SYMBOLOSIS COLLEGE OF ARTS AND COMMERCE

Where Education Meets Enthusiasm

An Autonomous College under the Savitribai Phule Pune University

Prospectus
2015 - 2016
SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University
Reaccredited ‘A’ Grade by NAAC with a CGPA Score of 3.43
 Ranked 8th on all India basis (India Today’s Survey 2015)
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BRIEF ON SYMBIOSIS

Symbiosis is one of India’s leading educational institutions, imparting quality education across diverse verticals for over four decades. Symbiosis also personifies Vasudhaiva Kutumbakam—the whole world being one family—through its nucleus of international students from all across the globe, being privy to Indian culture and hospitality.

In recognition of the pioneering work done in the field of education, The Symbiosis College of Arts and Commerce has been bestowed with autonomy by the University Grants Commission, New Delhi, effective from the academic year 2012-13. However, we continue to be under the Savitribai Phule Pune University, Pune which will confer the degree to our students.

 Ranked amongst the top 10 Colleges in India and best in Pune City, consecutively for the past ten years, in the survey conducted by India Today, Neilson-Org Marg. Symbiosis College of Arts and Commerce was re-accredited with an 'A' grade by NAAC, with CGPA score of 3.43 out of 4 in 2011. This is the highest CGPA score in Pune city. At Symbiosis, we blend the wisdom of traditional education, with a practical knowhow, utilizing the contemporary global best practices in education. Thus, the students who graduate from Symbiosis College of Arts and Commerce are equipped with a firm theoretical foundation and relevant skill sets to put theories into practice. Overall development through a perfect blend of academics, co-curricular, and extra-curricular activities is the crux of the Symbiosis learning, which helps the students to create their unique identity in the society and reach pinnacles of success.

The Symbiosis College of Arts and Commerce is offering a 'Degree with Honours' Programme for the B.A. /B.Com. students from the Academic Year 2014-2015. This programme aims at creating a unique educational programme which blends intense subject domain knowledge along with the practical skills required for enhancing employability of students.

Symbiosis College of Arts and Commerce offers specially modulated 3 year programs in Bachelor of Commerce and Bachelor of Arts and a 2 year program in Master of Commerce. Students also have the opportunity to obtain an Honours Degree in various subjects of specialisations. This program is tailor made to enhance the employability and enterprise creation quotient of the graduating students. Diploma and Certificate courses in Liberal arts, as well as the summer school program, are amongst the many value added courses offered along with the regular degree programs under the ageis of the Symbiosis Centre for Liberal Arts(SCLA) which is a part of Symbiosis College of Arts and Commerce.

Symbiosis College of Arts and Commerce now also offers the ACCA (The Association of Chartered Certified Accountants) course alongside the graduation programmes to empower students with an international level certification. The course content and values are aligned to the needs of employers in all sectors.

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

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

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

**The highlights of our programmes under autonomy include** -

- Academic freedom in framing syllabi
- Continuous evaluation
- Semester system
- Credit system and allowing transfer of credits
- Interdisciplinary approach
- Wide choices of courses for specialisation
- Intensive courses for specialisation in Commerce, Humanities and Social Sciences
- Preparation for careers in Private & Public sector, Banking, Finance, Media, Communication, Marketing, Consultancy, Management, New enterprise creation and academics

There are many more reasons why Symbiosis College of Arts and Commerce, generates such admiration, pride and loyalty. Reasons that cannot be penned down in black and white, but reasons that you shall find out yourself as part of the experience of studying here, an experience that we call - ‘The Symbiosis Experience’. We welcome you aboard on this journey of human excellence!
Dear Students,

One of the first Institutions of the Symbiosis Society, the Symbiosis College of Arts and Commerce over the decades has successfully excelled in providing innovative and quality education.

It is a matter of immense pride that the college has been accredited with ‘A’ grade by the NAAC, consecutively twice. It has also been achieving a national ranking consistently as being one of the best Arts and Commerce College in India.

The autonomous status bestowed by the UGC has leveraged its academic benchmarks. The newly introduced Honours Degree Program will catapult the College into global league of institutions. I am certain that the students graduating from here will be equipped with professional skill sets and values to enable them to embrace the global challenges and outperform their counterparts.

Symbiosis College of Arts and Commerce is one of the few colleges in Maharashtra which has received national recognition for its excellence in imparting quality education.

With a very competent and visionary leadership and unparalleled faculty profile strength, and very vibrant students, I congratulate the College on its path breaking journey.

Padma Bhushan Dr. S. B. Mujumdar
President and Founder Director, Symbiosis.
Dr. Vidyā Yeravdekar
Principal Director, Symbiosis.

Dear Students,

I congratulate the Symbiosis College of Arts and Commerce for successfully completing its first year of honours degree program and the third year of academic autonomy. It is delightful to see students graduate, armed with even greater knowledge and know-how to succeed in their goals in higher education and career.

The reorientation that results from this academic restructuring offers to students a fresh new stock of skill sets, which are designed to prepare them to emerge as leaders in their choice of work areas. We very much appreciate that the present labour market is driven by competitiveness and demand for career-readiness competencies. I have every reason to believe that our students will emerge ready to succeed and thrive as valuable members of the global workforce.

The College has many achievements to its credit. In addition to academic excellence, the College offers to students all the benefits that come from a diverse multicultural environment and an unwavering commitment to stay at the leading edge of innovation in pedagogy and infrastructural facilities.

You will see for yourself that the College values the importance of specialization in academic offerings; therefore, courses and programs are tailor-made to suit the present-day requirements in higher education and career capabilities.

I welcome you to the Symbiosis College of Arts and Commerce, and wish you every success.
Dr. Hrishikesh Soman,
Principal, Symbiosis College of Arts and Commerce.

Dear Students,

On behalf of the Symbiosis family, it gives me immense pleasure to welcome the new entrants to Symbiosis College of Arts and Commerce. You have embarked on an exciting journey of building your future and we are there to help you to achieve your goals.

Over the years Symbiosis College of Arts and Commerce has evolved to reach and hold a unique position in the field of quality education. The college has always strived to equip students with knowledge and skills to excel in all spheres. It has now laid the foundation for innovative and skill based curriculum through its Bachelor of Commerce and Bachelor of Arts programs. The newly introduced programs and courses will ensure that they get an edge over their peers at the National as well as Global level.

The College has been conferred upon the status of an ‘Autonomous College’ by the UGC. This prestigious status allows us to introduce pragmatism in the curriculum and evaluation process. Along with industry oriented and updated syllabus, the evaluation process has also been modified to test the ability to think and apply.

We at Symbiosis believe that the learning beyond classroom is equally important as the classroom interaction. Therefore, students are encouraged to organize and participated in the various co-curricular and extra-curricular activities. The classrooms are digitally equipped making learning more interesting and interactive. Our efforts are directed towards student development for employment and self-employment.

The College attracts many top corporates for placement and we are proud to say that all these top corporates have been coming year after year to recruit graduates from our College.

In addition to B.A. and B. Com Programmes, to make our students more competent we have some unique academic programmes such as:

- Degree with Honours – B. A. with Honours and B. Com with Honours
- Diploma in Liberal Arts: A unique diploma in Liberal Arts which will enable the students to think critically and nurture his / her creativity.
- ACCA: The Association of Chartered Certified Accountants (ACCA) programme will enable the students to acquire professional accounting qualification of international validity.
- Many more value added certificate programmes.
- Internationalisation of Education: Student Exchange programmes, Joint academic programmes in collaboration with many Universities from USA, UK and Europe and South-East Asia.

Wish you all a very pleasant and meaningful educational experience in Symbiosis College of Arts and Commerce.
Dear Friends,

Today we have successfully completed 3 years under Autonomy and it is with great pleasure and pride that we witnessed our first batch of both under graduate and post graduate students completing their educational programme under this very innovative and challenging system.

There has been a unanimous acknowledgment and appreciation of our efforts under autonomy reflected in the feedback that our students provided on our new Autonomous programme. Our humble experimentation with the 'Degree with Honours' programme also received an overwhelming response and acclaim from our students. All this fills us with a feeling of gratitude and also confirms to a large extent our belief that we are on the right track of our innovations in education. There is no doubt that there are areas and aspects that need to be worked upon and fine-tuned –which will be our commitment and responsibility in the years to come.

Our plan for the coming academic year 2015-16 includes strengthening the existing courses under Autonomy, the Honours programme and the ACCA programme. We also propose to introduce post graduate programme in arts and humanities namely a MA in English and Economics and innovative undergraduate programmes in the coming years. A host of ventures are planned beyond the boundaries of the classrooms like the Skill Development Centre, Area, Subject and Country specific study centers, blending technology directly into the teaching-learning pedagogy and many more equally exciting avenues to make learning an unique experience at Symbiosis.... !!!

