

Our Founder



**LATE HAJI KARIM MOHAMMED
SULEMAN ALIAS CUMMOO SETH**

P.T.RE. NO. B-249 (B)

Haji Karim Mohammed Suleman

Charitable Trust

178 - 188, Kambekar Street, Mumbai - 400 003.

BOARD OF TRUSTEES

Chariman

Mr. Rehmatullah Abdul Kadar Gubitra

Trustees

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Mr. Mohammed Husain S. Patel

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Mr. Abdul Ahad Saaz

CODE OF CONDUCT

Identity card: Students must carry and produce an identity card, dully filled and signed by the student, with her photograph bearing the college stamp and signature of the principal. Transfer and misuse of the identity card is a criminal offence, resulting in expulsion of the students from the college.

Care and cleanliness of campus and college property: students must take care of college property and help in keeping the college premises neat and clean. One should not write or scribble on tables, benches, desks, window panes and walls.

Dress code: students must be simply and neatly dressed, to enhance for academic ambience of the college, necessary as an Indian college campus.

Silence: "silence must be heard". Silence must be maintained in classrooms, library, reading rooms and corridors.

Mobile phones: if carried by the students, must be switched off in the classroom, library, reading rooms & corridors of the college. If these instructions are not followed, the instrument may be confiscated. Students are totally responsible for i he security of their mobile phones.

Anti-ragging act: Ragging is strictly prohibited. If a student is found to be involved in, or associated with any such activity, the student would be expelled from the college and would face disciplinary actions, as per the provisions of the Act.

Behavior: Students admitted to the college are expected to behave inside and outside the college in an orderly and disciplined manner and to have regard for the staff and the good name of the college. Loitering in the corridors, while lectures are in progress is strictly prohibited.

Notices: Students must read and follow the general and classified notices from time to time. Ignorance of any information put up on the notice boards will not be accepted.

Applications: Students applying for certificates, testimonials, concession forms etc. and those requiring the principal's signature on any kind of document or ipplication, should first contact the officé at least two days in advance. No papers ;hould be brought by student directly to the Principal for signature.

Matters not covered above, will be at the discretion of the Principal.

ADMISSION POLICY

1. Admission will be strictly on merit basis. Seats will be allotted on a first come first served basis.
2. The college has been granted the "Minority Status", therefore admissions will be granted according to rules and regulations applicable to this category. Fifty percent seats in all courses/classes are reserved for Muslim minority.
3. Those who fail to pay the prescribed fees, within the stipulated time will, forfeit their claim for admission.
4. Repeaters and working students will not be granted admission.
5. Students from other colleges will be admitted only if seats are available after granting admission to our own students and after requisite permission from the competent authority and verification of their original documents.
6. All admissions will be subject to the guidelines of the University of Mumbai and Education Department, Govt. of Maharashtra received from time to time.

PRE-ADMISSION FORM

Students seeking admission in F.Y / S.Y. / T.Y.B.A / B.Com should submit preadmission form along with Xerox copies of mark sheet of qualifying examination, those cases of students belonging to Muslim / Reserved Category should also submit the Xerox of relevant documents to claim admission under the quota for the category. Admission forms will be accepted after the declaration of the merit list.

List of documents to be attached with the Admission forms for F.Y.B.A/ B.Com

1. Original mark sheet of H.S.C with 2 Xerox copies.
2. Original leaving certificate with 2 Xerox copies (for other school/college students)
3. Residential proof: Aadhar Card / Ration card / Electricity bill / Telephone bill / Election card of parents / guardians.
4. In case of students having passed their H.S.C from other than Mumbai Divisional Board.
 - Provisional Eligibility Certificate from University of Mumbai
 - H.S.C Mark sheet and passing certificate
 - Leaving certificate/ transfer certificate
 - Migration certificate
5. Certified Xerox copy of Caste Certificate, if any, (for backward class students)
6. NOC, if applicable from previous institutions.
7. Two recent coloured passport sized photograph.
8. Two self addressed with postal stamp affixed envelop (9x4 cm)

ATTENDANCE

1. According to University Circular No. UG/502 of 1999 and ordinance 119 and 120 of University for granting the terms in each subject, the minimum attendance of 75% of the theory, lectures, practicals and tutorials (wherever prescribed) separately will be required out of the total number of lectures, practicals and tutorials in each subjects conducted in the term. Therefore, if the student fails to achieve the required attendance her examination form will not be accepted or forwarded to the university and the student will neither be issued a hall ticket, nor be allowed to appear for the University / Annual examination.
2. Working students should not seek admission in the college instead they shall opt for correspondence courses offered by the University. Their application will not be entertained for the purpose of concession in attendance.

