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**DRT's**  
**A.E.KALSEKAR DEGREE COLLEGE**

**Courses Offered**

**Duration**

➤ **Regular Courses**

Bachelor of Arts (BA)

Three Years

Bachelor of Commerce (B.com)

Three Years

Bachelor of Science (B.Sc)

Three Years

➤ **Self Finance Courses**

Bachelor of Management Studies (BMS)

Three Years

Bachelor of Science (Information Technology)

Three Years

Bachelor of Commerce (Banking & Insurance)

Three Years

➤ **Add-on Courses**

Certificate course in Tour's and Travelling Management

One Year

Certificate course in Computer Application

One Year

➤ **Short Term Courses**

## **ABOUT THE TRUST**

The Trust was founded in 1986 with the noble object of bringing up orphan girls & looking after their education and proper habitation and also with the object of facilitating education at moderate expense to the student specially girls of Muslim Community. In pursuance to the object, the Trust started a number of schools & colleges (list is given on the back cover). A.E KALSEKAR DEGREE COLLEGE belongs to the family of institutions managed by the Trust. Nearly 13000 plus students receive education through these institutions.

## **ABOUT THE COLLEGE**

A.E. Kalsekar Degree college was started in the year 2001 by Daar-ul-Rehamat Trust at Kausa with the faculty of Arts and Commerce. The faculty of Science was introduced in 2004-05. The college has beautiful campus with spacious building and state of the art infrastructure. It is well known for quality education.

There was no college in the predominantly minority population of Kausa –Mumbra. Students of this area, faced difficulties in getting admission to the colleges which were mostly situated in Thane-Mumbai region. Moreover they had to face hardship commuting by the overcrowded trains. Many girl students had to drop out of college due to lack of facilities for higher education in the locality. This lacuna was overcome by the establishment of this college. The commencement of this college in 2001 was the realization of a dream of selfless and dedicated trustees.

## **MISSION STATEMENT:**

“Achieving academic excellence, providing self development opportunities, inculcating right moral and social values and developing responsible citizenship.”

## **GOALS & OBJECTIVES:**

1. To impart quality education that would prepare the student to face challenges with confidence.
2. To impart moral & human values of truth, righteousness, discipline, hard work & team spirit.
3. To support education that would be secular, liberal and progressive yet respect the cultural plurality.
4. To develop spirit of inquiry, scientific temperament and pursuit of knowledge among students & faculty.
5. To sensitize the student and create a sense of responsibility towards social and environmental conditions.

## **LOCATION OF COLLEGE:**

The college is situated in the picturesque surrounding, near Bharat Gear Factory, off Old Mumbai-Pune road on the outskirts of Kausa. It is 3 km away from Mumbra railway station on the central line. The public transport facilities are also available to and from Thane, Mumbra station, Panvel, Kalyan & New Mumbai. The college thus can cater to the needs of the students living in the wide stretch of areas.

The college is affiliated to the University of Mumbai for teaching courses leading to B.A, B.Com & B.Sc. Degree Examination. Also introduced 3 yrs degree course of B.com (Banking and Insurance), Bachelors in Management Studies (BMS) and B.S.C.(IT). Apart from academics, the college provides number of opportunities to nurture student's extracurricular talents.

## FACULTY OF ARTS

Name of the courses	Ordinance No.	Eligibility	Duration	Circular No.
1	2	3	4	5
Bachelor of Arts	0.2138	<p>A candidate for being eligible for admission to the three year integrated course leading to the degree of Bachelor of Arts must have passed the Higher Secondary School Certificate (Std. XII) examination conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with the following subjects :-</p> <ol style="list-style-type: none"> <li>1. English</li> <li>2. Any one of the Modern Indian Languages or Modern Foreign Languages or any classical Language or Information Technology.</li> <li>3. Any four subjects carrying 100 marks each.</li> </ol> <p style="text-align: center;">OR</p> <p>Must have passed the Higher Secondary School Certificate (Std. XII) examination with vocational subject conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with the following subjects:-</p> <ol style="list-style-type: none"> <li>1. English</li> <li>2. Any one vocational subject carrying 200 marks prescribed by the Board from time to time.</li> <li>3. Any three subjects carrying 100 marks each.</li> </ol> <p style="text-align: center;">OR</p> <p>Must have passed the Higher Secondary School Certificate (Std.XII) examination with the Minimum Competency based vocational courses conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with the following subjects :-</p> <ol style="list-style-type: none"> <li>1. English</li> <li>2. Any one of the Modern Indian Languages or Modern Foreign Languages or Classical Language or Information Technology.</li> <li>3. General Foundation Course.</li> <li>4. Any one subject carrying 300 marks from among the Minimum Competency based vocational courses prescribed by the Higher Secondary School Certificate examination from time to time.</li> </ol> <p style="text-align: center;">OR</p> <p>Must have passed an examination of another University or Bod Recognized as equivalent thereto.</p>	Three Years	No. UG / 105 of 2004, Dated: 15th March 2004

**FEES SCHEDULE OF B.A (AIDED)**

FEES HEAD	FYBA	SYBA	TYBA
Tuition Fee	800	800	800
Library Fee	200	200	200
Gymkhana Fees	400	400	400
Other Fees / Extra Curricula Activities	250	250	250
Exam Fee	1200	1200	0
Enrolment Fees	220	0	0
Admission Processing	200	200	200
Utility Fees	250	250	250
Magazine Fees	100	100	100
ID Card & Library Fees	50	50	50
Project Fees	100	100	200
Group Insurance	20	20	20
Student Welfare	50	50	50
Development Fund	500	500	500
Vice Chancellor's Fund	20	20	20
University Sports & Cultural Activity	30	30	30
E-Charges	20	20	20
E-Suvidha	50	50	50
Disaster Relief Fund	10	10	10
Alumni	25	25	25
NSS	10	10	10
Caution Money	150	0	0
Library Deposits	250	0	0
Laboratory Fees	0	0	0
Laboratory Deposits	0	0	0
Computer Practical's	0	0	0
Net Charges	200	200	200
<b>TOTAL</b>	<b>5,105</b>	<b>4,485</b>	<b>3,385</b>

