

College Code (Day): 647  
College Code (Night): 999



Vidya Vikas Education Trust's  
**Lords Universal College**

(Permanently Unaided | Affiliated to University of Mumbai)

**Gujarati Linguistic Minority Institution**



UNIVERSITY OF MUMBAI

- B.Com. (Financial Accountancy / Business Management) as Day & Night Program
  - B.A.F. • B.B.I. • B.M.S. • B.A.M.M.C. (Advertising / Journalism)
- B.Sc. (Computer Science / Information Technology / Microbiology)
  - M.Com. (Advanced Accountancy / Business Management)

**Prospectus (2023-2024)**

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## Our Founder

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***Shri Sudhir Madhavji Lall***

*Chairman*

Universal Education was founded by the guiding spirit of our founder, Shri Sudhir Madhavji Lall, who laid the foundations of UE in 1968 and built it from scratch into one of Mumbai's largest and most reputed private educational institutions. He was a visionary of great ideals, but retained a lifestyle of simplicity. He conducted himself with total dignity and impartiality. His values, vision and goals were simple to lead by love, by trust and by example. During his professional career, Shri Lall championed many causes, but none so fiercely as educational reforms. Unfortunately, he left for his heavenly abode on the 1st Sept, 2002. His son, the chairman of the institute, Shri Jesus Lall has, since then strengthened UE, transformed it and ensured its growth in keeping with his father's dreams.

## Message From the Chairman's Desk



***Mr. Jesus Lall***  
*Chairman*

Dear Students,

You are entering the next phase of your academic life. These years will be a turning point of your career. Your efforts during the current year will help you to propel your career. We, at Universal Education, are determined to empower you and to help you stay focused in your efforts to achieve your best. In addition to excellence in academics in the classroom, we are looking at providing hands on experiences that will help you to consolidate learning. We have put together a package based on the stream and the class you are pursuing.

Our intention is to make our students competent human beings and not merely degree holders. Sports, dance, music and art and activities of social responsibility should become an integral part of your daily lives.

We believe that participating in various competitions and practicing for the same will keep your interest alive and keep you agile mentally and physically.

We would like to take this opportunity to invite everyone individually, and in groups to approach your Principal for planning these activities and begin early practice sessions. Our team will be ready to offer you required support wherever necessary. We are happy to engage special coaches/ trainers for you, should we see serious amounts of dedication and interest in your endeavours. Wishing you every success.



## About the College

Lords Universal Degree College was established in the year 2004 as a permanently Unaided College, affiliated to the University of Mumbai. It started with three courses i.e. B.Com., B.M.S. & B.Sc. with 151 students and the strength increased to the multiple of 20 folds as of today.

In view of increased competitiveness in education, College expanded by opening different courses in all streams like

B.Com. (Financial Accountancy), B.Com. (Business Management), B.Com. (Banking & Insurance), B.Com. (Accounting & Finance), B.M.S (Bachelor of Management Studies), B.Sc. (Microbiology), B.Sc. (Computer Science), B.Sc. (Information Technology), B.A.M.M.C. (Advertising), B.A.M.M.C. (Journalism) in Under-graduate section.

Considering the needs of working students the College has made special provision as B.Com. (Financial Accountancy) and B.Com. (Business Management) as Night College.

We also offer M.Com (Advanced Accountancy) and M.Com (Business Management) as Post – graduation courses.

**Feedback Mechanism** – Feedback from the students is taken at regular intervals.

**IQAC** – Internal Quality Assurance Cell (IQAC) was established on 11th December, 2014. Constitution of IQAC is as per NAAC guidelines.

**Gujarati speaking students** – The College has Gujarati Linguistic Minority status which enables to admit Gujarati speaking students in Minority quota as per University guidelines.

## Vision of the Institution

To create a culture of excellence in teacher education conducive to produce facilitators of learning recognized as creative, globally competent, technologically sound, critically reflective, research oriented and sensitive towards the needs of uniquely abled individuals of the society.

## Mission Statement

To provide latest ICT enabled learning environment for capacity building of student, teachers by...

- Developing research skills through inquiry based educational activities,
- Sensitizing them about right attitude, values and beliefs required to mould young minds and build respectful relationship with them by organizing value based co-curricular activities
- Motivating them to contribute and lead the diverse societies through community outreach programmes.

## From the Principal's Desk

I am extremely happy that you are considering joining LUC to pursue your higher education. I am confident that if you indeed decide to join LUC, you will consider it as one of the good decisions of your life.

