the integrated Programme should not have been previously enrolled for any of the Programme with ACCA.

*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: 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 diploma transcript will not be given to the student if he/she fails in one subject or more. It will be converted into a certificate.

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 enroll for the entire diploma or are interested in only selected courses. The Centre also provides various Cultural and Academic Foreign Exchange Programmes to the Students.

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: Legal Awareness
- HS13: Philosophy of Entertainment
- HS14: Verily Food is Life: The Story of India through its Food
- HS15: Film Studies
- HS16: Basic Logic

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

LITERATURE AND LANGUAGE

- LL01: Advanced Creative Writing (Creative Writing)
- LL02: Cutting Edge Communication (Communication Studies)
- LL03: Literature and Gender
- LL04: Appreciating Theatre
- LL05: Public Speaking
- LL06: Literary LAIST (Literature & 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
- LL16: Text to Screen

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: Wildlife Cultural Diversity and Sustainability
- SC08: Health and Wellness Management
- SC09: Wildlife Biology

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)
- PA07: Solo Performances





International Initiatives have been encouraged at the Symbiosis College of Arts & Commerce since its inception, as the dream of our founder director Dr. S.B. Mujumdar has been Vasudhaiva Kutumbakkam.

With this mandate before us, we at Symbiosis believe 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.

In the academic year 2018-19, a lot of encouragement was given not just to outbound programs but also to inbound programs.

Following are the gist of activities during the year

OUTBOUND

- ❑ New Memorandum of Understandings signed
 - Kutztown University, USA
 - Westchester University, USA
- ❑ Memorandum of Understanding in progress
 - Synergy International, Moscow
- ❑ Seamless admission to MSC
 - Kedge Business School (Vineet Agarwal for MSC in International Trade & Logistics)
- ❑ ACCA Integrated program was flagged off leading to a degree of BCOM with specialization in Accounting & Finance (91 students enrolled)
- ❑ Student Exchange programme
 - Hildesheim University (3 students)

INBOUND

- ❑ Melange under Make a Difference (MAD)
A program to get to know the foreign students
- ❑ Workshop on South Korean Culture
Conducted by students of South Korea
- ❑ Workshop on African culture
Conducted by the students of Africa
- ❑ Personality Development, Career Guidance, Communication skills workshop and village visit
Panchgani – Natventure
- ❑ Community Outreach program
Bus Stop transformation

Symbiosis Centre for Skill Development

The Symbiosis Centre for Skill Development aims to skill and empower youth and other stakeholders with right knowledge, aptitude and applied skills. The proposed programmes organised by the centre will create skilled manpower for industry and other sectors. This Multi-Skill Development Centre aims to bridge the gap between industry and academia, develop specific skills of a high order to make our students employable with diverse knowledge and applied skills.

The 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.

Skilling Outcomes:

- Creating Enabling environment to meet diverse market requirements.
- Students are well versed with Soft, Domain Specific and Critical skills
- Bridging the gap between industry and academia
- Transforming teaching learning Landscape.
- Integrating skill development component into higher education.
- Creating a large Talent Pool

Activities Undertaken by Centre for Skill Development since its establishment in 2015

Guest Lectures

- Critical Appreciation of Music
- Know Thyself
- Research Methodology
- Challenge The Myths
- Practical Procedures of Corporate World
- Positive Attitude
- Plagiarism
- Quest for Happiness
- Mutual Funds
- Getting Skilled -Getting Started,
- Demystifying the Life of an Entrepreneur,
- Positive Thinking & Energy Healing Skills,
- Work Readiness
- Recruiters Talk
- Go Eat the Frog (Time Management)

Workshops

- Non - Violent Communications
- My First Corporate Step
- Econometrics
- Creative Writing
- 'Analytics and Communication: The Corporate Approach'
- Metamorphosis from a student to a Professional
- How to get First Job First!!
- Consumer Behavior Analytics
- Corporate Udaan
- Excel Training Programme
- Building Research Skills-How to be a Good Researcher
- Techniques used for Research Analysis

Certificate Courses

- Practical Aspects in Taxation & Finance (2015-17)
- Stock Market Training Program (2015-16)
- Professional Retail Banking Skills (2015-18)
- Consumer Behavior Analysis (2017-18)
- Smart Investor Programme (2018-19)
- Negotiation Skills (2018-19)
- Digital Marketing: Online Marketing Course (2018-19)
- Campus to Corporate - Make The First Leap a cakewalk (2018-19)
- Effective Communication Skills (2018-19)
- Microsoft Excel Programme (2018-19)

The Symbiosis Centre for Skill Development plans to introduce the following certificate courses in the Academic Year 2019-20. A Certificate Course has 3 credits.