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\* DD IN FAVOUR OF DRT'S A.E. K DEGREE COLLEGE

\* TRUST CHEQUE WILL BE ACCEPTED

## **FACULTY OF ARTS**

### **B.A. (THREE YEAR INTEGRATED COURSE)**

<b>F.Y.B.A</b>	<b>S.Y.B.A</b>	<b>T.Y.B.A</b>
<b>Sem I &amp; II</b>	<b>Sem III &amp; IV</b>	<b>Sem V &amp; VI</b>
<b>A.Compulsory Subject</b>	<b>A.Compulsory Subject</b>	<b>Any of the following combination of two</b>
1.Foundation Course	1.Foundation Course-II	Subject of 3 papers
2.Communication Skills	2.Mass Communication	1.Economics and Political Science
<b>Any One Language</b>	<b>B.Optional Subject</b>	2.History and Political Science
3.Urdu/Hindi	<b>Group-1:History / Urdu / IS</b>	3.Economics and History
<b>B.Optional Subject</b>	<b>Group-2:English/Political Science/ Economics</b>	4.History and Urdu
Group-1: History / Urdu / Islamic Studies	<b>Group-3:Economics/Urdu/Islamic Studies</b>	
Group-2: English/Political Science/ Economics	<b>Group-4:History/Political Science/English</b>	
Group-3:Economics/Urdu/Islamic Studies		
Group-4:History/Political Science/English		
	<b>S.Y. Syllabus under revision</b>	

### FACULTY OF COMMERCE (AIDED)

Name of the courses	Ordinance No.	Minimum Admission Requirements	Duration	Circular No.
1	2	3	4	5
Bachelor of Commerce (B.com)	0.2152	<p>A candidate for being eligible for admission to the three year course leading to the bachelor of commerce must have passed the Higher Secondary School Certificate (Std. XII)examination conducted by different divisional board of Maharashtra State board of Secondary and Higher Secondary education</p> <p>OR</p> <p>Must have passed the Higher Secondary School Certificate (Std. XII)examination with vocational subjects conducted by the Divisional boards of the Maharashtra state Board of Secondary education</p> <p>OR</p> <p>Must have passed an examination of another university or board recognized as equivalent to Higher Secondary School Certificate (Std. XII)Examination</p>	Three Years	No. UG. /142 of 2010 dated 1st July 2010

<b>Fees Schedule of commerce</b>				
<b>FEES HEAD</b>	<b>FYBCOM</b>	<b>SYBCOM</b>	<b>TYBCOM</b>	
Tuition Fee	800	800	800	800
Library Fee	200	200	200	200
Gymkhana Fees	400	400	400	400
Other Fees / Extra Curricula Activities	250	250	250	250
Exam Fee	1200	1200	0	0
Enrolment Fees	220	0	0	0
Admission Processing	200	200	200	200
Utility Fees	250	250	250	250
Magazine Fees	100	100	100	100
ID Card & Library Fees	50	50	50	50
Project Fees	100	100	100	100
Group Insurance	20	20	20	20
Student Welfare	50	50	50	50
Development Fund	500	500	500	500
Vice Chancellor's Fund	20	20	20	20
University Sports & Cultural Activity	30	30	30	30
E-Charges	20	20	20	20
E-Suvidha	50	50	50	50
Disaster Relief Fund	10	10	10	10
Alumni	25	25	25	25
NSS	10	10	10	10
Caution Money	150	0	0	0
Library Deposits	250	0	0	0
Laboratory Fees	0	*800	*800	*800
Laboratory Deposits	0	*400	*400	*400
Computer Practical's	0	*600	*600	*600
Net Charges	200	200	200	200
<b>TOTAL</b>	<b>5,105</b>	<b>6,285/4,485</b>	<b>4,785/3,385</b>	
<b>* DD IN FAVOUR OF DRT'S A.E. K DEGREE COLLEGE</b>				
<b>* TRUST CHEQUE WILL BE ACCEPTED</b>				