We at LUC would like you to remember our institution in the future as one that served as a facilitator in enriching your knowledge, shaping your personality, and preparing you for the challenges of life.

To enrich your knowledge and nurture your passion in your chosen area of study, we have a well-experienced, trained, competent, and dedicated faculty. They are backed by state-of-the-art infrastructure and technology. Besides, to help students build on their potential as well as to help them overcome their weaknesses, the college also provides specialized and additional coaching and mentoring as and when required. The college also provides various scholarships and free ships to deserving students to ensure that no student is deprived of learning and growth opportunities due to financial constraints.

We strongly believe activities and events outside the classroom are as important as those inside them. Hence, the college promotes and encourages students to take part in extracurricular and cocurricular activities at the college, inter-college, and University levels. You will find more details of these activities and events in the pages that follow.

I request the student as well as their parents to feel free to come and meet me, in case you have any queries.

I look forward to welcoming you as a student of our college and being your partner in your journey of learning and growth.



**Dr. Bharat M. Pithadia**  
**Principal**

## Before You Move Ahead

You are indeed blessed to get an opportunity to receive an education at Lords Universal College. The college has the privilege of having healthy, harmonious ambience and rich values which have played a pivotal role in shaping the future of innumerable students. Our mission is to impart quality education and make students excel in academic performances. To encourage more outstanding performance, the college management provides scholarship. The college website exemplifies the yearly voyage of students in different activities.



Universal Education's acclaimed education system – **real** – is an integrated, comprehensive, KG-to-PG educational model. **real** was designed and refined over the past 3 decades. Truly of Universal's educational beliefs, **real** is built on 5 cornerstones of educational excellence:

An intellectually demanding curriculum that combines academic rigour with practical relevance.

Robust learning facilities that are exciting, flexible, healthy, secure and sustainable.

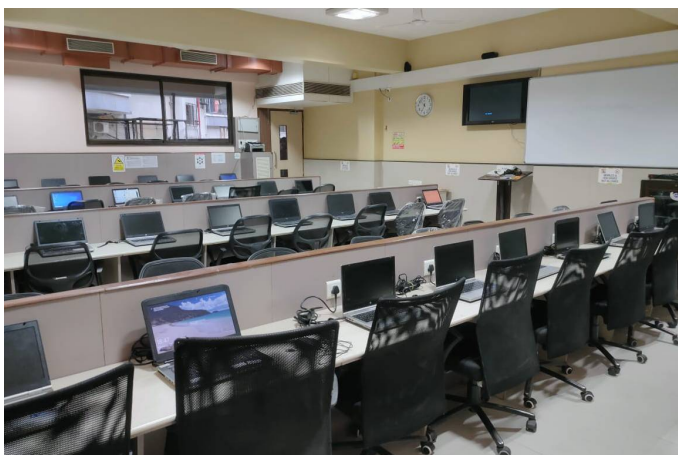
Engaging technology-rich content delivered interactively to make learning come alive.

An efficient administration that delivers smart solutions for student satisfaction and success.

Emphasis on wholesome growth through creativity, values, fitness, cultural literacy & life/career skills.

Ultimately, through the application of **real**, Universal endeavors to deliver a high-quality educational experience and achieve the best possible educational outcome for its students.

# Infrastructure



## Computer Laboratory

Well-equipped computer laboratories with 120 computers enhance the learning process and enable the proper conduct of the University prescribed courses. Branded Personal Computers are installed in two Computer Labs, all networked to facilitate teaching in small batches, with adequate faculty attention.

All the computers in the Lab and the Office have a dedicated lease line for Internet connectivity, which can be used by students and staff.

These labs are ideal for computer-training needs including software releases, user-group meetings, and new application training. Our labs include student PCs and one projector PC. All our PCs run Microsoft Windows 10, including the 65, Microsoft Edge, Mozilla Firefox, Google Chrome, Adobe Acrobat Reader, and various media players. Our machines also feature Dual Boot systems with Linux, various softwares required for



teaching Learning Process. Lab is equipped with wireless Internet access and a printer is included in each room.

Some highlights and features of our computer labs include:

- 1388\*1080 pixels high quality LED monitors PCs in each Lab
- All latest licensed version softwares like Visual Studio, Oracle, Java Netbeans etc.
- Fluorescent and incandescent lighting with clearly marked controls
- Hard writing surfaces for easier note taking
- Whiteboard, flip chart and markers
- Comfortable, ergonomic seating
- High quality ACs for continuous cooling
- College has the separate IT helpdesk for all installation and maintenance work.