Subjects

F.Y.B.A

Compulsory Subjects:-

1. Foundation Course (F.C. I)
2. Communication Skill in English
- Compulsory Language (any one)

3. Hindi

3. Urdu

Optional Subjects (any one)

4. Hindi Literature

4. Urdu Literature

5. History

6. Geography

S.Y.B.A.

1. Foundation Course II

2. Language (Urdu / Hindi) Paper II & III

3. History Paper II & III

4. Geography Paper II & III

5. Mass Communication

T.Y.B.A

1. Urdu & History (3 papers in each subjects)

2. Urdu & Geography (3 papers in each subjects)

3. History/ Geography(3papers in each subjects)

F. Y. B. Com.

1. Accountancy and Financial Manag. (A/c I)

2. Business Communication (B. C.) .

3. Environment Studies Techniques (E.V.S.)

4. Mathematical and Statistical Tech.

5. Foundation Course (F. C. I)

6. Business Economics I

7. Business Development (B. D.)

S.Y.B.Com

1. Foundation Course II

2. Business Economics II

3. Accounts & Finance Manag. (A/c II)

4. Business Law

5. Principles of Management & Finance

6. Optional Subject (Mass Communication)

T. Y. B.Com.

1. Marketing & Human Resources Manag.

2. Business Economics III

3. Computer Applications System

4. Direct & Indirect Taxation

5. Financial Accounting (A/c III)

6. Auditing & Costing (A/c IV)

7. Management Accounting (A/c V)

Facilities, Committees, Clubs and Association

➤ Library

➤ Computer Lab.

➤ Book Bank

➤ Fees paid for needy students

➤ Canteen

➤ Language Club

➤ Students Counseling

➤ Women's Development Cell

➤ Career Guidance Cell

➤ Knowledge Centre

➤ Placement / Career Centre

➤ Audio Visual Room

➤ Students Council

Office timings for students

Monday to Saturday : 11.00 A.M to 01.00 P.M
02.00 P M to 04.00 P.M

UNIVERSITY OF MUMBAI

REVISED FEES STRUCTURE FOR THE ACADEMIC YEAR 20____ - 20____

	B.COM/B.A.		
	F.Y.	S.Y.	T.Y.
	REVISED	REVISED	REVISED
Tuition Fees	4,020.00	3,650.00	4,250.00
Library Fees	200.00	200.00	200.00
Other Fees	250.00	250.00	250.00
Magazine Fee	100.00	100.00	100.00
Group Insurance	20.00	20.00	20.00
Enrolment Fee	220.00	0.00	0.00
Development Fees	500.00	500.00	500.00
UNI Sports and Cultural	30.00	30.00	30.00
E Charge Fees	20.00	20.00	20.00
Project Fee	300.00	300.00	300.00
Admission Process Fee	210.00	200.00	200.00
Library Deposit	250.00	0.00	0.00
Miscellaneous Fees	0.00	0.00	0.00
ATKT Examination Fees	0.00	0.00	0.00
Laboratory Fee	0.00	0.00	0.00
Gymkhana Fee	200.00	200.00	200.00
Examination Fee	600.00	600.00	0.00
Identity Card Fees	50.00	50.00	50.00
Student Welfare Fund	50.00	50.00	50.00
Utility Fee	250.00	250.00	250.00
Disaster Relief Fund	10.00	10.00	10.00
Vice Chancellor Fund	20.00	20.00	20.00
Computer Pract. Fee	0.00	0.00	1,000.00
E Suidha	50.00	50.00	50.00
Caution Money	150.00	0.00	0.00
Laboratory Deposit	0.00	0.00	0.00
Late Fees	0.00	0.00	0.00
Excess Fee	0.00	0.00	0.00
Total Fees	7,500.00	6,500.00	7,500.00
Wherever Applicable			
-Transscript-S copies (Additional copy 50/-each)	1000	1000	1000
-Admin Form_Proc + Inform Brochures	150	150	150
-Transfer Certificate	100	100	100
-Bonafide Certificate	30	30	30
-No Objection Certificate	30	30	30
-Industrial Visit Fees	500	500	500
-Computer Practical Fees		600	800
-Alumni Association Fees -(be collected from the	25	25	25
-Document Verification Fees-(be charged from the	400	400	400
-Project Fees-(be collected from the students who are	**	**	**

(**500/- for 100 marks project, Rs. 100/- for 20 marks project and proportionately otherwise.