The Students will be awarded with Course Completion Certificate on Successful Completion of Course

- Smart Investor Programme
- Negotiation Skills
- Microsoft Excel Level Digital Marketing: Online Marketing Course
- U Spark - Future Ready
- Campus to Corporate - Make The First Leap a cakewalk
- Professional Retail Banking Skills
- Effective Communication Skills
- Collaboration with MCCI for Certificate Course on International Trade
- Consumer Behaviour Analysis

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.
- ◆ Students should preserve copies of each document before submitting the originals with two photocopies to the office.
- ◆ The student should refer scholarship notices.
- ◆ Refer to the Scholarship / Freeship / Concession details given in this Prospectus.

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 final examination.



Procedure to get Transference Certificate from College office

01

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

02

03

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

04

05

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)

01

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

02

Procedure for Duplicate Fee Receipt

01

Apply with handwritten application to the Cash Counter

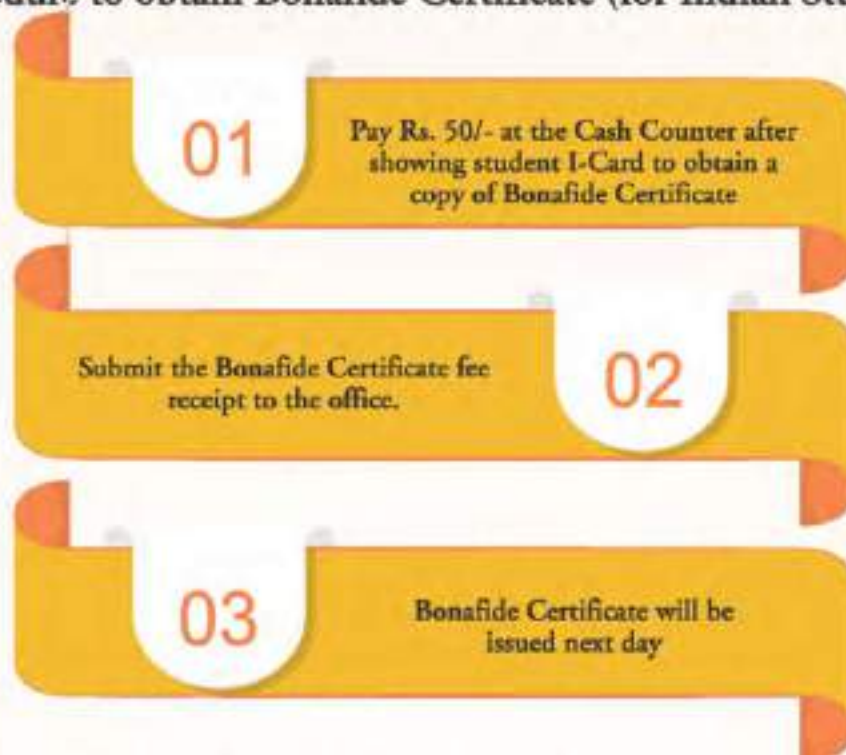
Pay the necessary fees to Cashier.
Show the receipt in the College office.