## Classrooms

The Center offers 30 dedicated Lecture rooms that seat between 40 to 140 students.

Our lecture rooms are chosen by many companies and organizations every year for small groups meetings, such as internal staff meetings and training, board meetings, client presentations, internal strategy discussions and other similar meetings, including break-out sessions for larger meetings.

Some highlights and features of our class rooms include:

- Air Conditioner/s in each room
- Inbuilt LCD Projector
- Whiteboard, flip chart and markers
- Natural lighting for a brighter and more inviting atmosphere
- Fluorescent and incandescent lighting with clearly marked controls
- Hard writing surfaces for easier note taking
- Comfortable, ergonomic seating
- Wi-fi connection



- Podium
- Audio System

## Cafeteria

The college cafeteria is located on the ground floor. A unique feature of the cafeteria is the availability of Coffee Day's Tea and Coffee at very reasonable rates. Hot and cold beverages and an extensive selection of Indian and International snack and meal refreshments define the menu.

## OTHER FACILITIES

- **Gymkhana:** The spirit of sportsmanship is encouraged by the college. A spacious gymkhana has infrastructure and facilities for indoor games. The gymkhana staff is highly qualified. The college participates in games from the district to the national levels. Well-known coaches train students for indoor and outdoor games, training them to excel at inter-college tournaments at national and international levels.
- **Play Grounds:** In order to promote sports amongst the students and to provide them a platform to excel in this field, the college hires playgrounds in the nearby vicinity for various outdoor sports like Football,



Cricket, Handball, Basket Ball, Volley Ball etc. and arranges for facilities for indoor sports like Table Tennis, Swimming, Lawn Tennis, Chess, Badminton, Judo, Karate, Skating etc. Coaches and trainers are appointed for the games as desired by the students. Students have participated and won laurels for the college at District Level to International Level.

- **Soft Skill Development Cell:** In order to ensure that the students are equipped with all the skills required to face the competitive world, the management provides all the students with soft skills training. We have a separate department and dedicated staff appointed by the Management which provides training to the students with assistance from experts from the industry as and when required. The training is provided at no cost to the student.
- **Placement Cell:** The College has a Placement Cell with a dedicated Placement Executive. The Placement Executive comprising of the Placement Executive, senior staff members of the college and student members ensure that top companies in the field of Finance, Banking, Insurance, Marketing, Information Technology, Investment Firms etc. are invited to the college campus and students are placed in these companies.



## Library



### Objectives of Library

- To acquire, update, maintain and provide a qualitative and quantitative collection of books, periodicals and other instructional material of electronic resources to support the academic programme and educational objectives of the college.
- To include in collection various fields of knowledge as well as of career and character building.
- To provide quality services to faculty and students for achieving their curricular as well as co-curricular goals, with the help of technology, but not as a substitute for personal service.
- To inculcate reading habit among students and to encourage collaborative efforts among library staff and students to maximum utilization of library resources.

The Library was established in the year 2004. The total area admeasuring is approximately 1512 sq. ft. The Library has a state of art infrastructure and has a reading room



capacity of more than 60 students. Every table has facility to plug-in the laptop. The Library is centrally air conditioned with Wi-Fi connectivity. Students can recommend any book to the Librarian at any time during the year. The recommended books will be purchased after getting approval from the respective Head of the Department and the Principal.

The Network Resource Center with five PC terminals is available free of charge for accessing databases, OPAC (computerized catalogue) and Internet, strictly as per the rules. The network printer provides the facility to print the pages.

**Suggestion Box:** Students can drop their recommendations for books and any other

suggestions in this box kept near book showcases. The suggestion box opens on every Saturday at 2:00 p.m.

The Library Committee consists of the staff members and students. Direct access to several databases related to online journals, company data, laws, e-books, etc. useful for student's academic support.

For login Id and password of these databases please contact Resource Centre in library. Some other important online resources can directly be accessed from our college website.

## Library Services

The students can approach the counter for any purpose like Current Reading, Home Issue, Reference or getting information related to any topic of interest.

### I - General services:

1. Computerized catalogue (OPAC) where one can locate for books according to author, title, publisher, accession number and classification number.
2. The following material is made available from the library counter.