We would like to very sincerely put on record our deep gratitude and thanks to our students of our First batch of Autonomy and the Degree with Honours Programme, for not only being our experimentation grounds for our new ideas but also for their invaluable inputs in helping us to mold our courses to the changing needs of the new world. We will always cherish your contribution in our innovations in education-Thank you!

We are also looking forward to being with our new upcoming batches and continuously working towards creating a better and better learning environment in future with them, where the 'Horizons of Education' has no boundaries...

Our innovations in education at Symbiosis are based on the essence of the very appropriate quote.

“...If we teach today as we taught yesterday we rob our children of their tomorrow ...”

- John Dewey.
VISION AND MISSION STATEMENT

Vision
Symbiosis will be the preferred destination for all who aspire to excel.

Mission
Our mission is to pursue knowledge through academic, co-curricular and extra-curricular activities and to develop the learners’ personality with a strong value base.
We are committed to maintaining a balance between theory and practice. We endeavor to facilitate the learners to gain knowledge and experience, enabling them to achieve meaningful individual development and the well-being of society at large.
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<td>1</td>
<td>Dr. Hrishikesh Soman</td>
<td>Principal and Head, Department of Business Law and Practices</td>
<td>M.Com, Ph.D</td>
<td>Marketing and Finance</td>
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<tr>
<td>2</td>
<td>Dr. Mrs. Sunayini Parchure</td>
<td>Vice-Principal and Head, Department of Economics, Associate Professor</td>
<td>M.A, M.Phil., Ph.D</td>
<td>Economics and Banking</td>
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<td>3</td>
<td>Dr. Vivek Sane</td>
<td>Associate Professor and Head, Department of Marketing</td>
<td>B.Com, M.L.S., M.Com, M.Phil, Ph.D</td>
<td>Management</td>
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<td>4</td>
<td>Dr. Shirish Limaye</td>
<td>Associate Professor and Head, Department of Accountancy</td>
<td>M.Com, M.Phil, Ph.D</td>
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<td>5</td>
<td>Mrs. Jasmina A. Kumar</td>
<td>Associate Professor and Head, Department of Business Practices</td>
<td>M.D.B.A, M.Phil</td>
<td>Business Communication</td>
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<td>Mrs. Marcelle Samuel</td>
<td>Associate Professor and Head, Department of Banking</td>
<td>M.A.</td>
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<td>7</td>
<td>Dr. Vijay Behere</td>
<td>Associate Professor and Head, Department of Business Administration</td>
<td>M.Com, M. Phil, Ph.D</td>
<td>Management</td>
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<td>8</td>
<td>Mrs. Ketki Kher</td>
<td>Assistant Professor and Head, Department of Mathematics</td>
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<td>Dr. Mrs. Aarti Wani</td>
<td>Associate Professor and Head, Department of English</td>
<td>M.A, M.Phil, NET (JRF), Ph. D</td>
<td>English</td>
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<td>Dr. Ms. Hilda David</td>
<td>Associate Professor</td>
<td>M.A, Ph.D</td>
<td>English</td>
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<td>Mrs. Tessy Thadathil</td>
<td>Assistant Professor and Head, Department of Costing</td>
<td>M.Com, SET</td>
<td>Accountancy and Costing</td>
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<td>Mrs. Sheena Mathews</td>
<td>Associate Professor</td>
<td>M.A., M.Phil</td>
<td>Economics and Costing</td>
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<td>Associate Professor</td>
<td>B.S.L., LL.B., LL.M, SET</td>
<td>Mercantile Law</td>
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<td>Dr. Mrs. Alpana Vaidya</td>
<td>Associate Professor and Head, Department of Psychology</td>
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<td>Mr. Umesh Kulkarni</td>
<td>Assistant Professor</td>
<td>M.COM, FCA, SET</td>
<td>Auditing and Taxation</td>
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<td>20</td>
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<td>Assistant Professor</td>
<td>M.Com, M.Phil, Ph. D, SET</td>
<td>Accountancy</td>
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<td>Assistant Prof.</td>
<td>M.A, B.Ed, Ph.D, NET, SET</td>
<td>Economics and Banking</td>
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<td>Mr. Anil Adagale</td>
<td>Assistant Prof.</td>
<td>M.A, SET, NET</td>
<td>English</td>
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<td>25</td>
<td>Mrs. Nalini Sakpal</td>
<td>Assistant Prof.</td>
<td>M.A.</td>
<td>Economics and Banking</td>
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<td>Mr. Hemant Godbole</td>
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<td>Auditing and Taxation</td>
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<td>Mrs. Vaishali Vaidya</td>
<td>Librarian</td>
<td>M.L.I.S., SET</td>
<td>Library science</td>
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<td>29</td>
<td>Mr. Santosh Marwadi kumbhar</td>
<td>Assistant Prof.</td>
<td>M.Com, M.Phil, NET (JRF), SET</td>
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<td>30</td>
<td>Mr. Nilesh Waghmare</td>
<td>Assistant Prof.</td>
<td>M.Com, DTL, NET (JRF), M. Phil.</td>
<td>Costing and Company Law</td>
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<td>31</td>
<td>Dr. Sharayu Bhakare</td>
<td>Assistant Prof.</td>
<td>M.Com, M.Phil, DCM, DTL, PGDBM, SET, Ph.D</td>
<td>Entrepreneurship</td>
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<td>32</td>
<td>Mrs. Shweta Kakade</td>
<td>Assistant Prof.</td>
<td>M.A, SET, B.Ed, M.Ed, SET</td>
<td>Psychology</td>
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<td>33</td>
<td>Mrs. Zakira Shaikh</td>
<td>Assistant Prof.</td>
<td>M.Com, PGDPM &amp; HR, NET, SET</td>
<td>Commerce</td>
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<td>34</td>
<td>Mrs. Sarika More</td>
<td>Assistant Prof.</td>
<td>M.Com, SET</td>
<td>Commerce</td>
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<td>35</td>
<td>Mrs. Alka Arora</td>
<td>Assistant Prof.</td>
<td>M.Com, NET, MBA</td>
<td>Commerce</td>
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<td>36</td>
<td>Dr. Mohan Shinde</td>
<td>Assistant Prof.</td>
<td>M.A, NET, Ph. D</td>
<td>Hindi</td>
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<td>37</td>
<td>Mrs. Smita Bangal</td>
<td>Assistant Prof.</td>
<td>M.A, B.Ed, SET, NET JRF)</td>
<td>English</td>
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<td>38</td>
<td>Mrs. Meenakshi Sengupta</td>
<td>Assistant Prof.</td>
<td>M.A. (French)</td>
<td>French</td>
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<td>39</td>
<td>Mrs. Mira Talathi</td>
<td>Assistant Prof.</td>
<td>M.A. SET</td>
<td>Psychology</td>
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<td>40</td>
<td>Mr. Gaurang Ravibhan</td>
<td>Assistant Prof.</td>
<td>M.A. NET</td>
<td>English</td>
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<td>41</td>
<td>Mrs. Anjali Kulkarni</td>
<td>Assistant Prof.</td>
<td>M. Sc, M. Phil, PGDCASA</td>
<td>Statistics</td>
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<tr>
<td>42</td>
<td>Mrs. Mrudula Soman</td>
<td>Assistant Prof.</td>
<td>M. Sc, PGDST, SET, NET</td>
<td>Mathematics</td>
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<td>43</td>
<td>Mrs. Sanhita Apte</td>
<td>Assistant Prof.</td>
<td>MCS, SET</td>
<td>Computer Science</td>
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<td>44</td>
<td>Mrs. Kishori Kasat</td>
<td>Assistant Prof.</td>
<td>M. Sc. (Electronics), MBA, NET</td>
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<td>45</td>
<td>Ms. Simone Samuel</td>
<td>Counselor</td>
<td>M.A.</td>
<td>Psychology</td>
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<td>Mrs. Gandhali Parulekar</td>
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<td>Mrs. Shubhangi Mane</td>
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<td>Mrs. Seema Purandare</td>
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<td>Mr. Sanjay Subhedar</td>
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<td>Mr. Ramchandra Kulkarni</td>
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<td>Mrs. Pallavi Walimbe</td>
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<td>Mrs. Archana Thakur</td>
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<td>Mrs. Sandhya Jadhav</td>
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<td>Mr. M.T. Zadane</td>
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<td>Ms. Supriya Manjare</td>
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<td>Mr. Sakharam Ingulkar</td>
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<td>Mr. Nitin Bhise</td>
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<td>Mrs. Ashwini Kothari</td>
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<td>Ms. Varsha Budhner</td>
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<td>Mr. Sarjerao Jadhav</td>
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<td>Mr. Sanjay Raut</td>
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<td>Mr. Kiran Barmukh</td>
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<td>56</td>
<td>Mr. Ananta Shedge</td>
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# COURSE STRUCTURE