## FACULTY OF COMMERCE (AIDED)

F.Y.B.Com	S.Y.B.Com	T.Y.B.Com
<b>Sem I</b>	<b>Sem III</b>	<b>Sem V</b>
1.Foundation Course-I	1.Foundation Course-II	1.Commerce : M.H.R.M.
2.Business Communication	2.Business Economics-II	2.Business Economics.:Paper V
3.Business Economics	3.Accounting and Financial Management	3.Financial Accounting & Auditing : Paper V - Financial Accounting
4.Commerce-I	4.Commerce-II	4.Financial Accounting & Auditing : Paper VI - Cost Accounting
5.Accounting and Financial Management	5.Business law	5.Financial Accounting & Auditing : Paper VII - Management Accounting
6.Environmental Studies	6.Applied Component(Any One) i)Advertising ii)Mass Communication iii)Computer System & Applications	6.Applied Component (Any Two) I)Direct & Indirect Taxes Paper I Direct Tax ii) Export Marketing iii) Marketing Research iv) Computer System & Applications
7.Mathematical and Statistical Techniques		
<b>Sem II</b>	<b>Sem IV</b>	<b>Sem VI</b>
1.Foundation Course-I	1.Foundation Course-II	1.Commerce Paper V : M.H.R.M.
2.Business Communication	2.Business Economics-II	2.Business Economics.:Paper VI
3.Business Economics	3.Accounting and Financial Management	3.Financial Accounting & Auditing : Paper VIII - Financial Accounting
4.Commerce-I	4.Commerce-II	4.Financial Accounting & Auditing : Paper IX - Cost Accounting
5.Accounting and Financial Management	5.Business law	5.Financial Accounting & Auditing : Paper X - Management Accounting
6.Environmental Studies	6.Applied Component(Any One) i)Advertising ii)Mass Communication iii)Computer System & Applications	6.Applied Component(Any Two) i) Direct & Indirect Taxes Paper II Direct Tax ii) Export Marketing iii) Marketing Research iv) Computer System & Applications
7.Mathematical and Statistical Techniques		
	<b>S.Y. Syllabus under revision</b>	

## **TEACHING &NON TEACHING STAFF**

All the departments in college have experienced and well qualified teaching staff. Teacher in addition to their teaching duties, supervise and guide various extracurricular activities. Every efforts is made to develop personal contact between the faculty members and the students should feel free to approach their teacher and principal in order to seek guidance on academic and other matter whenever the need arises .The college is proud to have a very helpful &hardworking non teaching staff

## **ADMISSION PROCEDURE AND GUIDELINES**

Admission is purely on merit / entrance examination & is subjects to availability of seats as per the direction issue by University of Mumbai & Government of Maharashtra time o time. A transparent admission procedure is followed strictly based on the student norms. Any modification in admission guidelines will be notified on the college notice board at time of admission. The public is cautioned not to fall prey to any misleading information regarding admission in the college against donation.

## **ADMISSION TO DEGREE COLLEGE**

A student is eligible for admission to the first year of Degree College if he /she has passed the H.S.C. or its equivalent examination from a recognized board / University and is found to be eligible for the same by the University of Mumbai.

A student is eligible for admission to the second year of Degree College if he/she has passed the first year (or allowed to keep terms for the second year i.e. A.T.K.T. result in F.Y.) examination or its equivalent from a recognized university and is otherwise found eligible for the same by university of Mumbai.

A student is eligible for admission to the third year of Degree College on similar terms as discussed above .A student having 'allowed to keep terms ' (i.e. A.T.K.T)result at both, first and second year classes is not eligible for the admission to the third class. The un cleared subjects /in the ATKKT result is/are to be cleared from this College ,if admitted .For all the three Degree classes i.e. F.Y,SY,TY. Students falling under 'eligibility cases, will have to produce the 'provisional statement of eligibility from the University of Mumbai (eligibility section, Dr. Ambedkar Bhavan Bldg ,Ground Floor , Kalina campus, Vidya Nagri ,C.S.T. Road , Santacruz (E), Mumbai -4000098)before applying for admission to a particular class They will also have to comply with the requirements strictly within the specified time ,failing whichg the 'provisional admission' granted to them will not be confirmed and hence the admission will be treated as invalid. Also documents will have to be verified in writing by Board/Univ. as the case may be .till then the admission granted, will only be provisional.

**RULES FOR ADMISSION:**

All admission will be done as per the norms of the University of Mumbai.

A student seeking admission to the college should present himself / herself with an application in the prescribed form duly filled and signed by him/her and by his/her parents / guardian.

No admission will be regarded as granted unless it is duly granted by the Principal.

All admissions are valid only for one academic year and are required to be renewed with application in the prescribed form for the new academic year.

Once a student is admitted will be considered as duly admitted for the academic year, unless he informs the principal in writing of his / her intention to cancel the admission and leave the college, at least a week before the commencement of the second term. If no such intimation is received, full fees for the second term will have to be paid.

For FY register online with University of Mumbai and take a print out.

Right of admission is reserved by the Principal.

**DOCUMENTS REQUIRED FOR ADMISSIONS:****a) For First Year Classes-**

Duly filled in Admission Form.

Duly filled in Enrollment Application form supplied by the college office / university.

Original Mark- Sheet of H.S.C. Examination & School leaving Certificate along with two attested copies of the same.

Four passport size latest photographs of the student.

Two attested copies of the Aadhar card and Pan card

The student belonging to SC/ST/NT/VJNT./OBC. must submit- Caste Certificate with one attested copy of the same. Non-Creamy layer certificate with one attested copy of the same. (For NT/OBC students)

Student from other state must submit- Eligibility certificate from the University of Mumbai Migration Certificate from last Board / University

**b) For Second & Third Year Classes-**

Duly filled –in Admission Form.

Two attested copy of statement of Marks of the last examinations / passed.

Four passport size latest photographs of the students.

Two attested copies of the Aadhar card and Pan card

The students belonging to SC/ST/NT/VJNT/OBC. must submit – Caste Certificate with one attested copy of the same'

Non-Creamy layer certificate with one attested copy of the same. (For NT/OBC students).

Student from other college must submit – No Objection Certificate from the last attended college

## **FEES**

- 1) A student must pay his/her fees immediately on grant of provisional admission, failing which, the right to admission is likely to be forfeited. The fees if change subject to admission is likely to be forfeited. The fees if change subject to circulator to from university.
- 2) Liability for payment of fees : if a student intends to leave college in the second term, he/she must intimate the principal accordingly in writing at least one week prior to the commencement of the second term. If no such intimation is received, the student will be liable to pay the full prescribed fees for the second term.
- 3) Refundable deposits ,if NO CLAIMED BY THE CONCERNED student WITHIN ONE CALENDAR YEAR from the date on which he/she ceases to be on the roll of the college, WILL LAPSE.
- 4) Deposits will not be refundable if dues to the college are not cleared by the student, on account of breakage of laboratory equipment, damage done to any college property ,loss of library books, etc.
- 5) Fee receipt and identity card must be produced at the time of application for refund of fees.