Books for current reading and Books for home issue for a week	Reading lists of books	Syllabus Competitive Exams related books
Question papers	Bibliographies on various topics CDs.	Books on careers
Reference sources such as dictionaries, encyclopedias, year books	Journal articles Index	Newspaper clippings on various topics useful for student's assignments and projects

3. Home lending of books- textbooks and other books are issued for one week.
4. Periodicals - Journals and magazines are displayed in the reading room. In case of any journal not found on display please ask at the counter. The periodicals are available for reading within the library. However, if any student wants any periodical for home issue, they should contact the person at the counter.
5. Daily newspapers are kept at the counter and available for reading to everybody.
6. Electronic Journal Databases accessible from NRS in library and also from home.
7. Reference Service- This service is especially for projects and assignments.
8. Book-Bank- Textbooks are provided for use during one academic year. The books are required to be returned as soon as the exams get over. The application forms are made available from the library counter only during the prescribed dates on the notice put up at the beginning of every year.
9. Reading Room for self-study – facility after the library hours.
10. Internet access through UGC Network Resource Center and Wi-Fi. Anybody using these facilities is required to register themselves.

11. Services to ex-students and visitors.

12. Use of e-mails to inform the students of the new arrivals in the library etc.

## **II Extension Activities:**

1. CD-ROMs viewing on multimedia computers any student can view the CDs available in library.
2. Scanning and printing.

## **Protocol / Rules For Students Using Library**

- Talking loudly, discussing, loitering, eating, smoking, spitting, using mobile, shifting chairs, reserving chairs, scratching on furniture is strictly prohibited.
- All persons using the Library are subject to the discipline of the college.
- All those entering the library are requested to observe silence, behave in decent manner and maintain discipline
- Please take permission of the counter staff for entry inside the counter or Network Resource Center.
- For entry inside the counter the students are required to keep all their belongings aside and allowed to carry only their library card and identity card.
- Please handle the books carefully and do not mutilate them in any way while using.

- The books issued for home reading must be returned on the due date mentioned on date slip behind the book. If the same book is required again for the next week, student must renew it on the due date or is subjected to pay fine of Rs. 1/- per day per book or as per the then notice.
- In case of loss of a library book the Librarian should be contacted immediately. The lost book is supposed to be replaced immediately. The cost of the book will be recovered only if the book is not available in the market.
- Other material like syllabus copies, question papers, periodicals, CDs, books

for current reading, etc. issued from the counter are expected to be returned on the same day, failing which a fine of Rs. 5/- per day will be levied.

- The reference books marked with “R” are for using within the library and not allowed to be taken out of the library for any purpose.

All the students are required to strictly adhere to the above rules and cooperate with the library staff for smooth functioning of the library. The Librarian has authority to maintain order in the library and initiate action against any user who knowingly or persistently breaks any library regulation.

“  
*The only person who is educated  
 is the one who has learned  
 how to learn ...and change.*”  
 - Carl Rogers

# Student Support

## Women's Development Cell

The Women's Development Cell (WDC) aims to promote awareness on gender equality and gender sensitization in the society and among students in particular. Towards this end, the students are encouraged to undertake various research projects, participate in debates and awareness campaigns. In keeping with the goal of women empowerment, the cell conducts self defence programmes for girl students and operates a Grievance Cell for urgent and effective handling of any gender related issues.

The WDC seeks to encourage girl students to work towards their personal and social development. The cell aims in particular at sensitizing the student community to issues faced by females in academically and professionally. The role of the committee is to use the power of entrepreneurial action to transform lives and shape a better and more sustainable world. This student organization works with different communities at the grass root level and develops sustainable business models for them. Enacts us as a catalyst for converting every student into a socially responsible business leader of tomorrow.

## Internal Complaint Committee

The college has constituted an Internal Complaints Committee under the University Grants Commission (Prevention, Prohibition and redressal of sexual harassment of women employees and students in higher

educational institution) Regulations 2015. The purpose of the Act is to protect women employees and student in higher educational institution against sexual harassment for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or identical thereof. Any complaint regarding sexual harassment is to be made in writing to the ICC within 3 months from the date of incident or within 3 months from the date of last incident in case of a series of incidents.

## Students' Council

The Students' Council is the apex student-governing body of the college. It is an active body of dynamic, motivated, Degree College students who play a major role in all activities of the college and provide a strong student support system in the administration of the college. All other student clubs and associations fall directly under the purview of the Students' Council.