## F.Y. B. COM.
**Academic year 2015-16**

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<th>SUBJECT</th>
<th>SEMESTER – 1</th>
<th>SEMESTER - 2</th>
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<tbody>
<tr>
<td>Economics</td>
<td>Fundamentals of Micro Economics</td>
<td>Advanced Microeconomics</td>
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<td>Compulsory English</td>
<td>English For Communication – 1</td>
<td>English For Communication - 2</td>
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<tr>
<td>Additional English</td>
<td>Language Through Literature – 1</td>
<td>Language Through Literature - 2</td>
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<tr>
<td>General Awareness - 1</td>
<td>An Insight into India</td>
<td>An Insight into the World</td>
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<td>General Awareness - 2</td>
<td>Dimensions of Business Studies – 1</td>
<td>Dimensions of Business Studies - 2</td>
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**NOTE:**
# Mathematics for Finance can be chosen only if the student has offered Mathematics in 12th Standard.
# Course Structure

## S.Y. B. COM.

**Academic year 2015-16**

### Group "A" - Specialization in Cost Accounting / Banking and Financial System / Business Entrepreneurship

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<tr>
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<th>SUBJECT</th>
<th>SEMESTER – 3</th>
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<tbody>
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<td>1</td>
<td>Accountancy</td>
<td>Corporate Accounting - I</td>
<td>Corporate Accounting - II</td>
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<td>2</td>
<td>Economics</td>
<td>Macroeconomics - I</td>
<td>Macroeconomics - II</td>
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<td>3</td>
<td>Business Communication / Management</td>
<td>Fundamentals of Management</td>
<td>Managerial Communication</td>
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<td>4</td>
<td>Company Law</td>
<td>Elements of Company Law - I</td>
<td>Elements of Company Law - II</td>
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<td>5</td>
<td>Cost Accounting</td>
<td>Basics of Cost Accounting - Spl-I</td>
<td>Basics of Cost Accounting Labour &amp; Overheads Spl-III</td>
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<td>Basics of Cost Accounting - Material - Spl – II</td>
<td>Methods of Costing - Spl - IV</td>
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<td>5</td>
<td>Banking and Financial Systems</td>
<td>Financial System &amp; Indian Banking Structure (Paper-I)</td>
<td>Indian Banking System and Central Banking Paper - III</td>
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<td>Financial Institutions in India (Paper-II)</td>
<td>Financial Markets (Paper - IV)</td>
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<tr>
<td>5</td>
<td>Entrepreneurship</td>
<td>Growth of Entrepreneurship</td>
<td>Success Stories in Entrepreneurship</td>
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<td>Managing Innovation and Entrepreneurship</td>
<td>Environment for Entrepreneurship</td>
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### Group "B" - Specialization in Marketing Management

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<td>Business Communication</td>
<td>Communication for Marketing</td>
<td>Contemporary Management</td>
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<td>Marketing Management</td>
<td>Fundamentals of Marketing</td>
<td>Brand Management</td>
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<td>Customer Value Management</td>
<td>Marketing and Social Responsibility</td>
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**Note:** Environmental Science will be a Compulsory subject for Second year.
### SYMBIOSIS COLLEGE OF ARTS AND COMMERCE
(An Autonomous College under the Savitribai Phule Pune University)

### COURSE STRUCTURE

#### T.Y. B. COM.
**Academic year 2015-16**

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<th>SUBJECT</th>
<th>SEMESTER - V</th>
<th>SEMESTER - VI</th>
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<tr>
<td>Accountancy</td>
<td>Advanced Accounting Paper 1</td>
<td>Advanced Accounting Paper 2</td>
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<td>Economics</td>
<td>International Economics</td>
<td>Contemporary Indian Economic Issues and Policies</td>
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<td>BTA</td>
<td>Income Tax Paper 1</td>
<td>Indirect Taxes Paper 2</td>
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<td>M. Law</td>
<td>Foundation of Mercantile Law - I</td>
<td>Allied Concepts in Mercantile Law - II</td>
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**Note: Subjects chosen in S.Y. B. Com. Will continue at T.Y. B. Com.**

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<td>Entrepreneurship</td>
<td>New Venture Creation</td>
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<td>Financial Management For Entrepreneurship</td>
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## M. COM. – Part - I
### Academic year 2015-16

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<td>Compulsory Subject -1</td>
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<td>Planning-II</td>
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## Syllabus

### M. COM. – Part - II

**Academic year 2015-16**

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## COURSE STRUCTURE

**F. Y. B. A.**  
*Academic year 2015-16*

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<td><strong>GROUP &quot;A&quot; (COMPULSORY)</strong></td>
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<td>Language Through Literature - 1A</td>
<td>Language Through Literature - 1B</td>
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<td>Economics</td>
<td>Contemporary Issues in the Indian Economy</td>
<td>Introduction to Banking and the Financial System in India</td>
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<td>Psychology</td>
<td>Foundations of Psychology -1</td>
<td>Foundations of Psychology -2</td>
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<td>Basic Principles of Political Science</td>
<td>Political Ideologies</td>
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<td>Geography</td>
<td>Contemporary Applied Geography – 1</td>
<td>Contemporary Applied Geography - 2</td>
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<td>Additional English</td>
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<td>Indian Writing in English.</td>
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<td><strong>Group &quot;B&quot; (Select Any One)</strong></td>
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<td>Kavya Saurabh (DAS KAVITA) and GRAMMAR</td>
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<td>French</td>
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<td>French for Beginners - 2 or *French Advanced - 2</td>
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**NOTE:**  
1. Group "A" is Compulsory  
2. Group "B" Choose Any One Subject  
3. * French Advance can be chosen only if the student has offered French in 12th Standard.
## SYMBIOSIS COLLEGE OF ARTS AND COMMERCE
(An Autonomous College under the Savitribai Phule Pune University)

### COURSE STRUCTURE

**S. Y. B. A.**
**Academic year 2015-16**

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<td>Language Through Literature - 2B</td>
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<td><strong>GROUP &quot;B&quot; (# A student must choose 3 subjects of which one subject must be as per your Specialisation)</strong></td>
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<tr>
<td>Economics (General) #</td>
<td>Banking System and Financial Markets in India</td>
<td>Economics of Development</td>
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<td>Englishish (General) #</td>
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<td>Popular Literature</td>
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<td>Constitution of India</td>
<td>Public Administration</td>
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<td>Principles of Human Geography - 1</td>
<td>Principles of Human Geography - 2</td>
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<td>Aadhunik Kavya &amp; Grammar</td>
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<td><strong>GROUP &quot;C&quot; (Select any one subject for specialisation)</strong></td>
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<td>Principles of Microeconomics-1</td>
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<td>Monetary Economics &amp; Public Finance</td>
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<td>Modern Drama</td>
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<td>English Romanticism</td>
<td>Literary Criticism -1</td>
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<td>Therapeutic Interventions (Spl.3)</td>
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<td>Life Span Development (Spl.2)</td>
<td>Life Span Development-II (Spl.4)</td>
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**Note:** Environmental Science will be a Compulsory subject for Second year.
# COURSE STRUCTURE

## T. Y. B. A.
**Academic year 2015-16**

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**GROUP “B” (Student must choose 3 subjects, 1 must be out of Specialization Subjects)**

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<th>Subject</th>
<th>Semester - V</th>
<th>Semester - VI</th>
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<tr>
<td>Economics (General)</td>
<td>Human Development Issues and Analysis</td>
<td>Indian Economic Environment: Issues And Policy</td>
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<td>English (General)</td>
<td>Indian Literature In English Translation</td>
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<td>Psychology (General)</td>
<td>Human Resource Management (HRM)</td>
<td>Organizational Development</td>
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<td>Political Thinkers—Eastern and Western International Relations and Politics</td>
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<td>Geography</td>
<td>Contemporary Issues in Geography -1</td>
<td>Contemporary Issues in Geography -2</td>
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**GROUP “C” Note : Subjects chosen in S.Y. B. A. will continue at T.Y. B. A.**

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<th>Semester - VI</th>
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<td>International economics and policy framework</td>
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<td>Mathematical Techniques for Economic Analysis</td>
<td>Statistical Techniques for Economic Analysis</td>
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<td>English</td>
<td>An Introduction to Language.</td>
<td>English Grammar for Today</td>
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<td>Modernism: Themes and Forms</td>
<td>Literary Criticism – 2</td>
</tr>
<tr>
<td>Psychology</td>
<td>Experimental Psychology</td>
<td>Doing research in Psychology</td>
</tr>
<tr>
<td></td>
<td>Experiments (Practical)</td>
<td>Psychological testing (Practical – which will also include group testing project)</td>
</tr>
</tbody>
</table>
ADMISSION POLICY