## **REFUND OF FEES**

0.2859: REFUND OF TUITION, DEVELOPMENT AND ALL OTHER FES AFTER CANCELLATION OF ADMISSION:

The candidates who have taken admission in under graduate course in GOVT. Colleges, in govt. Aided and unaided courses conducted by affiliated colleges, and recognized institution may request for refund of fees after applying in writing for cancellation of their admission to the course the refund of fess as application shall be made on or before 30<sup>th</sup> day after their date of cancellation and thereafter the percentage of fees for the course shall be refunded to the candidate after deducting charges as follows:

**TABLE -1: FEES DEDUCTION ON CANCELLATION OF ADMISSION**

	PERIOD AND PERCENTAGE ON CANCELLATION OF ADMISSION						
	1)	2)	3)	4)	5)	6)	
	Prior to commencement Of academic term and instruction of the course .	Up to 20 days after the commencement of the course.	From 21 days up to 50 days commencement of the academic term of the course.	From 51 days up to 80 days after the academic term of the course or August whichever is earlier.31	From September 1 to September 30	After September 30	
Deduction charges	Rs.500/- lump sum	20% of the total amount of fees	30% of the total amount of fees	50% of the total amount of fees	60% of the total amount of fees	100% of the total amount of fees	

**NOTE :** 1)The total amount of considered for the refund of fees from the commencement of academic term of the courses includes the following all the fee items chargeable for one year are as per relevant university circulation for different faculties (excluding the courses for which the total amount is fixed by other competent authorities.

2) The fees charged towards group insurance and all fee components to be paid as university share (including vice-chancellor fund, university fee for sports and cultural activities, E-charge , disaster management fund exam fee and enrolment fee) are not-refundable if payment is made by the college prior to the date of cancellation.

3) Fee collected for identity card and library card, admission form and prospectus, reenrollment and any other course specific fee are not refundable after the commencement of the academic term.

4) All refundable deposits (LABORATORY, CAUTION MONEY AND LIBRARY ETC.) SHALL BE FULLY RETURNED at the time of cancellation

Provided that wherever admission are made through centralized admission process for professional and/or for any other courses by other competent authorities the refund rules are applicable if specified by such authorities (as per the rules of relevant agencies) for the 1<sup>st</sup> year admission in case of admission to subsequent years of the course, 0.2859 is applicable for cancellation of admission. Provide further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant courses.

Further that o.2859 -A & 0.2859-B HAVE BEEN REPEALD AND THE AMENDED 0.2859 RELATING TO THE REFUND TO TUITION FEES DEVELOPMENT AND ALL OTHER FEES AFTER CANCELLATION OF ADMISSION FOR THE UNDER

**Amended R .8438**

**Eligibility for admission to all the under graduate programs (aided and non aided) in the faculties of Arts, Science and Commerce under Credit Based Semester Grading System**

1) Eligibility criteria for a learner to be admitted in semester V (third year) of UG Programs (aided and unaided) in faculties of arts and commerce is amended as follows.

2) A) shall have passed semester I and II in full and secured ATKT in the second year by failing in not more than two courses in each of semester III and semester IV in full

I) Eligibility for admission to semester V (third year) of UG programs (aided and unaided) in faculty of science is amended as follows: learner shall have passed semester I, II, III and secured ATKT in second year by failing in programs with 900 and above marks in not more than three courses in each of semester III and IV for program with less than 900 marks in not more than three courses with not more than total 200 marks in each of semester III & IV

OR

Learner shall have passed semester III and semester IV full and secured ATKT in first year by failing in, For programs with 900 above marks in not more than three courses in each of semester I and II for programs with less than 900 marks in not more than 200 marks in each of semester I & II

**PROCEDURE FOR DUPLICATE MARKSHEET**  
**Circular no cert./conv./1058 of 2008**

The directors of the university department the principal sir, j.j assistant register, university sub-center, Ratnagiri are hereby come into force from the date of issue of the circular statement of mark certificate of passing degrees certificate as well as extension bhavan Mumbai – 400032 (copy enclosed) to advised the Maharashtra higher and technical education department mantralaya and payment of necessary fees that require duplicate certificate will the recognized post-graduate institutions Co-coordinator and the concerned student who intend to apply for duplicate copies of their magistrate of notary appointed by government to that effect the first paper of Rs 50/- made in that behalf before the metropolitan professor-cum-director, institute of distance education and heads of information report (F.I.R) registered in the police station for the be issued to the concerned student accordingly this procedure will misuse of the aforesaid documents on completion of this formalities informed that in pursuance of the letter no .pvkjmh2008(5/08) dated special certificate to produce and affidavit of an non judicial stamp College of architecture, principal. /deans of affiliated college 5 July 2008 received from desk officer government of reason whatsoever i.e. loss damage of the same etc., to check the

## **SCHEME OF EXAMINATION**

❖ **Credit Based Semester Grading System (CBSGS):**

University of Mumbai introduced CBSGS in 2014-15 with 75-25 pattern. The college implemented the CBSGS as per University of Mumbai guidelines. Under CBSGS ,the assessment is done as follows:

➤ **Formative Assessment:** 25 marks (75:25 Pattern)