02

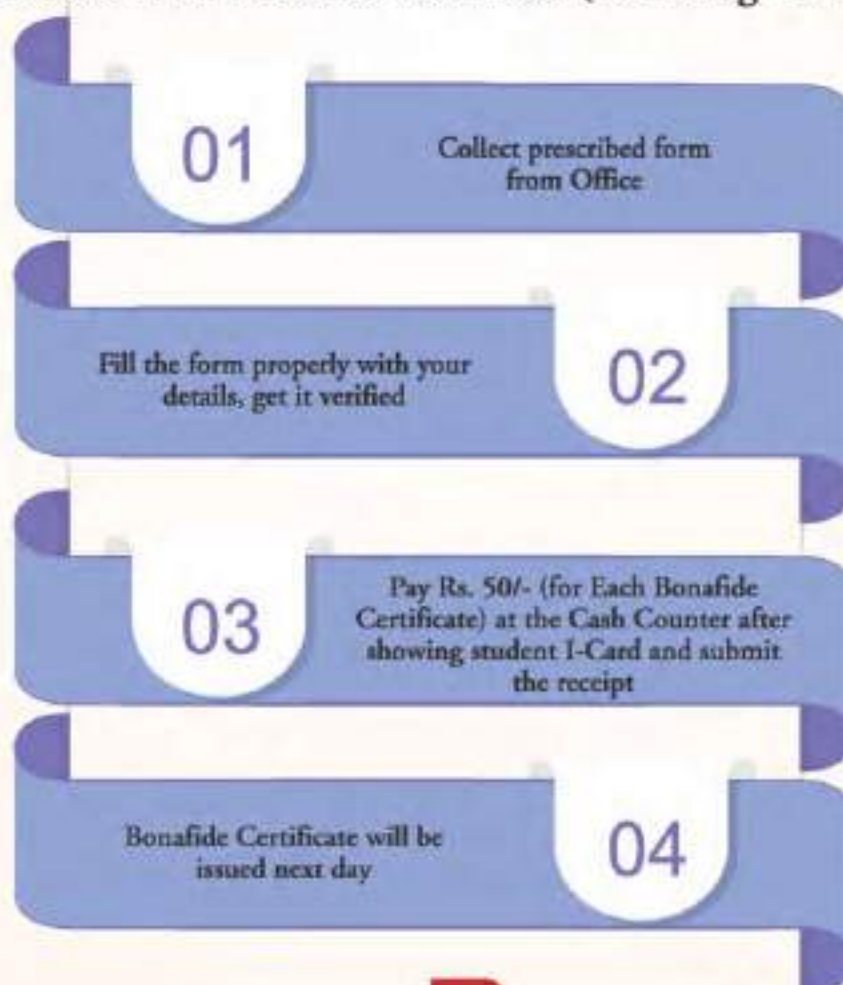
03

Collect Duplicate Fee Receipt on the next day.

Procedure to obtain Bonafide Certificate (for Indian Students)



Procedure for Bonafide Certificate (for Foreign Students)



Procedure for availing Following Certificates from the Students Facilitation Centre (Office)

DOCUMENT	PROCEDURE
1. TRANSCRIPT CERTIFICATE	<p>APPLY IN THE PRESCRIBED FORMAT AND PAY THE CHARGES AT THE CASH COUNTER.</p> <p>SUBMIT THE FORM DULY FILLED AND PAID TO THE SFC COUNTER</p> <p>TRANSCRIPT WILL BE ISSUED WITHIN A WEEK'S TIME.</p>
2. NO-OBJECTION CERTIFICATE	<p>APPLY IN THE PRESCRIBED FORMAT AND PAY THE CHARGES AT THE CASH COUNTER.</p> <p>SUBMIT THE FORM DULY FILLED AND PAID TO THE SFC COUNTER</p> <p>NOC WILL BE ISSUED WITHIN A WEEKS TIME</p>
3. RECOMMENDATION LETTER	<p><u>PRINCIPAL'S RECOMMENDATION LETTER</u> APPLY IN PRESCRIBED FORMAT AND ATTACH MARK SHEET COPY/S. PAY THE CHARGES AT THE CASH COUNTER.</p> <p>SUBMIT THE APPLICATION DULY PAID TO SFC COUNTER. RECOMMENDATION WILL BE ISSUED WITHIN 2 DAYS.</p> <p><u>TEACHER'S RECOMMENDATION LETTER</u> DRAFT THE LETTER, GET IT APPROVED FROM THE CONCERNED TEACHER PAY THE CHARGES TO THE CASH COUNTER.</p> <p>SUBMITTED THE APPROVED LETTER TO THE SFC COUNTER, EMAIL THE SAID APPROVED DRAFT ON THECOLLEGE EMAIL ID</p> <p>COLLECT THE FINAL LETTER FROM SFC COUNTERS NEXT DAY.</p>

SCAC Library has a good infrastructure and pleasant ambiance. Central library is at the ground floor, having 1250 sq. ft. of stack area and administrative blocks and 1250 sq. ft. of reading room. E-library section is at the basement and a section for relaxed reading (Awning) is on 4 floor. The library has Wi-Fi connectivity. Our Library has a diverse and rich collection of books and periodicals supplemented by electronic resources. Every year latest books and journals and electronic documents are added to the collection of the library. Library provides facility of 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) 39,842
- No. of Journals 46
- No. of Magazines 27
- No. of Newspapers 20

Highlights

- Open Access System
- Automated Operations
- e-library
- Electronic Resources: CDs, VCDs, DVDs, Databases (N-List, CMIE, EBSCO, JSTOR, EPW), 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.