• **New Admission**
  - Direct admission to 12th In-house students.
  - Remaining admissions will be based on Merit and as per the Reservation policy of Govt. of Maharashtra.
  - 10% seats will be reserved for NRI (Except Gulf & S. E. Asia).
  - 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 International Student Centre of Savitribai Phule Pune University, Pune.
  - 2 seats will be reserved for students from Jammu and Kashmir State for each course.
  - Reservation for various categories in Maharashtra:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td>13 %</td>
</tr>
<tr>
<td>ST</td>
<td>7 %</td>
</tr>
<tr>
<td>VJNT</td>
<td>3%</td>
</tr>
<tr>
<td>NT-B</td>
<td>2.5%</td>
</tr>
<tr>
<td>NT-C</td>
<td>3.5%</td>
</tr>
<tr>
<td>NT-D</td>
<td>2%</td>
</tr>
<tr>
<td>OBC</td>
<td>19%</td>
</tr>
<tr>
<td>SBC</td>
<td>2%</td>
</tr>
</tbody>
</table>
ADMISSION PROCESS (First Year)
For In-house Students - 2015 - 16

1. Go to www.symbiosiscollege.edu.in
2. Click on 'STUDENT LOGIN' button
3. Type your USER ID & PASSWORD.
4. Now click on 'MY ADMISSION FORM' button.
5. Fill all the information like, Personal Information, Marks, Result, and Subjects etc. & submit the form online.
6. Your form will be verified by college staff online. This may take few hours.
7. Then again go to www.symbiosiscollege.edu.in for completing the process.
8. Click on 'STUDENT LOGIN.'
9. Type your User ID & Password.
10. Click on 'MY ADMISSION FORM' button.
11. You will find four buttons for
   ▪ Admission Form (2 pages Print this form BACK to BACK)
   ▪ Fees Challan (4 Copies)
   ▪ I- Card Form
   ▪ Eligibility Form
   Print all these documents. Please sign the admission form.
12. Now pay the fees in HDFC Bank (Any branch across the world).
13. After payment, submit the following documents to College office
   ▪ Duly completed Admission Form (BACK to BACK) with 1 photograph.
   ▪ Fees Challan (College Copy only)
   ▪ I-Card form (in Library) with 2 photographs.
   ▪ 12th Standard Mark Sheet Copy.
   ▪ Photo copy of the Caste certificate issued by Govt. of Maharashtra (if applicable).
   ▪ Eligibility Form
ADMISSION PROCESS (First Year)

For New Students - 2015 - 16

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 in HDFC Bank (any branch across the world)
5. Send Pre – Merit form along with duly paid challan 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:
8. Student has to come personally to the College in Pune for admission within 3 days from the date of declaration of particular Merit List.
9. Student should provide at the time of admission all original documents for verification along with two attested photocopies.
10. After the verification procedure is over, the student has to fill the on-line admission form.
11. The office verifies the form and gives approval for taking print-out of admission form, fee challan and related documents.
12. Then the student has to pay the annual fees within the next 2 days.
13. If the fees are not paid within the given time, the admission stands cancelled.
14. The student finally has to submit the admission form, duly paid fee challan and related documents to the office immediately.
15. 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.
16. No student will be entertained after the given time for admission is expired.
17. International students should visit the International Students Cell, Savitribai Phule Pune University, Pune for their admission.
18. NRI students from South East Asia & Gulf counties should visit the International Students Cell, Savitribai Phule Pune University, Pune for their admission.
PROCEDURE FOR CANCELLATION OF ADMISSION

Academic Year – 2015-16

1. In case the student wants to cancel his or her admission, he / she is required to write an application to the Principal, attach the original student copy of the fees challan to it and submit it to the Registrar in College Office. The student has to mention reason of 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 course, Rs. 520/- will be charged as cancellation charges.

5. **Rules of refund of fees for cancellation of admission for the year 2015-16**

<table>
<thead>
<tr>
<th>Days of cancellation after commencement of course</th>
<th>Amount will be deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - 10 days</td>
<td>20% of the total fees</td>
</tr>
<tr>
<td>11 - 20 days</td>
<td>40% of the total fees</td>
</tr>
<tr>
<td>After 30 days</td>
<td>100% of the total fees</td>
</tr>
</tbody>
</table>
### FEE STRUCTURE

**SYMBIOSIS COLLEGE OF ARTS AND COMMERCE**  
(An Autonomous College under the Savitribai Phule Pune University)

#### (Fees for the 2015-16)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLEGE FEES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>9100</td>
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<td>9100</td>
<td>10130</td>
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<tr>
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<td>12000</td>
<td>12000</td>
<td>12000</td>
<td>12000</td>
<td>29830</td>
<td>29830</td>
</tr>
<tr>
<td>OTHER COUNTRY</td>
<td>13600</td>
<td>13600</td>
<td>13600</td>
<td>13600</td>
<td>13600</td>
<td>13600</td>
<td>43830</td>
<td>43830</td>
</tr>
</tbody>
</table>

| **MEDICAL SERVICES AND INSURANCE** |           |             |           |             |           |             |         |         |
| CATEGORY           | 3605      | 3605        | 3605      | 3605        | 3605      | 3605        | 3605    | 3605    |
| MAHA. STATE        | 4995      | 4995        | 4995      | 4995        | 4995      | 4995        | 4995    | 4995    |
| OTHER STATE        | 4995      | 4995        | 4995      | 4995        | 4995      | 4995        | 4995    | 4995    |
| SAARC COUNTRY      | 4995      | 4995        | 4995      | 4995        | 4995      | 4995        | 4995    | 4995    |
| OTHER COUNTRY      | 4995      | 4995        | 4995      | 4995        | 4995      | 4995        | 4995    | 4995    |

| **TOTAL FEES**     |           |             |           |             |           |             |         |         |
| CATEGORY           | 12705     | 12705       | 12705     | 12705       | 12705     | 12705       | 13735   | 13735   |
| MAHA. STATE        | 15895     | 15895       | 15895     | 15895       | 15895     | 15895       | 21325   | 21325   |
| OTHER STATE        | 16895     | 16895       | 16895     | 16895       | 16895     | 16895       | 28525   | 28525   |
| SAARC COUNTRY      | 16995     | 16995       | 16995     | 16995       | 16995     | 16995       | 34825   | 34825   |
| OTHER COUNTRY      | 18595     | 18595       | 18595     | 18595       | 18595     | 18595       | 48825   | 48825   |

1] Rs. 300/- FOR WI-FI SYSTEMS (IF APPLICABLE)  
2] FOR S.Y. and T.Y.B.A. PSYCHOLOGY SPECIAL FEES RS.7000/- PER STUDENT  
3] For French (Adv.& Beg.) Subject Rs. 1500/- Addl. Fees to be paid.  
4] Rs. 5000/- ONLY FOR F.Y.B.COM Div- A (BUSINESS COMPUTING)

**Fee Structure for ACCA Students (Per Subject)**  
1] **Tuition Fees** - Rs. 14,000/-  
2] **Books Charges** - Rs. 2500/-  
3] **Exam Fees** - Rs. 9000/-
EXAMINATION PATTERN
UNDER AUTONOMY

Examination Pattern Under Autonomy 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 First year (F.Y.) will have 2 Semesters – Semester I and II.
• The Second year (S.Y.) will have 2 Semesters – Semester III and IV.
• The Third year (T.Y.) will have 2 Semesters – Semester V and VI.
• The medium of instructions for examination shall be English only.

About Evaluation
• There shall be continuous assessment and evaluation of the students during each semester.
• There shall be total of 100 marks evaluation per subject / course during each semester.
• Out of these total 100 marks, internal evaluation would be of 40 marks and external (Semester end) evaluation would be of 60 marks. (40 + 60 pattern).
• Internal 40 marks would comprise of -
  a)  20 marks for Assignments,  
  b)  20 marks for Mid-Semester examination.
• A student shall be allowed to keep terms (ATKT) for second year, if he/she has a backlog of up to maximum of four(4)subjects of first year examination which consist of semester I and II together.
• A student shall be allowed to keep terms (ATKT) for the third year, if he/she has no backlog of the first year.
• A student shall be allowed to resubmit the assignment of a subject for a particular semester if he/she has scored less than 16 marks out of 40 in his /her internal (semester end) assessment/evaluation and has less than 8 marks in assignment and has a backlog for that subject.
• The college will charge fees equal to back log examination (per paper fees) for the papers under Grade Improvement Scheme.
• Examination form fees will not be separately collected from student’s w.e.f. April, 2015.
EXAMINATION PATTERN
UNDER AUTONOMY

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

- The total credits will be 145 credits i.e. 125 credits for Regular B.Com/B.A. and 20 credits for additional components of Degree with Honours Programme (1 Credit = 15 Hours).
- For B.Com, students securing an aggregate of 65% marks and For B.A, students securing an aggregate of 60% marks in the regular 3 years degree Programme and an aggregate 'B' grade in the academic components of the Honours programme will qualify for the 'Degree with Honours'.
- A student will have to complete mandatorily the course in Life Skills in order to acquire the required 3 credits for the completion of the course, along with his S.Y. & T.Y.
- A student who qualifies for the 'Degree with Honours 'Programme will get the mark sheet reflecting a record of all the additional courses, marks and the subject of specialization.
- The grade system of awarding of grade will be similar to B.A/B.Com Degree grade system as follows:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 to 39</td>
<td>F - Fail</td>
</tr>
<tr>
<td>40 to 44</td>
<td>E - Pass</td>
</tr>
<tr>
<td>45 to 49</td>
<td>D - Satisfactory</td>
</tr>
<tr>
<td>50 to 54</td>
<td>C - Average</td>
</tr>
<tr>
<td>55 to 64</td>
<td>B - Good</td>
</tr>
<tr>
<td>65 to 74</td>
<td>A – Very Good</td>
</tr>
<tr>
<td>75 to 100</td>
<td>O - Outstanding</td>
</tr>
</tbody>
</table>

- A student has to complete Project for 3 credits consisting of 100 marks in semester VI.