Class test	Active class participation
20	05

➤ **Summative Assessment:** 75 marks (75:25 Pattern): Term End Theory /Assessment

❖ **Choice Based Credit Grading System CBCGS:**

Introduced by University of Mumbai in 2016-17. The college implemented the CBCGS as per University of Mumbai guidelines. Under CBCGS ,the assessment is done as follows:

75 marks (75:25 Pattern): Term End Theory /Assessment( only for FC subject

100 marks : Term End Theory Exam (All other subjects in regular courses)

75 marks (75:25 Pattern) Term and Theory / Assessment for Self Finance Course

**Passing standard:**

❖ **Credit Based Semester Grading System (CBSGS):**

The learners to pass a course shall have to obtain a minimum of 40% in aggregate for each course where the course consist of internal assessment and semester end examination the learners shall obtain minimum of 40% marks (I.e. 10 out of 25) in the internal assessment and 40% marks in semester end examination (30 out of 75)separately to pass the course and minimum of grade E wherever applicable to pass a particular semester a learner will be said to have passed the course if the learner passes the internal assessment and semester end examination together.

❖ **Choice Based Credit Grading System CBCGS:**

The learners to pass a course shall have to obtain a minimum of 40% in aggregate for each course for 100 marks examination and the learners shall obtain minimum of 40% marks (I.e. 10 out of 25) in the internal assessment and 40% marks in semester end examination (30 out of 75)separately to pass the course in FC subject and SFC and minimum of grade E wherever applicable to pass a particular semester a learner will be said to have passed the course if the learner passes the internal assessment and semester end examination together.

## **LIBRARY FACILITIES & RULES**

### **Library facilities:**

The library of Daar-ul Rehmat Trust's A.E.Kalsekar Degree College is the foundation of knowledge & inspiration. It is on the 5th floor containing very large number of books, periodicals and journals. Its tranquil and peaceful atmosphere is very much conducive for reading. The library provides seating arrangements for about 130 persons. The Reading hall is kept open from 7.30am to 4.00 pm every day. Library is opened throughout year except the public holidays.

Library provides following facility to users:

- 1) Reading rooms
- 2) Lending & Borrowing of books
- 3) Book bank scheme
- 4) Internet cafe
- 5) Magazines, Newspapers & Periodicals
- 6) Guest membership
- 7) Reference & Referral services
- 8) Reprographic services
- 9) E- Resources Access
- 10) Inter Library Loan
- 11) Institutional membership of British Library

### **LIBRARY RULES:**

Every student entering the library premises should have a valid college Identity card. It should be produced as and when demanded by any of the library staff.

Library cards not transferable.

Student must handle the books or periodicals etc. with great care. Any attempt to damage books or periodicals will be treated as misconduct and strictly dealt with.

If the original Library card is lost, a duplicate will be issued on payment of Rs. 50 each.

A complete silence and strict discipline will be maintained in library.

Reference books and magazines will be temporary issued to student against I-Card. Students are not allowed to take them outside the library.

If any reference required, students should approach the Librarian.

Every student is expected to read & strictly follow the instructions given on the reserve side of the reader's ticket.

In case of late return of books, students will have to pay aq fine @ Rs. 1/- per day for the first week & Rs. 2/- per day afterwards in case of series default the amount of fine maybe increased up to Rs/-per day.

While charging the fine, holidays will be counted.

Re-issue of books will depend upon the demand for the same.

Students should keep money, purse with them; they are responsible for their belongings.

Students may borrow book up to 7 days against Reader's ticket only.

Students can use cyber library for educational purpose only, but students must have internet card to use cyber library.

Any disregard of these rules will be reported to the Principal for appropriate action.



## FACILITIES AVAILABLE IN THE COLLEGE

### ❖ **Infrastructural facilities:**

**Library:** Spacious Library & Reading room facilities for 130 persons.

**Laboratories-Science and Comp / Electronic:** Well equipped Science Laboratories, Computer & Electronics Laboratory with 60+ computers.

**Gymkhana:** Large Gymkhana with sports equipment for indoor & outdoor games.

**Gymnasium:** Well equipped Gymnasium to maintain fitness of the students.

**Canteen:** Canteen for students and staff that serves hygienic & tasty food.

**Safe Drinking Water:** Safe drinking water with regular cleaning & filtration plant & coolers.

**Internet Cafe:** Internet cafe allowing access to students and staff for research and academic progress.

**Seminar Room:** Seminar Room with projects & audio system for presentation & conferences.

**Auditorium :** Large auditorium for hosting events & functions.

**Audio-Video Rooms:** A.V rooms for conducting class seminars & presentations.

**Open Ground:** Open grounds & creating aesthetics.

**Health Centre :** First-Aid ,wheel chair and Bed in case of emergency

**Garden:** Open lawn with Botanical Garden

**CCTV Surveillance:** CCTV Surveillance in the campus and on all floors

### ❖ **Other Facilities / Schemes:**

Book Bank Facility

Group Insurance Scheme.

Earn n Learn Scheme.

SMAF (Student Mutual Aide Fund)

Remedial Classes.

Mentorship/Counseling.

Lift /Elevators for Differently able students.

Girls & Boys separate Common room.

Conference room for conducting meetings

### ❖ **Scholarships Scheme :-Various Scholarship available to students from Government University & College Details available in college office.**

### ❖ **Extension Programmes at College:**

Throughout the year the college organizes various programs helpful in the students' life. Activities of the college strike balance between students' developmental needs and their recreational needs. The college organizes workshops, seminars, lectures which help in all round development of students' personality. The college offers following Extension Programmes:

Sports & Cultural activities.