- | | | |
|-----------------|-------------------|------------------|
| 1 Hockey | 12 Athletics | 23 Archery |
| 2 Cricket | 13 Weight Lifting | 24 Gymnasium |
| 3 Squash | 14 Cross country | 25 Softball |
| 4 Badminton | 15 Kabaddi | 26 Handball |
| 5 Chess | 16 Shooting | 27 Power Lifting |
| 6 Table Tennis | 17 Boxing | 28 Lawn Tennis |
| 7 Best Physique | 18 Kho-Kho | 29 Rowing |
| 8 Football | 19 Wrestling | 30 Kayaking |
| 9 Volleyball | 20 Fencing | 31 Yogasana |
| 10 Basketball | 21 Baseball | |
| 11 Swimming | 22 Cycling | |

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



The Hostel facility is provided to the college students **SUBJECT TO AVAILABILITY.**

- Total Hostels available:
1. Vishwabhavan Girls Hostel
 2. Vishwabhavan Boys Hostel
 3. Model Colony Girls Hostel

Hostel Admission Procedure

Preference is given to:

1. FOREIGN NATIONAL
2. NRI/PIO/OCI
3. OTHER STATE
4. MAHARASHTRA STATE

THE HOSTEL IS ALLOTTED ON THE BASIS OF THE MERIT OF XII STD PERCENTAGE

1. Vishwabhavan Girls Hostel-2019-20

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 is 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 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 2019-20:

Particulars	Amount in (Rs.)
Hostel Fees for Three-Seated Room	76,000/-
Mess (Breakfast / Lunch & Dinner) (Veg /Egg/ Non-Veg.)	58,650/-
Hostel Deposit	15,000/-
Total Fees for Three-Seated Room	1,49,650/-

2. Vishwabhavan Boys Hostel-2019-20

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.

Hostel Facility 2019-20

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 table, a chair, a cupboard and a soft board. These rooms are also provided with an attached bathroom containing a bucket.

Given below is the fee structure for the three-seated and Two Seater rooms of the Vishwabhavan Boys Hostel for the academic year 2019-20:

Particulars	Amount in (Rs.)
Hostel Fees for Three-Seated Room	76,000/-
Hostel Fees for Two-Seated Room	1,05,950/-
Mess (Breakfast / Lunch & Dinner) (Veg /Egg/ Non-Veg.)	58,650/-
Hostel Deposit	15,000/-
Total Fees for Three-Seated Room	1,49,650/-
Total Fees for Two-Seated Room	1,79,600/-

3. Symbiosis Hostel Model Colony-2019-20

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 table, a chair, a cupboard and a soft board. These rooms are provided with an attached bathroom containing 2 buckets and 1 mug.

Given below is the fee structure for the three-seater rooms of the Symbiosis Hostel Model Colony for academic year 2019-20:

Particulars	Amount in (Rs.)
Hostel Fees for Three-Seated Room	76,000/-
Mess (Breakfast / Lunch & Dinner) (Veg /Egg/ Non-Veg.)	58,650/-
Hostel Deposit	15,000/-
Total Fees for Three-Seated Room	1,49,650/-

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, Scholarship, Concessions To Students

The College offers different types of Scholarships, Freeships and free studentship schemes. 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:- A student has to refer the given websites, scholarship Notice Board and Contact (scholarship Section) for the following Scholarship Schemes.

The details are as follows

Schemes	Eligibility Criteria & 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:- stagedbtapp.mahaonlinegov.in
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 Sheme (Economically Backward Class) (Online System)	Parents' Income limitation up to 800000/- (Eight lakh) Parents' Income Certificate from Tahsildar office. Website:- stagedbtapp.mahaonlinegov.in
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 (Central Level) State level- stagedbtapp.mahaonlinegov.in Parents' Income limitation up to 200000/- (Two lakh)
Central Sector Scheme of Scholarships (Online System) NATIONAL SCHOLARSHIP PORTAL	(12th std scoring percentage base- who have scored above 80 percentile) For brief guidelines student has to refer the following website http://www.scholarship.gov.in Parents' Income limitation up to 600000/- (Six lakh)
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 Krantijyoti Savitrimata Phule Scholarship (Online System)	For North Eastern Region Students brief guidelines student has to refer the following website http://www.scholarship.gov.in
Rajarshi Shahu Maharaj 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)