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 and if he has a backlog of up to a maximum of FOUR SUBJECTS in the Second Year examination, which consists of Semester III and IV together.
- All Semester-end examinations are proposed to be conducted every 6 months, allowing a failed student to clear his backlog.
EXAMINATION PATTERN UNDER AUTONOMY

• For any backlog examination, extra fees shall be charged per subject/course.
• There will be a resubmission of journal assessment allowed from the fresh batch of 2014-15 onwards, if required for clearing the backlog and not for improvement purpose. For resubmission of journals, such student will have to complete an additional assignment as a penalty, which will be decided by the respective subject teacher.
• However, for M.Com. 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.

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 he will be liable for a strict disciplinary action taken by the College Authority.
• Use of mobile phones or any other electronic gadget by a student in the examination hall is strictly prohibited, failing which the student shall be liable for a strict disciplinary action.
• The College Authority reserves the right to take any fair, just and appropriate decision required in any situation and the decision taken by the College Authority shall be final and binding on the students.
• The College Authority also reserves the right to take any appropriate disciplinary action in any other situation not set out in these rules and the decision of the College Authority shall be final and binding on each student.
• Examination form filling, payment of examination fees and completing all the necessary formalities is mandatory, without which no permission will be granted to appear for examination.
## CREDIT SYSTEM UNDER AUTONOMY

### BACHELOR DEGREE PROGRAM (B. A. & B. Com.)

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>REGULAR SUBJECTS</th>
<th>CREDITS</th>
<th>TOTAL</th>
<th>SPECIAL SUBJECTS</th>
<th>CREDITS</th>
<th>TOTAL</th>
<th>TOTAL CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7</td>
<td>3</td>
<td>21</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>8</td>
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</tr>
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<td>12</td>
<td>2</td>
<td>4</td>
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<td>4</td>
<td>3</td>
<td>12</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>20</td>
</tr>
</tbody>
</table>

**GRAND TOTAL** 125

- SPECIAL COURSES WILL HAVE 3 CREDITS FOR TEACHING AND 1 CREDIT FOR PRACTICAL.
- **NOTE:** Environmental Science will be a Compulsory Subject for Semester - 3.

### MASTER OF COMMERCE

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>REGULAR SUBJECTS</th>
<th>CREDITS</th>
<th>TOTAL</th>
<th>SPECIAL SUBJECTS</th>
<th>CREDITS</th>
<th>TOTAL</th>
<th>TOTAL CREDITS</th>
</tr>
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<td>0</td>
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<td>16</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>4</td>
<td>08</td>
<td>2</td>
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<td>4</td>
<td>08</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>16</td>
</tr>
</tbody>
</table>

**GRAND TOTAL** 64
### Honours Degree Programme S.Y. B. Com / B. A. - (2015 - 17)

<table>
<thead>
<tr>
<th>CLASS</th>
<th>SEMESTER</th>
<th>PAPERS/COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.Y. B. A. / B. Com</td>
<td>3</td>
<td>Core Paper – I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Core Paper – II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interdisciplinary Paper - I</td>
<td>3</td>
</tr>
<tr>
<td>T.Y. B. A. / B. Com</td>
<td>5</td>
<td>Course for Life Skill</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research Methodology</td>
<td>2</td>
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<tr>
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<td>6</td>
<td>Core Paper – III</td>
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<td>Project</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>22</strong></td>
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</table>

### Honours Degree Programme [S.Y. B. A. - Psychology] - (2015 - 17)

<table>
<thead>
<tr>
<th>CLASS</th>
<th>SEMESTER</th>
<th>PAPERS/COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.Y. B. A. (Psychology)</td>
<td>3</td>
<td>Core Paper - I (Psychological Testing)</td>
<td>4</td>
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<tr>
<td></td>
<td>4</td>
<td>Core Paper - II (Criminal Psychology)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interdisciplinary Paper - I</td>
<td>3</td>
</tr>
<tr>
<td>T.Y. B. A. (Psychology)</td>
<td>5</td>
<td>Course for Life Skill</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Core Paper – III (Abnormal Psychology)</td>
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<tr>
<td></td>
<td></td>
<td>Core Paper - IV (Project &amp; Internship)</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>22</strong></td>
</tr>
</tbody>
</table>
GRANT OF ADDITIONAL MARKS
for NSS / NCC / Sports

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 fifteen (15) 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.
GRANT OF ADDITIONAL MARKS
for NSS / NCC / SPORTS

4. The additional marks shall be granted to the student subject to the conditions mentioned hereunder:

a) **NCC**: Candidate enrolled in NCC must have passed 'B' and/or 'C' certificate examination.

   [And or candidate enrolled in NCC must have attended 75% parades out of total No. of parades and one camp prescribed for NCC.]

b) **NSS**: Candidate enrolled in NSS must have completed 120 house of effective work and attended the necessary number of camps, as required under NSS Programme.

c) **National Physical Efficiency/Drive**: Candidate enrolled in National Physical Efficiency Drive must have acquired three stars under the programme.

d) **National International Tournaments/Competition**: Candidate must have participated in the Inter-University Tournaments/Competition as a Representative of this University.

e) **Adult Education Programme, Poona University**: 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 Recognised Institution. No application received after commencement of examination shall be entertained by the College.

6. 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.
HONOURS DEGREE 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 programme 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 duration of two years and will be offered at the Second Year of the B.A and B.Com Course. The Degree with Honours' Programme will be offered in all the subjects of specialization in the Commerce as well as Arts Streams as given below:

I) Subjects of Specialisation:

- **Faculty of Commerce**
  1. Banking
  2. Costing
  3. Business Entrepreneurship
  4. Marketing

- **Faculty of Arts**
  1. Economics
  2. English
  3. Psychology

II) Commencement of the programme - From the Academic Year 2014-2015

III) Duration of the Programme

- For the First year B.A/B.Com students belonging to Batch 2014-2017: 4 Semesters i.e. 2 years.

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

V) Entry Level Eligibility
• **For B.Com Students:**
  - Aggregate 65% marks at First Year B.Com level for the B. Com Batch of 2014-2017.

• **For B.A. Students:**
  - Aggregate 60% marks at First Year B. A level for the B. A Batch of 2014-2017.

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

VI) **Credits and Qualifying Grades:**

1. **The total credits for the Programme will be 145 credits i.e.:**
   - 125 credits (Regular B.Com/B.A.)
   - 20 credits for Additional Components of 'Degree with Honours' programme.

2. **For B. Com Students**
   - Students securing an aggregate of 65% marks in the regular 3 years degree programme and an Aggregate 'B' grade in the Academic components of the Honours' Programme will qualify for the 'Degree with Honours'

3. **For B. A Students**
   - Students securing an aggregate of 60% marks in the regular 3 years degree Programme and an Aggregate 'B' grade in the Academic components of the Honours' Programme will qualify for the 'Degree with Honours'.

4. The Course in Life Skills will not be graded; however the student would have to mandatorily complete the Course in order to acquire the required credits for the completion of the course.

5. For students who have opted for the Honours' but not able to obtain the qualifying marks / grade as stated above will get the regular B.A. / B.Com degree and will get separate Certificates for the completion of the additional courses that have been part of the Degree with Honours' Programme.

VII) **Mark sheet / Degree / Certificates:**

1. The student who has acquired the qualifying marks and grades will get the Degree with Honours' mentioning also the Subject of Specialization. e.g. B.A Honours' in Economics.

2. The student, who qualifies for the 'Degree with Honours' Programme will get the mark
sheet reflecting a record of all the additional courses, marks and grades obtained in the 'Degree with Honours' Programme.