National Service Scheme

Dept. of Lifelong Learning and Extension

Women Development Cell

Grievance Redressal Cell

Career counseling & placement Cell

FORUMS: Commerce Forum ,Socio-Economic Forum,

Literary Forum, Science Forum, IT forum

Association: Ex-Students Association,& Parent-Teacher

Association

Clubs: Nature Club ,Adventure Club, Red Ribbon Club

Warden Post & Civil Defence.

The college celebrates various days & events which are learning experience as well as fun. Also learners are encouraged to participate in the collegiate and intercollegiate events. Excursions & Industrial visits are organized regularly for firsthand experience.

## COLLEGE RULES AND CODE OF CONDUCT

On admission each student will receive an IDENTITY CARD No student will be allowed to enter the college premises without the possession of a valid identity card, which must be produced on demand by any competent authority.

1. Each student admitted to the college is expected to behave inside and outside the college in an orderly and disciplined manner and to have regard for the staff and good name of the college.
2. All students are answerable to the Principal, Vice Principal and members of the staff for their conduct in the college for their behavior outside and inside the college if it adversely affects the reputation of the college appropriate action may be taken within the principle of natural justice and equity.
3. Insubordination and unbecoming language or conduct in any form is sufficient reasons for the rustication dismissal of student.
4. Any form of ragging or intimidation and threatening of any student by other student is strictly prohibited and is liable to the most severe penalties.
5. Smoking, consumption of alcohol ,drug possession and distribution of drug chewing of tobacco pan and spitting is strictly prohibited in the college premises and college gatherings .The above offence is punishable under the Mumbai Police Act, and the offenders will be severely dealt with as per the law.
6. The playing of cards and any form of gambling in the college premises is prohibited.
7. Students must attend classes, practicals and tutorials according to the Time –Table on all working days of the college. Absence may lead to loss of a term A term is granted to a student whose attendance is above 75% and who completes the course of study prescribed. Employed students are not entitled for any concessions.
8. Student should take care to be punctual. They will not be admitted into the class room if they are late by more than five minutes Attendance Register will be sent to the classes and the student market absent for that lecture will be considered to have been absent for that full day.
9. Absence from lecture must be justified in writing in stipulated time, and if illness is the cause a medical certificate must be submitted immediately.

10. Students must not attend classes other than their own.
11. Students are not allowed to form any society, group make collections, sell tickets hold meeting invite person to address them and go on excursions or picnic without the permission of the principal.
12. All notices put up on the notice board or any announcements made must have previous approval of the principal.
13. All the associations and committees constituted by the Principal to conduct various student activities should not hold meetings and publish wall papers hand bills etc. without prior approval of the Principal.
14. Every kind of demonstration that restricts the freedom of the members of the college or disputes any activity in the college is banned.
15. Attendance for tests and examinations conducted by the college is compulsory Defaulters will be allowed to appear in the Annual Examination or Examinations conducted by the University.
16. Students are expected to take proper care of the college property and help in keeping the premises neat and tidy. Damaging the property of the college by disfiguring walls, doors, fitting or breaking furniture etc, is a breach of discipline and the guilty will be duly punished.
17. Students applying for certificates, testimonials, concession form etc. and those requiring the principal's signature on any kind of document or application should first contact the Registrar at least one day in advance No. student should approach the principal directly.
18. Student should not communicate any information to the press without the written permission of the principal.
19. Loitering in the corridor, while lectures are on, is strictly prohibited.
20. All students are expected to avoid any form of dress/ attire or behavior which could be considered indecent in the opinion of any staff member they are advised to wear appropriate and decent dress/ attire such as salwar-kameez with “dupatta” in case of girl students for attending the college.
21. Refreshments are to be consumed in the canteen only and not be taken to the staircases, classrooms Library Hall and such other places loitering anywhere in the campus is strictly prohibited and is punishable.
22. Class picnics or outing are banned parents are therefore warned that the college authorities do not assume any responsibility for such picnics or outings organized by the students on their own.
23. Any false information submitted to the college in the admission form or the otherwise will be liable for the cancellation of the admission and dismissal from the college.
24. In the matter not covered by the above rules will rest at entire discretion of the Principal .The Principal reserves the right to add alter and modify any of the clauses (s) afore mentioned.

## SCHOLARSHIP

Scholarship/ Freeship name	Eligibility	Documents required	website
<p>Government of India Post matrix scholarship To SC/ST.</p>	<p>Students whose parents income up to 2,00,000 lacs are eligible Concession is not applicable up to 2 child.</p>	<ol style="list-style-type: none"> <li>1. Self attested photo copy of caste certificate.</li> <li>2. Self attested photocopy of mark sheet of last three year.</li> <li>3. Self attested photocopy of ration card.</li> <li>4. Self attested photocopy of leaving certificate.</li> <li>5. Income certificate in original whose parents are working other than. Government job then self attested photocopy of from no.16.</li> <li>6. Self attested photocopy of adhar card /EID receipt. Self attested photocopy of bank pass book of student.</li> </ol>	<p>Student belongs to SC /OBC / VJNT / SBC category Rae required to apply online on the website.</p> <p><a href="http://mahaesc.hol.maharashtra.gov.in/Escholargeship/login.aspx">http://mahaesc.hol.maharashtra.gov.in/ Escholargeship/login.aspx</a></p> <p>And submit the hard copy of the form in the office on or before 30.09.15. failing which they have to pay full fees.</p> <p>Students belong to ST category are required to apply online on the website <a href="http://etribal.maharashtra.gov.in/evikas/main/common/aboutevikas.aspx">http://etribal.maharashtra.gov.in/evikas/ main/common/aboutevikas.aspx</a></p> <p>and submit the hard copy of the form in the office on or before 30.09.2015 failing which they have to pay full fees.</p>