Financial Aid, Scholarship, Concessions To Students

Schemes	Eligibility Criteria & Website
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
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 and Domicile of Maharashtra Students
State Government Open Merit Scholarship	Director Of Higher Education Department. Website:- stagedbtapp.mahaonlinegov.in
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)	Eligible student has to collect the Prescribed application form, from the scholarship section
Defence Service Personnel (DSP), Ex-Servicemen	Website:- stagedbtapp.mahaonlinegov.in
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,training 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

Financial Aid, Scholarship, Concessions To Students

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



Sl. No.	Item	Descriptions	Total
1	Total No. Computers	Server & Computers	274
2	Laptops	HP/HP/Dell/Lenovo/Acer	7
3	Interactive Board	65" Model 65IV2000	4
4	Digital Notice Board	LG 42" Plasma	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	27
8	Printer	LaserJet /Inkjet & Dot-matrix	46
9	Rack	42" Rack	1
10	LCD Projector	All Class Rooms, LAB.	32
11	Scanners	Scanner HP / Kodak	7
12	Xerox Machin Duplicator	Riso Kx30	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 And Committees

List of Extra-Curricular Activity-Associations for students:

1. Arts Circle
2. Centre for Human Excellence
3. Elocution and Debating
4. English Drama Circle
5. Environment Awareness Club
6. Film Club
7. Foreign Students Association
8. Hindi Mandal and Drama Circle
9. Magazine Publication
10. Marathi Natya Mandal
11. National Service Scheme (NSS)
12. Sports
13. Symbiosis Social Involvement Programme (S.S.I.P)
14. Trekking Club

Academic & Research Initiatives:

1. Research Cell
2. Research Centre (Ph.D., M.Phil. - SPPU)
3. Centre for International Initiatives
4. Centre for Study of Society (CSS) - (Under College with Potential for Excellence - CPE)
5. Teaching Learning Resource Centre (TLRC) - (Under College with Potential for Excellence - CPE)

List of Academic Committees:

1. Academic and Administrative Audit Committee
2. ACCA Core Committee
3. Center for Liberal Arts
4. Centre for Skill Development
5. Examination Cell

6. Honours Program Committee
7. Unfair Means Prevention Committee

List of Co-Curricular Committees:

1. Academic Calendar Committee
2. Alumni Association
3. Convocation Committee
4. Endowment / Prize Distribution Committee
5. Entrepreneurship Development Cell
6. Feedback Committee
7. Gymkhana Committee
8. IQAC
9. Library Advisory Committee
10. Medical Check-up
11. Orientation Course (For F.Y.)
12. Placement Cell
13. Publication - Magazine
14. Publication - Prospectus
15. Staff Academy
16. Students Extension Activities
17. Students Mentorship Committee
18. Students Welfare Committee
19. Symagine
20. Time-table Committee
21. Website Management and Updating Committee

List of Statutory Committees:

1. Anti-Ragging Cell
2. Anti-Ragging Squad
3. Grievance Redressal Cell
4. Prevention of Sexual Harassment Cell

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 around 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, co-curricular 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

Disciplinary Rules and Important Statutory Committees

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 on 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.

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

1. 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
2. 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
3. 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

Important Statutory Committees

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 -

1. Suspension from attending classes and academic privileges
2. Withholding / withdrawing scholarship / fellowship and other benefits
3. Debarring from appearing in any test / examination or other evaluation process
4. With-holding results
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
6. Suspension / expulsion from the hostel
7. Cancellation of admission
8. Rustication from the institution for a period ranging from 1 - 4 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
10. The committee further reserves the right to take any other disciplinary action in appropriate circumstances as may be deemed fit in the given situation
11. Fine ranging between Rs. 25,000/- to Rs. 1,00,000/-
12. Collective punishment - when the person committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment
13. 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 2019-20

- | | |
|-------------------------------|-----------------------------|
| 1. Dr. H. M. Soman | Chairperson |
| 2. Dr. S. R. Parchure | Senior Faculty Member |
| 3. Dr. Santosh Marwadikumbhar | 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. Rahul Vase | Student Representative |
| 9. Ms. Stuti Goel | Student Representative |

E. The Anti-Ragging Squad for the Academic Year 2019-20

- | | |
|-----------------------------|-----------------------|
| 1. Dr. Mrs. Tessa Thadathil | Senior Faculty Member |
| 2. Mr. Umesh Kulkarni | Senior Faculty Member |