VIII) **Structure of the 'Degree with Honours' Programme**

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. The structure of the 'Degree with Honours' Programme is given below.

IX) **Fee structure:**

- **Total fees:** (INR) 40,000/-
- The students of the 2014 - 2017 batch can pay the total fees of Honours' course in 2 years i.e. 20,000/- in S.Y. and balance in T.Y.
### The Structure of the Honours Degree Programme for the new batch of S.Y. B. A. / B. Com - 2015 -17

<table>
<thead>
<tr>
<th>CLASS</th>
<th>SEMESTER</th>
<th>PAPERS/COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Core Paper – I</td>
<td>4</td>
</tr>
<tr>
<td>S.Y. B. A. / B. Com</td>
<td>3</td>
<td>Core Paper – II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Interdisciplinary Paper - I</td>
<td>3</td>
</tr>
<tr>
<td>T.Y. B. A. / B. Com</td>
<td>5</td>
<td>Course for Life Skill</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Research Methodology</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Core Paper – III</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

### The Structure of the Honours Degree Programme for the new batch of S.Y. B. A. (Psychology) - 2015 -17

<table>
<thead>
<tr>
<th>CLASS</th>
<th>SEMESTER</th>
<th>PAPERS/COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.Y. B. A. (Psychology)</td>
<td>3</td>
<td>Core Paper - I (Psychological Testing)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Core Paper - II (Criminal Psychology)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interdisciplinary Paper - I</td>
<td>3</td>
</tr>
<tr>
<td>T.Y. B. A. (Psychology)</td>
<td>5</td>
<td>Course for Life Skill</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Core Paper – III (Abnormal Psychology)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Core Paper - IV (Project &amp; Internship)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>
Symbiosis College of Arts and Commerce is happy to introduce Choice Based Credit System for Honours Degree 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 Subjects**
1. The Living Past
2. Introduction to Philosophy
3. Philosophy of Entertainment
4. India and Global Corporate Sector
5. Appreciating Theatre
6. Scientists and Inventions
7. Dissolve the Boundaries
8. Comparative Mythology
9. Cyber Law
10. Basic Logic
11. Science and Sustainable Development

**B. Life Skills Subjects**
1. Non-Verbal Communication
2. Outdoor Leadership
3. Legal Awareness
4. Soft Skills and Personality Development
5. Team Building and Leadership
6. Value Education
7. Advance Creative Writing
8. Problem Solving and Decision-making Skills
Liberal Arts Education involves a focused study in the Liberal arts disciplines i.e. Humanities, Language and Literature, Social Sciences and Performing Arts. It aims at encouraging creativity and the ability to think out of the box. An important element, therefore, would be the experience with the contrasting thoughts represented by the arts and the sciences merging harmoniously with business studies/traditional subjects.

**List of the courses under SCLA**

**HUMANITIES AND SOCIAL SCIENCES**

- Advertising and Contemporary Culture (Media/Culture Studies)
- Logic
- Comparative Mythology (Mythology)
- Contemporary Economic Issues & their theoretical foundations (Economics)
- Cyber Law (Law)
- Film Studies
- Health and Wellness management (Health)
- Introduction to Art History: India and the West
- International Economic Cooperation (Economics)
- Introduction to Anthropology (Study of Human past and present)
- Introduction to Marxism (Marxist’s Philosophy)
- Introduction to Philosophy (All Philosophies)
- Legal Awareness (Law)
- Mentioning Unmentionables (Socio / Psychology)
- Making of a Global Political Economy (Markets and Capital)
- Philosophy of Entertainment
- Religio Indica: Indian Religions and Perspective
- Sports Psychology
- The Living Past: Comprehending India (History)
- Unlock Your Mind: Intelligent Reading and Critical Thinking
- Verily Food is Life (The story of India through its food)
- 20th Century: Bloodiest Century in Human History (History)
- Hypnotherapy and Other Parapsychological Therapeutic Modalities
- India and Global Corporate Sector
- Unearthing Peer Therapy
- Learning Life Skills from Case Studies

**LITERATURE AND LANGUAGE**

- Advanced Creative Writing (Creative Writing)
- Basic Hindi
- Cutting Edge Communication (Communication Studies)
- Haiku (Japanese Poetry Writing)
- History of the Book
- Literature and Gender: The Politics (Literature/ Gender Studies)
- Literary Lust (Literature and Censorship)
- Play is the thing
• Public Speaking
• Reviving the ancient Language: Sanskrit the Language of God. (Basic)
• The World of Shakespeare
• Theatre Appreciation
• The Supernatural in Literature
• Dissolve the Boundaries
• Non-verbal Communication

SCIENCE
• Ecological History of India
• Natural Resource Management (Environmental Studies)

PERFORMING ARTS
• Dance (Contemporary, Salsa, etc.)
• Drumming (West African Djembes)
• Photography
• Music and Poetry
ACCA

ACCA (the Association of Chartered Certified Accountants), the global body for professional accountants, supports 162,000 members and 428,000 students in 173 countries, helping them develop successful careers in accounting and business by working through a network of 91 offices and centres and more than 8,500 Approved Employers worldwide. Its qualifications and values are aligned to the needs of employers in all sectors.

We tied up with the Association of Chartered Certified Accountants (ACCA) an international professional Accounting body registered in the UK on 28th August 2013 and under that MOU we offer a certification program of ACCA which can be completed by our students along with their B. Com. The classes will be run on campus to facilitate easy access, and the classes will be held immediately after the B.Com classes. The course costs approximately INR 3,75,000/- . This fee is to be paid by the student in subparts, across a period of 3 years towards their ACCA exam fee, Symbiosis tuition Fee and cost of books. For more details on the professional course structure, detailed syllabi, relevance and benefits, kindly visit us on www.symbiosiscollege.edu.in or contact the program coordinator Mrs. Tessy Thadathil.

Our first batch of 10 (Ten) students started with their classes on 2nd December, 2013 and appeared for their exams. The second batch was of 48 (Forty Eight). 25 (Twenty Five) have got their diploma. We are proud of Ms. Akshara Venkatagiri of the second batch who secured a world rank by scoring 88 (Eighty Eight) in F3 (Financial Accounting) and 91 (Ninety One) in F2 (Management Accounting).
International initiatives have been encouraged at the Symbiosis College of Arts & Commerce since the summer of 2007, when two of its senior faculty went to study the Liberal Arts format in a number of US Universities.

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

In the academic year 2014 -15 following were the international initiatives carried out

- Hildesheim University, Germany

An International Conference on DIVERSITY was organized by our college in collaboration with the Institute of Intercultural Communication, Hildesheim University, Germany in August 2014.
• **Kedge Business School**
  Under the MOU signed with the world ranking Kedge Business School, Marseilles, five of our students did their International Masters in Management (IMM) and specialized in Finance in France.

• **OMG**
  Under the Ontario Maharashtra Goa Student Exchange Program one of our students applied for the scholarship to a Canadian University.

• **ACCA**
  We tied up with the Association of Chartered Certified Accountants (ACCA) an international professional Accounting body registered in the UK on 28th August 2013 and under that MOU we offer a certification program of ACCA which can be completed by our students along with their B. Com.

• **Israel Tie up**
  We tied up with two Israeli universities namely Ben Gurion University and Tel Aviv University for International Student Summer Programmes.
POINTS TO BE NOTED:

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

Procedure to get Transference Certificate from College office

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

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

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

Obtain ‘No Dues’ stamp from the Accounts Department behind the prescribed T.C. Application form

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

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

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

Procedure to obtain Bonafide Certificate (for Indian Students)

Pay Rs. 50/- at the Cash Counter after showing student I-Card to obtain a copy of Bonafide Certificate.
Submit the Bonafide Certificate fee receipt to the office.
Bonafide Certificate will be issued next day.
Procedure for Bonafide Certificate (for Foreign Students)

1. Collect prescribed form from Office
2. Fill the form properly with your details, get it verified
3. Pay Rs.50/- (for each Bonafide Certificate) at the Cash Counter after showing student I-Card and submit the receipt
4. Bonafide Certificate will be issued next day

Procedure for Duplicate Fee Receipt

1. Apply for Duplicate Fee Receipt at Student’s Help Desk in prescribed application form.
2. Pay the necessary fees to Cashier. Show the receipt in the College office.
3. Collect Duplicate Fee Receipt on the next day.
SCAC Library has a good infrastructure and pleasant ambiance. Central library is situated at
the 3rd floor, having 1250 sq. ft. of stack area and administrative blocks. Library reading room
& e-library section is at the basement. 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.