One of the major functions of the Students' Council is to work alongside the teaching faculty and ensure co-ordination and integration of all college activities. These would include administrative activities, hospitality of guests and dignitaries, assistance to teachers and staff, participation in inter-collegiate events, student grievances and various extra-curricular activities including social projects. Its philosophy is to get students actively involved in all affairs concerning the college. The Council helps share students ideas, interests and concerns with teachers and the Principal.



## **National Service Scheme**

The University of Mumbai has given support to the NSS and encourages all youth to join the programme. The vision of the scheme is to inculcate values of compassion and humanity and a feeling for the fellow person.

The combined participation in community service leads to a sense of involvement in the task of nation building. The motto 'NOT ME, BUT YOU' underlines that the welfare of an individual is ultimately dependent on the welfare of the society as a whole.

The NSS attempts to develop in the young students a sense of social and civic responsibility and trains them to utilize their knowledge in finding practical solution to individual and community problems.

The NSS unit of the college has been trying through its various activities to do community service and make a change in the society and also help the volunteers build up their personality in the process. It also attempts to make the students sensitive towards the less fortunate sections of society.

## **Student Grievance Cell**

There is a 'Grievance Redressal Cell' comprising of the Vice-Principals, Senior Faculty, Registrar and two student representatives. There is an open and friendly atmosphere in the college and a student can approach them anytime with their complaints which are promptly addressed. The students have direct access even to the Principal via email in case of any complaint.

## **Department of Lifelong Learning And Extension**

Lords Universal College is now a unit of Lifelong Learning & Extension in affiliation with the University of Mumbai where students of Department of Life Long Learning & Extension (DLLE) (a project taken up by the students of the Research Cell) undergo various projects based on research, community level activities, etc. the ultimate aim is to have positive transformation in the society.

## **Sports & Gymkhana Committee**

Promotion of sports and games has always been an important aspect at Lords Universal College since its inception. The young sportsmen have left no stone unturned in ensuring that they take the flag to greater heights every year.

The Gymkhana Committee organizes sports events at the Intra/Inter College and Inter-University level. The Gymkhana Committee comprises of students from First year Degree College to M.Com. Tie-up / court facilities are provided to all students from all sports. The Council also provides sports equipments and professional coaches to train the students. The college also organizes extra tutoring facilities to the sports persons who require some assistance in learning or have missed on their academic activities on account of participation in inter / intra collegiate, university, zonal, state, national or International level activities and events.

## Add on courses

Sr. No.	Name of the Course	Details	Syllabus
1	Financial Literacy	The Financial Literacy Program is a comprehensive <b>certification</b> course offered by Universal Education Group that aims to educate individuals about various financial aspects and their practical application in today's dynamic financial world. A total of <b>250 students</b> from LUC benefitted from this program.	1. Introduction to Accounting and Finance; 2. Banking and Insurance; 3. Tax Planning; 4. Financial system, Planning and Investment Avenues
2	Spoken English	The Spoken English course believes that english allows one to broaden their horizons from job opportunities to the ability to communicate with people from different countries. The Spoken English course was introduced by LUC to foster confidence in our students and help them broaden their minds and improve their communication skills. A total of 33 students enrolled for the course and certificates were awarded to 15 students at the end of the course.	1. Brainstorming 2. Past tense 3. Expressing opinion 4. Redundancy 5. Elevator pitch 6. Persuasive communication 7. Reading comprehension 8. Listening comprehensive 9. Pronunciation

“  
*Education is the  
passport to the future,  
for tomorrow belongs to those  
who prepare for it today.*”

- Malcolm X

# Glance through the year

## Enrichment Activities

### National Service Scheme (NSS)

The college aims to promote social welfare in students and to provide service to society. NSS volunteers work to ensure that everyone who is in need gets appropriate help to enhance their standard of living and lead their life with dignity. The motto of NSS is “**Not me but You**”. This reflects the essence of

democratic living and upholds the need for selfless service and appreciation of the other person's point of view and also to show consideration to fellow human beings. Blood donation camps, visit to old age homes, donations to orphanages, tree plantations, cleanliness drives, dental and health check-ups, vaccination drives, awareness rallies, residential camps are organized



Pulse polio immunization drive by NSS Unit



Beach cleaning drive by NSS unit



NSS Unit Residential Camp 2022-23





Cloths Donation drive at adopted village by NSS unit



Educational kit donation in Government school during NSS camp



Cleanliness drive by NSS unit under “Swachha Mumbai, Sundar Mumbai Campaign”



## Department of Lifelong Learning and Extension (DLLE)



Stray dog Feeding

Lords Universal College as a unit of Lifelong Learning & Extension in affiliation with the University of Mumbai, where students of Department of Life Long Learning & Extension (DLLE) undergo various projects based on research, community level activities, like Annapurna Yojna, Survey of the Status of Women (SWS), Population Education Club (PEC), etc. the ultimate aim is to have positive transformation in the society with the motto 'Reach to Unreached'.