<p>Government of India post matrix scholarship to OBC/VJNT/SBC</p>	<p>Student whose parents income upto 1,00,000 lacs are eligible concession upto 2 child.</p>	<ol style="list-style-type: none"> <li>1. Self attested photo copy of caste certificate.</li> <li>2. Self attested photocopy of mark sheet of last three year.</li> <li>3. Self attested photocopy of ration card.</li> <li>4. Self attested photocopy of leaving certificate.</li> <li>5. Income certificate in original whose parents are working other than. government job then self attested photocopy of from no.16.</li> <li>6. Self attested photocopy of adhar card /EID receipt.</li> <li>7. Self attested photocopy of bank pass book of student. Non-Creamy layer certificate in original.</li> </ol>	
<p>Free ship to SC/ST</p>	<p>Students whose parents income above 2,00,000 lacs are eligible Concession is applicable up to 2 child.</p>	<ol style="list-style-type: none"> <li>1. Self attested photo copy of caste certificate.</li> <li>2. Self attested photocopy of mark sheet of last three year.</li> <li>3. Self attested photocopy of ration card.</li> <li>4. Self attested photocopy of leaving certificate.</li> <li>5. Income certificate in original whose parents are working other than. Government job then self attested photocopy of from no.16.</li> <li>6. Self attested photocopy of Aadhar card /EID receipt.</li> </ol>	

<p>Free ship to OBC/ VJNT/SBC</p>	<p>Students whose parents income above 1,00,000 lacks are eligible. Concession is applicable up to 2 child</p>	<ol style="list-style-type: none"> <li>1. Self attested photo copy of caste certificate.</li> <li>2. Self attested photocopy of mark sheet of last three year.</li> <li>3. Self attested photocopy of ration card.</li> <li>4. Self attested photocopy of leaving certificate.</li> <li>5. Income certificate in original whose parents are working other than. Government job then self attested photocopy of from no.16.</li> <li>6. Self attested photocopy of adhar card /EID receipt.</li> <li>7. Self attested photocopy of bank pass book of student. Non-Creamy layer certificate in original.</li> </ol>	<p>Students belongs to SC/OBC /SBC category are required to apply online website <a href="http://mahaeschol.maharashtra.gov.in /scholarship/login.aspx">http://mahaeschol.maharashtra.gov.in /scholarship/login.aspx</a></p> <p>and submit the hard copy of the form in the office on or before 30.09.15. 28</p>
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<p>Post Metric minority scholarship to muslim /christain/Buddhist/ parsi/sikh</p>	<p>Those students who have secured 50% and above marks in previous examination and whose parent income is up to 2,00,000 lacks are eligible.</p>	<ol style="list-style-type: none"> <li>1. Self attested photocopy of mark sheet.</li> <li>2. Self attested photocopy of ration card.</li> <li>3. Self attested photocopy of bank pass of student</li> <li>4. Self attested photocopy of adhar card.Self declared income certificate in original.</li> </ol>	<p>Students are required to apply online on the website <a href="http://www.momascholarship.gov.in/">http://www.momascholarship.gov.in./</a> and submit the hard copy of the form in the office as on or before as notified on website</p>
<p>PTC/SST/ NTW/ Ex-servicemen free ship</p>	<p>Students who are ward of Primary Teacher Secondary Teacher Non-Teaching staff and Ex-servicemen are eligible for free ship. Concession is applicable upto 2 child.</p>	<ol style="list-style-type: none"> <li>1. Prescribed application from duty filled in and signed by the Principle /Headmaster of the College /school and countersigned by Block development Officer in case of children of Primary Teacher along with following documents <ol style="list-style-type: none"> <li>a. Two self attested photocopies of mark sheet.</li> <li>b. Two self attested photocopies of fee receipt</li> <li>c. Two self attested photocopies of Ratio card</li> </ol> </li> <li>Two self attested photocopies of Aadhar Card</li> </ol>	<p>OFFLINE</p>
<p>State government open merit scholarship (Fresh award)</p>	<p>Those students who have secured 85% above marks in SSC examination</p>	<p>Prescribed application from duty filled with following documents</p> <ol style="list-style-type: none"> <li>a. Two self attested photocopies of mark sheet.</li> <li>b. Two self attested hotocopies of Ratio card</li> <li>c. Two self attested photocopies of Aadhar Card</li> </ol>	<p>OFFLINE</p>

<p>State government of open merit scholarship (renewal)</p>	<p>Students can apply for renewal of scholarship in 12<sup>th</sup></p>	<p>Prescribed Progress report from duty filed along with document Self attested photocopy of</p> <ul style="list-style-type: none"> <li>a. previous year mark sheet Two self attested photocopies</li> <li>b. of Ratio card Two self attested photocopies</li> <li>c. of Aadhar Card</li> </ul>	<p>OFFLINE</p>
<p>National merit scholarship</p>	<p>Those students who have secured 1 /2 rank at school/college leave are eligible</p>	<p>Prescribed application from duty filled with following documents Self attested photocopy of</p> <ul style="list-style-type: none"> <li>a. previous year marksheet Two self attested photocopies</li> <li>b. of Ratio card Two self attested photocopies</li> <li>c. of Ratio card Two self attested photocopies</li> <li>d. of Aadhar Card</li> </ul>	<p>OFFLINE</p>
<p>Physical handicapped scholarship</p>	<p>Students should open account in TDC bank</p>	<ul style="list-style-type: none"> <li>1. Self attested photocopy handicapped certificate</li> <li>2. Two self attested photocopies of Aadhar Card</li> <li>3. Two self attested photocopies of Ratio card</li> <li>4. Self attested photocopy of marksheet</li> <li>5. Self attested photocopy of thane district co-operative bank pass</li> </ul>	<p>OFFLINE</p>