### Library Collection: At a Glance

- No. of Books: 34,980
- No. of Text Books: 13,624
- No. of Reference Books: 21,356
- No. of Journals: 28
- No. of Magazines: 44
- No. of Newspapers: 18

### Highlights

- **Open Access System**
- **Automated Operations**
- **e-library**
- **Electronic Resources:** CDs, VCDs, DVDs, Databases (CMIE, EBSCO, JSTOR, EPW, N-List), Journals, e-books etc.
- **Institutional Memberships**
  - Jaykar Library
  - British Council Library
  - MCCIA
  - Gokhale Institute of Politics and Economics
  - All other Sister Institutions of Symbiosis

**Library Timings:** 9.00 a.m. to 5.30 p.m. (Monday to Saturday)
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  
2. Cricket  
3. Squash  
4. Badminton  
5. Chess  
6. Table tennis  
7. Best Physique  
8. Football  
9. Volleyball  
10. Basketball  
11. Swimming  
12. Athletics  
13. Weight lifting  
14. Judo  
15. Kabaddi  
16. Rifle shooting  
17. Boxing  
18. Kho-kho  
19. Wrestling  
20. Fencing  
21. Softball  
22. Cycling  
23. Archery  
24. Mallakhamb and Gymnastic  
25. Softball

**Facilities:** Sports equipments, entry fees, track suits, T-shirts, shorts, hiring the ground for the major game, Coaching and Training.
Symbiosis Centre of Health Care (SCHC)

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.

9. **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**: medicalesuperintendent@schcpune.org
The College offers different types of Scholarships, Free ships and free studentships scheme. These Schemes are controlled by the various Central and State Governments, Non-Government departments for the Welfare of the students during their Educational Tenure.

The details are as follows:

<table>
<thead>
<tr>
<th>Schemes</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
</table>
| Government of India Post Matric e- Scholarship & Freeship (Online System) | Reservation caste Category Student- **Maharashtra State only.** Scheduled Caste, Scheduled Tribe, Other Backward Class, Special Backward Class, Vimukta Jaties & Nomadic Tribe.  
**Website:-**  
[https://mahaeschol.maharashtra.gov.in](https://mahaeschol.maharashtra.gov.in) |
| State Open Merit Scholarship                 | Students achieving more than **80%** marks in HSC exam are eligible for applying for this scholarship for FY.B.COM/BA |
| **Primary Teacher Free-Studentship (PTC)**  | Eligible student has to collect the Prescribed application form, from the scholarship section (1st Floor in Office) |
| *Secondary Teacher Free-studentship (STC)* |                                                                                       |
| **Defence Service Personnel (DSP),**        |                                                                                       |
| **Ex-Servicemen**                            |                                                                                       |
| Economically Backward Class                 | Parents’ Income limitation upto to 100000/- Parents’ Income Certificate from Tahsildar Office  
**Website:-**  
[www.maharashtra.gov.in](http://www.maharashtra.gov.in)  
**Circular code no.20120525151923523001** |
| Minority Scholarship (Online System)        | Eligible for Muslim, Sikh, Parsi, Christian, Bouddha community.  
**Website:-**  
[http://www.momascholarship.gov.in](http://www.momascholarship.gov.in) |
| Physically Handicapped Scholarship           | Eligible for physically challenged students. Students has to collect the Prescribed application form, from the scholarship section(First Floor in Office) or download from the website  
**Website :-**  
[www.unipune.ac.in](http://www.unipune.ac.in) |
## Schemes and Eligibility Criteria

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Sector Scholarship</td>
<td>(12&lt;sup&gt;th&lt;/sup&gt; std scoring percentage base) For brief guidelines student has to refer the following website:- <a href="http://www.dirhe.org.in">www.dirhe.org.in</a> &amp; <a href="http://www.education.nic.in">www.education.nic.in</a></td>
</tr>
<tr>
<td>Arthik Durbal Ghatak Scholarship</td>
<td>For brief guidelines student has to refer the following website:- <a href="http://www.unipune.ac.in">www.unipune.ac.in</a></td>
</tr>
<tr>
<td>Krantijyoti Savitrimata Phule Scholarship</td>
<td>NOTE:- This scheme is only for the Girls Students For brief guidelines student has to refer the following website:- <a href="http://www.unipune.ac.in">www.unipune.ac.in</a></td>
</tr>
<tr>
<td>ICCR Scholarship</td>
<td>Mainly for the foreign national For brief guidelines student has to refer the following website:- <a href="http://www.iccrindia.net">www.iccrindia.net</a></td>
</tr>
<tr>
<td>Bhutan scholarship</td>
<td>For students of Bhutan</td>
</tr>
<tr>
<td>Various State Backward Class</td>
<td>For the students of concerned states</td>
</tr>
<tr>
<td>(Assam, Meghalaya, Mizoram, Nagaland Tripura, Manipur)</td>
<td></td>
</tr>
</tbody>
</table>

### Various Concession Schemes for the Students

<table>
<thead>
<tr>
<th>Concession</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Railway concession</td>
<td>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.</td>
</tr>
<tr>
<td>Long journey</td>
<td></td>
</tr>
<tr>
<td>Daily train concession</td>
<td>For daily journey to attend the college Submission of application to scholarship section</td>
</tr>
<tr>
<td>Air travel concession</td>
<td>Only in vacation for visiting native place Certification from scholarship section</td>
</tr>
<tr>
<td>Bus pass concession</td>
<td>Endorsement on the prescribed form, from scholarship section</td>
</tr>
</tbody>
</table>
### IT INFRASTRUCTURE - 2015 -16

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item</th>
<th>Descriptions</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total No. Computers</td>
<td>Server &amp; Computer</td>
<td>274</td>
</tr>
<tr>
<td>2</td>
<td>Laptop</td>
<td>HP 4110/HP6710b</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Digital Notice Board</td>
<td>LG 42” Plazma</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Total No. Firewall.</td>
<td>Sonicwall NSA 2400 /Cyberoam 500ia</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Total Wi-Fi</td>
<td>All Three Floors</td>
<td>Wi-Fi</td>
</tr>
<tr>
<td>6</td>
<td>Total No. Switch</td>
<td>HP 24 Port D-Link 24 Port</td>
<td>17</td>
</tr>
<tr>
<td>7</td>
<td>Printer</td>
<td>LaserJet /Inkjet &amp; Dot-Matrix</td>
<td>38</td>
</tr>
<tr>
<td>8</td>
<td>Internet Leased Line</td>
<td>Leased Line 8 Mbps (Primary)</td>
<td>12 Mbps</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Leased Line 4 Mbps (Backup)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Rack</td>
<td>42” Rack</td>
<td>1</td>
</tr>
<tr>
<td>11</td>
<td>Total No. UPS</td>
<td>20KVA, 20KVA, 6KVA, 15KVA</td>
<td>4</td>
</tr>
<tr>
<td>12</td>
<td>LCD Projector</td>
<td>All Class Room</td>
<td>42</td>
</tr>
</tbody>
</table>
SYMBIOSIS GOES VIRTUAL

Symbiosis College of Arts and Commerce (SCAC), Pune has pioneered the use of technology based learning in graduation as well as post-graduation education.

Through the effective use of a highly interactive and engaging platform, SCAC proposes to launch the first of its kind e-learning program which will broaden knowledge horizons of students through a blended, self-paced learning methodology. SCAC has also fully WI-FI campus.

Over the years, SCAC has been striving to keep pace with the industry requirements ad has been delivering high performing human resource to the industry. Taking this forward, then e-learning programme is an initiative to introduce concepts, industry developments, and value-added material in line with the regular courses to increase the industry interface in an online learning environment.

The e-learning environment platform is an endeavor to make core technical and theoretical content into a format which involves participants not only to learn and understand complex concepts but also effectively apply them in an online environment.

The program is designed to ensure highest retention of online learning content through the effective use of graphics and various application tools which makes adult learning highly engaging and effective.

Considering the level of the participants, the program will follow a higher component of practice with the use of tools like online assessment, quiz, exercises, references, online library amongst others. This will help to make curriculum more practical and it will guarantee overall development through inter-disciplinary academics. The components like quizzes and exercises will reinforce the idea of continuous evaluation.

Welcome to the world of technology-based learning!
ASSOCIATION LIST - 2015-16

List of Association

A. Arts Circle
B. Drama Circle (Marathi)
C. Drama Circle (English)
D. Hindi Mandal and Drama Circle
E. Elocution and Debating
F. Film Club
G. Foreign Club
H. N.S.S.
I. Placement Cell
J. Staff Academy
K. Alumni
L. Medical check-up
M. Trekking Club
N. Environmental Awareness
O. Publications - Magazine
P. Research Journal
Q. Centre for Human Excellence
R. Foundation Course (F.Y.) 2015-16
S. Time-table Committee
T. Endowment Committee
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 would face strict disciplinary actions as per the Maharashtra Prohibition of Ragging Act, 1999 and UGC Regulations on curbing the menace of ragging, 2009, and shall also be liable to be rusticated from the College.