APY Stalls

## Sports Day

The Sports and Gymkhana Committee had organized Sports Day 2023 on 17th February 2023. Sports play a pivotal role in the makeup of a young athlete. Where else can a young impressionable youth learn values like discipline, responsibility, self-confidence, sacrifice and accountability and to remain fit.





## Cultural Committee



It provides a platform for students to showcase one's unique talents. The cultural activities enhance the confidence level of the students thereby allowing them to perform better. These activities develop the personality of the students and assist them in shaping a good career by bringing people together, cultural activities such as festivals, fairs, or classes create social solidarity and cohesion, fostering social inclusion, community empowerment, and capacity-building, and enhancing confidence, civic pride, and tolerance.

## Marathi Vangmay Mandal



Marathi Vangmay Mandal -Since its inception, the Mandal has been consistently working for the interest of Marathi as well as Non-Marathi students in the Marathi literature and Marathi culture. Marathi Vangmay Mandal organizes various Literary Arts Competition and Marathi Bhasha Conservation Fortnight from 14th January 2023 to 28 January 2023, such as essay writing, poster making, handwriting, slogan and rakhi making to create interest among the students regarding the Marathi literature and Culture. Lastly, they celebrated Marathi Bhasha Gaurav Din on 27th February, 2023.



## Gujrati Sahitya Mandal (GSM)



Garba Raas

Gujarati Sahitya Mandal represents the Gujarati Tradition and tries to bring students closer to Gujarati Culture. This committee encourages the inner talent, skills and art of the students. One of the aims of Gujarati Sahitya Mandal is to provide knowledge of Gujarati literature in a very unique and entertaining way. Our activities are based on this goal. We have organized many different and interesting events such as Gujarati Bhasha Diwas, Garba Raas, Kite making and Navratri Na Navrang Celebration.



Kite Flying

## Placement Cell



It is an eternal part of our college. It provides an opportunity for students seeking new openings after completion of courses and helps them in moulding their career and future.

We also provide various internship programs to our students which helps them in bridging the gap between college and corporate. Our college provides campus placements by Companies like Aditya Birla, India Bulls, Motilal Oswal, Axis bank. Various profiles are offered to students resulting in a choice of entry level and experience-based role and elective choice of industries. TCS and IBM are our knowledge partners. Students complete the various courses provided by them along with their regular curriculum. These courses empower them to face the real world.



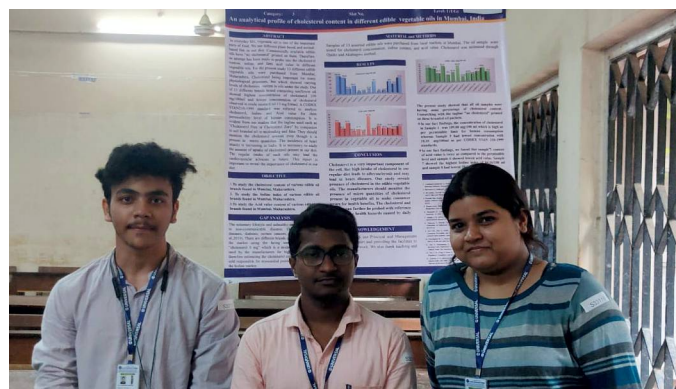
## Women Development Cell (WDC)

WDC-The Women Development Cell (WDC) is a mandated body as per Section 3.2 (15) of UGC Guidelines. We believe that the women deserve a level playing field where issues of the 'safety' of women, gender sensitization, legal, property and social rights are discussed and interventions made as and when required. It continuously focuses on empowering girls through various initiatives. The Women Development Cell (WDC) is committed to work towards the women outside the safe spaces and not so privileged backgrounds as well.



## Research Cell

The Research Cell of Lords Universal College focuses on building an aptitude for Research in Students and Teachers. The Research Cell organizes various seminars and also promotes active participation of students by presenting research papers in "Aaviskaar", an initiative by Mumbai University.





## Alumni Association

The Alumni Association of Lords Universal College believes in constantly bridging the gap between the college and its ex students. The Alumni Association organizes talks and rendezvous for its ex students to promote their connection and link with the college.