RULES REGARDING REFUND OF FEES

Rules regarding refund of fees in case of cancellation of admission are applicable as per University norms (University Circular No. UG/412 of 2019 dated 11th Sept 2019). Candidates who have secured admission but not paid full fees as per University norms will be required to pay the difference amount on cancellation of admission for receiving original documents from the college.

Table-1 Fee Deduction on cancellation of admission

Period and percentage of deduction charges					
(I)	(II)	(III)	(IV)	(V)	(VI)
* Prior to commencement of academic term and instruction of the course	Upto 20 days after the commencement of academic term and instruction of the course	From 21st day upto 50 days after commencement of academic term and instruction of the course	From 51st day upto 80 days after the commencement of academic term of the course or August 31st whichever is earlier	From September 1st to September 30th	After September 30th
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: * Academic Term for 2019-20 commences on 17 June 2019.

Ordinance 2859 of University of Mumbai

Refund of Tuition, Development and all other fees after cancellation of admissions:

The candidates who have taken admission in under graduate courses in Govt. colleges, in Govt. aided and unaided courses conducted by affiliated colleges, and recognised Institutions may request for refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter. The percentage of fee for the course shall be refunded to the candidate after deducting charges as follows:

The total amount considered for the refund of fees from the commencement of academic term of the courses includes the following:

(i) All the fee items chargeable for one year are as per relevant University circulars for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities).

(ii) The fee 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 Enrollment fee) are non-refundable.

(iii) Fee collected for Identity card and Library card, admission form and prospectus, enrollment and

any other course specific fee are not refundable after the commencement of the academic term. All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned when a student leaves the college or cancels the admission on production of original fee receipt. Deposits not claimed within one year of leaving the college or cancellation of admission will be forfeited.

For the students who are leaving the college after completion of studies, schedule for the refund of deposit will be put up on the college notice board after the declaration of the University result of the relevant course. For those students who cancel their admission in the middle of the course, the amounts of deposits will be refunded to the student after 30 days from the date of receipt of their application duly signed by student and NOC from departments concerned.

ACTIVITIES FOR THE ACADEMIC YEAR 2019-2020

1st Term			
1	Founder's Day	25	Health Awareness Programme
2	Freshers' Welcome	26	Chocolate Day
3	Formation of Students' Council	27	Visit to Oldage Home
4	Quirat Competition	28	Anarkali Day
5	Mehndi Competition	29	Urdu Debate Competition
6	Eid Party	30	Hindi Debate Competition
7	Geography Field Trip (T.Y.B.A.)	31	Poster Making Competition
8	Friendship Day	32	PTA Meeting
9	Nature Club Activity	33	Nature Club Activity / Competition
10	Urdu Guest Lecture	34	R.B.I. Museum
11	Visit to Archeological Dept.	35	W.D.C. Activity / Competition
12	Ad Making Competition (Commerce Dept.)	36	English Debate Competition
13	Hindi Essay Writing Competition	37	Pink Day
14	Urdu Essay Writing Competition	38	Saree Day
15	English Essay Writing Competition	39	White Day
16	Islamic Quiz Competition (Elimination round)	40	Visit to Stock Exchange & RBI Museum
17	Islamic Quiz Competition (Final round)	41	Geog. Field Trip (T.Y.B.A.) (Nehru Planetarium)
18	Cooking Without Fire	42	Food Bazar
19	Teachers' Day Celebration	43	History Field (T.Y.B.A.)
20	Bait Bazi Competition	44	Extempore Speech Competition
21	Guest Lecture (Commerce Dept.)	45	Bangles Day
22	Guest Lecture (W.D.C.)	46	Urdu Day
	2nd Term	47	Naath Competition
23	International Day Celebration	48	Convocation Ceremony
24	Competition (English)	49	Annual Day
		50	Farewell

OTHER FACILITIES



LIBRARY

**COMPUTER
LAB**



**TERRACE
GARDEN**