4. Each student is required to apply for the issuing of Identity Card and the library Card from the Library, immediately after confirmation of his/her admission.

5. No book from the library will be issued without the Library Card and the Identity Card.

6. Each student should wear the Identity Card round the neck while on the campus and should produce it when demanded by authority.

7. Each student should wear the Identity Card while participating in any events 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 for 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
DISCIPLINARY RULES

College will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized acts.

15. Recording of any electronic images in the form of photographs, audio or video recording of any person without the person’s knowledge; when such recording is likely to cause injury, distress, or damage the reputation of such person; is prohibited in any part of the College and hostel premises. The storing, sharing or distributing of such unauthorized records by any means is also prohibited, failing which the student will be liable for disciplinary action.

16. No student is allowed to use any mobile phone or any other electronic gadget in the classroom, library, laboratory or Audio-Visual Hall without prior permission of the concerned authority.

17. Carrying any valuables, or expensive mobiles, vehicles etc. on the College campus will be at the risk of the students and the College authority will not accept any responsibility of any loss or damages of such valuables of the campus.

18. Each student should be aware that the College shares the premises with other Symbiosis Institutes situated in the same campus and therefore it is the duty of each student not to cause disturbance to the lectures, programmes, activities or exams of such Institutes failing which the student shall be personally held responsible for such misconduct and the College authority will not accept any responsibility on his behalf and such student will be liable for disciplinary action.

19. Every student should read the notices displayed on the College notice boards, LCD screens, and College website from time to time. Each student should strictly follow the deadlines with respect to form-filling, application-submission, class attendance, examination schedules, class assignments etc., failing which the College will not be responsible for any loss incurred by the student thereby.

20. The College also reserves the right to take disciplinary action in any other appropriate situation not set out in these rules and the decision of the College authority shall be final and binding on each student.

21. Admission of a student will be cancelled at any point of time in case of –
   a) Not submitting the required documents in time.
   b) Failing to fulfill required eligibility criteria of the programme.
   c) Submission of fake or incorrect documents.
   d) Admission gained by resorting to fraudulent means, illegal gratification or any unfair practice detected at any stage during the entire program.
   e) Not paying the stipulated fees on time.

22. Students are required to apply 3 days in advance to obtain certificates or documents, such as, Bonafide Certificate, Transference Certificate, Concession forms etc. This will enable the College office to prepare and keep it ready.
23. The College authorities or Teacher will provide recommendation letter only to those students who have been regular in classroom and participating in various College co-curricular and extra-curricular activities.

**Rules for Attendance**

1. Each student must have attended at least 75% of the total number of the lectures conducted in the class. The student will not be eligible to appear for the Semester-end Examination if he fails to put in the required attendance.

2. Each student should be punctual and must be in the classroom at the commencement of the lecture.

3. Stipulated attendances, completion of assignments, mid-term Examination are mandatory components for becoming eligible to appear for the Semester-end Examination.

**Important Committees**

**Anti-Ragging Cell**

1) **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.

2) **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.

- **Punishable Ragging Offences:**
  1. Abetment to ragging
  2. Criminal conspiracy to rag
  3. Unlawful assembly and rioting while ragging
  4. Public nuisance created during ragging
  5. Violation of decency and morals through ragging
  6. Injury to body, causing hurt or grievous hurt
  7. Wrongful restraint
  8. Wrongful confinement
  9. Use of criminal force
  10. Assault as well as sexual offences or unnatural offences
  11. Extortion
  12. Criminal trespass
  13. Offences against property
  14. Criminal intimidation
  15. Attempt to commit any or all of the above mentioned offences against the victim(S)
  16. Physical or psychological humiliation
  17. All other offences following from the definition of ‘Ragging.’

3) **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.

4) The Anti-Ragging Cell for the Academic Year 2015-16
   1. Dr. H. M. Soman Chair Person
   2. Dr. S. R. Parchure       Senior Faculty Member
   3. Mrs. Ketki Kher          Senior Faculty Member
   4. Mr. Anil Adagale         Senior Faculty Member
   5. Dr. Vijay Behere         Senior Faculty Member
   6. Mrs. Pallavi Walimbe     Administrative Staff
   7. Mr. Jitender Singh       Student Representative
   8. Ms. Muskan Kainath       Student Representative

5) The Anti-Ragging Squad for the Academic Year 2015-16
   1. Dr. Vijay Behere         Senior Faculty Member
   2. Mr. Anil Adagale         Senior Faculty Member
   3. Mr. Umesh Kulkarni       Senior Faculty Member
   4. Mrs. Tessy Thadathil     Senior Faculty Member
CELL FOR PREVENTION AGAINST SEXUAL HARASSMENT

1) 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.

2) 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

3) General guidelines for the Cell

The Cell would undertake following measures-

1. To promote awareness about sexual harassment through educational initiatives that encourages a safe campus environment
2. Dissemination of information about the Cell through distribution of printed material, hand-outs etc.
3. Conducting workshops for women students and staff about awareness of Sexual Harassment
4. To provide confidential Counseling Services for the victim of sexual harassment. Confidential counseling is an important service as it provides a safe space to speak about the incident and how it has affected victim
5. To provide supportive, neutral and confidential environment for members of the campus community who may have been sexually harassed
6. To advise the complainant about the method of lodging complaint
7. To accept a written and signed complaint from the complainant
8. To give a fair hearing to the complainant and the respondent
9. To take an appropriate disciplinary action against the respondent
10. To submit a written report to the appropriate higher authority
11. If the complaint falls outside the purview of the Cell, to advise the complainant accordingly
12. Since such cases are sensitive issues and are rarely reported, total confidentiality to be maintained during the proceedings of such cases
13. To follow the rules and procedures as laid down in the Anti-Sexual Harassment Act, 1995, guidelines of the Supreme Court, and the resolutions passed by the Symbiosis College of Arts and Commerce, the Governing Body and the Savitribai Phule Pune University from time to time
14. The cell further reserves the right to take any other disciplinary action in appropriate circumstances as may be deemed fit in the given situation.

The Sexual Harassment Cell for the Academic Year 2015-16
1. Dr. Sunayini Parchure Chair Person
2. Mrs. Swati Chiney Senior Faculty Member
3. Dr. Alpana VaidyaSenior Faculty Member
4. Mrs. Shubhada Tamhankar Senior Faculty Member
5. Mrs. Suchitra Date Counselor and Social Worker
6. Ms. Harsha Kara Student Representative
7. Ms. Pooja Patil Student Representative

GRIEVANCE REDRESSAL CELL
There is also a Grievance Redressal Cell of the College for dealing with any type of grievance. It consist of,
1. Dr. H.M. Soman Chair Person
2. Mr. Anil Adagale Senior Faculty Member
3. Mrs. Swati ChineySenior Faculty Member
4. Mrs. Pallavi WalimbeSenior Administrative Staff

College Helpline Number: 9011059219
ANTI - RAGGING AFFIDAVIT FORMAT

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
ANTI - RAGGING AFFIDAVIT FORMAT

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

- Symbiosis College of Arts and Commerce
- Symbiosis International Cultural Centre
- Symbiosis Centre of Health Care
- Symbiosis Society’s Dr. Babasaheb Ambedkar Museum & Memorial
- Symbiosis Society’s Afro Asian Cultural Museum
- Symbiosis Institute of Teacher Education
- Symbiosis SPA
- Symbiosis Nursery School
- Symbiosis Primary School
- Symbiosis Secondary School
- Symbiosis International School
- Symbiosis Open School
- Symbiosis School, Harali, Kolhapur
- Symbiosis Kindergarten, Nashik
- Symbiosis School, Nashik
Constituents of Symbiosis International University

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

- Symbiosis School of Banking and Finance
- Symbiosis Centre for Management Studies, Pune
- Symbiosis Centre for Corporate Education
- Symbiosis School of Biomedical Sciences
- Symbiosis College of Nursing
- Symbiosis School of Photography
- English Language Teaching Institute of Symbiosis
- Symbiosis School of Economics
- Symbiosis School of Liberal Arts
- Symbiosis Institute of Foreign & Indian Languages
- Symbiosis Centre for International Education
- Symbiosis Centre for Waste Management and Sustainability
- Symbiosis Centre for Health Skills
- Symbiosis Centre for Extension Studies
- Symbiosis Centre for Media and Communication
- Symbiosis School of Media and Communication, Bengaluru
- Symbiosis School of International Studies
- Symbiosis Teaching Learning Resource Centre
- Symbiosis Centre for Entrepreneurship and Innovation
- Symbiosis Centre for Research and Innovation
SYMBIOSIS COLLEGE OF ARTS AND COMMERCE, PUNE
An Autonomous College under the 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: symbiosiscollege@gmail.com
Website: http://www.symbiosiscollege.edu.in

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