- | | |
|------------------------|-----------------------|
| 3. Mr. Anil Adagale | Senior Faculty Member |
| 4. Dr. Nilesh Waghmare | Senior Faculty Member |

PREVENTION OF 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

Important Statutory Committees

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. Prevention of Sexual Harassment Cell for the Academic Year 2019-20

- | | |
|--------------------------------|-----------------------------|
| 1. Mrs. Swati Chiney | Chair Person |
| 2. Dr. Mrs. Alpna Vaidya | Senior Faculty Member |
| 3. Dr. Mrs. Shubhada Tamhankar | Senior Faculty Member |
| 4. Mrs. Nalini Sapkal | Senior Faculty Member |
| 5. Mr. Anil Adagale | Senior Faculty Member |
| 6. Mrs. Suchitra Date | Counselor and Social Worker |
| 7. Ms. Disha Mishra | 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.

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

- ◆ College Helpline Number : 9011059219
- ◆ Emergency (Ragging) Number: 9156745525
- ◆ Symbiosis Centre of Health Care - Medical Emergency Helpline Number: 9552525651
- ◆ Emergency - Medical / Police / Fire: 108

Annexure I - Anti-ragging Affidavit Draft

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 Draft

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 Society

1. Symbiosis International Cultural Centre
2. Symbiosis College of Arts and Commerce
3. Symbiosis Nursery School
4. Symbiosis Primary School
5. Symbiosis Society's Dr. Babasaheb Ambedkar Museum and Memorial
6. Symbiosis Secondary School
7. Symbiosis Sports Centre
8. Symbiosis Centre of Health Care
9. Symbiosis School, Harali, Dist. Kolhapur
10. Symbiosis Kindergarten, Nashik
11. Symbiosis School, Nashik
12. Symbiosis Society's Afro-Asian Cultural Museum
13. Symbiosis Institute of Teacher Education
14. Symbiosis International School
15. Symbiosis Open School

Constituent Institutes of Symbiosis International University

1. Symbiosis Law School, Pune
2. Symbiosis Institute of Business Management
3. Symbiosis Institute of Computer Studies and Research
4. Symbiosis Institute of Media & Communication
5. Symbiosis Institute of International Business
6. Symbiosis Institute of Management Studies
7. Symbiosis Centre for Management and Human Resource Development
8. Symbiosis Institute of Telecom Management
9. Symbiosis Center for Information Technology
10. Symbiosis Institute of Geoinformatics
11. Symbiosis Institute of Design
12. Symbiosis Institute of Operations Management, Nashik
13. Symbiosis Institute of Health Sciences
14. Symbiosis Institute of Business Management, Bangalore
15. Symbiosis Institute of Technology
16. Symbiosis Law School, Noida

17. Symbiosis Centre for Management Studies, Noida
18. Symbiosis Institute of Business Management, Hyderabad
19. Symbiosis Law School, Hyderabad
20. Symbiosis Statistical Institute

Departments Under Symbiosis International University

1. English Language Teaching Institute of Symbiosis
2. Symbiosis Institute of Foreign and Indian Languages
3. Symbiosis Centre for Management Studies, Pune
4. Symbiosis College of Nursing
5. Symbiosis Centre for International Education
6. Symbiosis School of Economics
7. Symbiosis Centre for Media & Communication
8. Symbiosis School of Media & Communication, Bangalore
9. Symbiosis Centre for Research and Innovation
10. Symbiosis School of Banking and Finance
11. Symbiosis Centre for Corporate Education
12. Symbiosis School of Liberal Arts
13. Symbiosis School of Biological Sciences
14. Symbiosis School of Photography
15. Symbiosis Teaching Learning Resource Centre
16. Symbiosis School of International Studies
17. Symbiosis Centre for Entrepreneurship and Innovation
18. Symbiosis Centre for Waste Management & Sustainability
19. Symbiosis Centre for Health Skills
20. Symbiosis School of Culinary Arts
21. Symbiosis School of Sports Sciences
22. Symbiosis Centre for Nanoscience and Nanotechnology
23. Symbiosis Centre for Behavioural Studies
24. Symbiosis Centre for Medical Image Analysis
25. Symbiosis Center for Alumni Engagement



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

College Office Timings: 10.30 am to 01.00 pm

Cash Transactions: Monday to Friday - 10.30 am to 01.00 pm