## ACADEMIC TERMS

I Term : 5<sup>th</sup> June-16<sup>th</sup> October 2017

II Term : 9<sup>th</sup> November 2017 to 30<sup>th</sup> April, 2018 (both days including)

Mid Term Break: 25<sup>th</sup> -29<sup>th</sup> August 2017

Winter break: 26<sup>th</sup> December 2017 to 1<sup>st</sup> January 2018 (both days including)

### **Exam schedules:**

1<sup>st</sup> Term end Examination : 9<sup>th</sup> Sept, 2017 to 5<sup>th</sup> Oct, 2017 (Tentative)

2<sup>nd</sup> Term End Examination : 1<sup>st</sup> March 2018 to 15<sup>th</sup> March 2018 (Tentative)

College timing : 7.30 am to 3.30 pm

Office timing for : 9.30 am to 1.00 pm (Monday to Friday)

Parents and Students : 9.30 am to 11.00 pm (on Saturday)

Library timing for students : 7:30 am to 4:00pm Public holidays as per government notifications

**NOTE:** Timing may be changed with prior notice to student & staff

DAAR-UL-REHMAT TRUST'S  
**A.E.KALSEKAR DEGREE COLLEGE**  
TEACHING STAFF

PRINCIPAL  
MRS.ARJUMAND Z. RAWAL  
(M.Com, B.Ed, SET)

**COMMERCE**

Sr. No.	Name of the Staff	Qualification	Designation	Subject/Department
1	Mrs.Arjumand Z.Rawal	M.Com,B.Ed,SET	Assistant Professor	Commerce
2	Mrs.Arjumand S.Siddiqui	M.A, NET	Assistant Professor	Economics
3	Mr.Ansari Zahid Ibne H.	M.Com, NET	Assistant Professor	Accountancy
4	Dr.Parveen A. Khan	M.A/B.Ed/M.Phil/ Ph.D	Assistant Professor	English
5	Mr. Zaid Hawaldar	M.Sc C.H.B	Assistant Professor	Mathematics
6	Ms.Shaikh Roshan Ara	LLM C.H.B	Assistant Professor	Business Law
7	Mrs.Shahnaz Shaikh	M.C.A C.H.B	Assistant Professor	Computer
8	Mrs.Suvarna Mahesh Chindhe	M.Lib, NET	Librarian	-

**Arts**

Sr. No.	Name of the Staff	Qualification	Designation	Subject/Department
1	Mrs.Farzana Chawre	M.A, NET,SET	Assistant Professor	Political Science
2	Mrs.Nasreen Kolhar	M.A, M-Phil, NET	Assistant Professor	Urdu
3	Dr.Sajid Ali	NET, Ph.D	Assistant Professor	Islamic Studies
4	Dr.Vijay Shanker S.	M.A, Ph.D	Assistant Professor	Economics
5	Mr.Arshad Khan	M.A, NET	Assistant Professor	History
6	Mr.Sanjay Kalekar	M.A, NET	Assistant Professor	English
7	Ms. Nasreen Hanfi	M.A, B.Ed	Assistant Professor	Hindi

**ADMINISTRATIVE STAFF**

Sr. No.	Name of the Staff	Qualification	Designation	Subject/Department
1	Mr.Firoz Akhtar A. W.Rajput	B.Com	Head Clerk	OFFICE
2	Ms.Sayyed Anjum Riyasat Ali	B.Com	Senior Clerk	OFFICE
3	Ms.Shaikh Asiya Khurshid Alam	B.Sc	Junior Clerk	OFFICE
4	Mr.Shaikh Abdul Razzaque	H.S.C	Class IV	-
5	Mr.Waghdhare Maqsood Saeed	S.S.C	Class IV	-
6	Mr.Inamdar Wasim Ayyub	H.S.C	Class IV	-

## **DAAR-UL-REHAMT TRUST**

### **Honorable Trustees**

- |   |                  |
|---|------------------|
| <b>1. Mr. Abdus Salam Rawal</b>         | Chairman         |
| <b>2. Mr. Sadique K. Hawa</b>           | Vice-Chairman    |
| <b>3. Mr. Ahmed I Maklai</b>            | Managing Trustee |
| <b>4. Dr. Khalil Memon</b>              | Treasure         |
| <b>5. Mr. Zubair Rawal</b>              | Secretary        |
| <b>6. Mr. Abdullah Yusuf Patel</b>      | Joint Secretary  |
| <b>7. Mr. Haroon A. Mojawala</b>        | Trustee          |
| <b>8. Mr. Esmail A. Karim Virani</b>    | Trustee          |
| <b>9. Mr. Mehmood A. Marwadi</b>        | Trustee          |
| <b>10. Mr. Ab Razzak Ahmed Kapadia</b>  | Trustee          |
| <b>11. Mr. Farouk Saoudagar Darvesh</b> | Trustee          |
| <b>12. Mr. Ismail Abdul Kader</b>       | Trustee          |
| <b>13. Mr. Imamuddin Nensey</b>         | Trustee          |
| <b>14. Mrs. Fatima Allana</b>           | Trustee          |
| <b>15. Mrs. Hamida Bhiwandiwala</b>     | Trustee          |