## Natures Club



The Nature's club of Lords Universal College increases students' understanding and appreciation of nature and raises awareness about the consequences of human activity on the flora and fauna. The Nature's club is responsible for the maintenance of medicinal plants and plant labeling.





## Industrial Visit

### BMS/BAF

The BMS and BAF Department of Lords Universal College organized an industrial visit to the Govardhan Cheese factory, a manufacturing unit in Talegaon Dabhade on 07th Dec 2022 for FYBMS, FYBAF, SYBMS, SYBAF, TYBMS and TYBAF

students. The event was a good learning opportunity giving students a practical experience of working factory operations integrated with marketing and human resources functions. As a BMS, BAF student, practical experience prepares students for an application-based career in the industry as well as for their higher studies.



### BAMMC

The BAMMC department had been to FTII i.e. Film and Television Institute of India on 13th January, 2023 situated in Pune; which is a film institute under the Ministry of Information and Broadcasting of Government

of India aided by Central Government of India. FTII has a wide campus which spreads across 11 acres of land constituting eight studios, medium size theater, two film-sets that keeps on changing as per the semester to fulfill the academic requirement.





## BSc. Micro

The Microbiology Department of Lords Universal College organized an industrial visit to the Govardhan Cheese factory, a manufacturing unit in Talegaon Dabhade on 06th Dec 2022 for FYB.Sc, SYB.Sc. and TYB.Sc students. The Cheese factory had a collection center, processing unit, and packaging product. They explained the whole process of cheese making. As a microbiology student, this visit provided hands-on experience with the fermentation process which is a part of their curriculum.



## IT/CS

IT/CS Department of Lords Universal College had organized a 1-day industrial visit to ISTC Kharadi, Pune on 13th January 2023. It helps students to explore industry in a learning state and gives networking opportunities.





## Degree Distribution (Convocation)

Lords Universal Degree College organised a Degree Distribution Ceremony for our Alumni AY 2021-22 on 13th May 2023 at St John Universal School, Goregaon (West). A large number of alumni who attended this

ceremony from various streams were awarded their degree certificates and gave very positive feedback about the college. The event was graced by Dr Prakash Dongre, our chief guest who motivated our students with his motivational speech.





## Inter-Collegiate events



Universal Education organized an inter-collegiate fest 'SOUL' with great enthusiasm and valour to invite various colleges across Mumbai to come and show their talent and win combat in the pre - covid era. Every year depicts a new theme, a new aura and progressing enthusiasm in the student as well as the participants who take the privilege to visit the institution. SOUL is organized with the collaborative effort of all the seven colleges associated with Universal Education in Mumbai. Its theme has meaning associated with all the events planned for the particular year. Different winners, different faces but the same enjoyment increasing year by year

In a bid to promote the talent of the students and celebrate the zeal of the youth, the Annual Inter Collegiate Culture Fest SOUL of UNIVERSAL was organized. The event was a synergy of the youth creativity and a talent



quotient. Indoor Events included: Heena Mehendi Making, Mukhauta - Face Painting, Cute - idles - Nail Art, Rangeela Rangoli, Chayankan -Photography, Rangrezz - T Shirt Painting etc. The stage events were Mr. & Ms. Soul, Fashion show, Tamasha - Street Play, Singing, Duet and Group dancers. Soul of Universal has garnered great response with participation from more than 200 college in a variety of events & 5000+ students coming in from across the city to be a part of the event. The students were all charged up and the number of entries was remarkable.

VENUE: NESCO

DJ: SUNBURN

CHIEF GUEST: JAVED ALI







Lords Universal College organized its first inter-collegiate fest AAGAAZ. It was held for two days. More than 80 colleges participated

in 21 solo, duet and group events, Literary Arts, Fine Arts, Performing Arts and Indoor Sports were a part of it. There were different events catering to different fields such as Elocution, Debate, Mehendi, Spot Painting, Dance, Singing, Fashion Show, Carrom and many more.

A two day event filled with zeal and vivacity. The youth participated with the spark and creativity to do something unique and creative and put their best foot forward. Students from more than 80 colleges participated and showcased their talents.







To Promote and support the talent and enthusiasm of the students, the Bachelor of Arts in Multimedia and Mass

Communication (BAMMC) department of 'LORDS UNIVERSAL COLLEGE' organised the MEDIA CARNIVAL" PLAY & PAUSE" to promote and encourage innovative filmmakers.

Fun and amusement were the central objective of the event. The intercollegiate short film competition was the Carnival's main attraction. There were in total 20 entries for the competition across Mumbai. Out of which top three winner were selected and felicitated with cash prize and certificate accordingly.

The guest judges were: Mr. Swapnanil Bhadra, Dr.Dadarao Mhaske and Mr.Vikas Pant.

Some spontaneous activities given by BAMMC department students were among the event's other highlights. Which included dance performances by students, followed by impromptu music performance by students of BAMMC department, watching these performance it encouraged students from



other department to come forth and participate enthusiastically.

The highlight of the Carnival was the fashion show which kept the participants and the audience hooked and entertained throughout, the theme of the fashion show they performed were based on the current OTT trends which was delightful to watch.





# Achievements



**Eric Chettiar from SYBAMMC Department won 1st prize in intercollegiate logo making competition organized by Nirmala College (JAZBA Fest).**



**Sanket Patel (TYBBI) and Adnan Saiyed (TYB.Com) secured 1st Place in Carrom Doubles Tournament out of 35 participants in Reena Mehta College.**



**Participation of NSS Volunteer "Naresh Chaudhary" at State Level Disaster Management Training Camp (Avahan)**





**Gitesh Shukla from TYBAMMC Journalism won 1st runner up prize in a photography competition organized by Thakur Global Business School (SAMSARA Fest).**



**NSS Volunteers “Rahan Khan & Ayushi Nagarwala” won 3rd prize among 8 states in Regional Red Ribbon Club Quiz Competition**

# Faculty Details

Name	Post	Qualifications
Vaishali Patankar	Coordinator	M.com (Management) B.Com (Management)
Jasmina Bhatt	Coordinator	M.Phil, M.Com (Accountancy), B.Ed, B.Com (Accountancy)
Vaishali Desai	Coordinator	M.E (Computer Science), B.E (Information Technology)
Dr. Puja Budki	Coordinator	Ph.D (Zoology) M.Sc (Zoology) B.Sc (Zoology)
Parvin Shaikh	Coordinator	NET (Management), M.M.S (Finance), B.Com (Accountancy)
Sonia Anilkumar	Assistant Professor	MPhil (Maths), MSc (Maths), Bsc (Maths)
Jayashree Borkar	Assistant Professor	M.Sc. (Computer Science) B. Sc. (Computer Science)
Farah Shaikh	Assistant Professor	NET (Commerce), M.Com (Business Management), B.Com (Business Management).
Neelam Vishwakarma	Assistant Professor	BEd ,Mcom (Management & Accountancy), B.Com (Accountancy)
Dr. Surbhi Sharma	Assistant Professor	Post Doctorate (Intellectual Property Rights) PhD (Microbial Biochemistry) M.Sc (Biotechnology) B. Sc. (Zoology)
Nafisa Ansari	Assistant Professor	MSC (Computer Science), BSC (Computer Science), Java Certification
Amit Pandey	Assistant Professor	M.Phil (Commerce), NET, M.Com (Accountancy), B.Com (Accountancy)
Nilesh Pashilkar	Assistant Professor	SET, M.Com (Accountancy) B.Com. (Accountancy)
Sadhana Yadav	Assistant Professor	MSc (Microbiology), BSc (Microbiology)
Mahima Shete	Assistant Professor	MSc. (Medical Microbiology), Diploma (Pharmaceutical Q.C.Q.A.M.), Bsc. (Microbiology)
Sangeeta Tewatia Kundu	Assistant Professor	NET, MPhil, M.Com, PGDIBO, B.Ed, B.Com (Honours)
Venisri Shetty	Assistant Professor	SET, MFM (Financial Management), M.Com.(Accountancy) B.Com. (Accountancy)
Jinal Vora	Assistant Professor	MA (English Literature), BA( English Literature), Diploma (Communication Training), Certificate in Phonics Teachers Training
Dr. Vishal Gaikwad	Assistant Professor	Ph.D (Zoology), M.Sc (Zoology), B.Ed
Rahul Pandey	Assistant Professor	NET (Commerce), MCom (Management), B.Com (Financial Markets)
Misba Temrekar	Assistant Professor	B.Ed, MSc (Information Technology) ,BSc (Computer Science)
Arputha Lumina Anthony Paulraj	Assistant Professor	MA (Communication and Journalism), BMM (Advertising)
Anusha Dhaka	Assistant Professor	MA( English Literature), NET (Lifesciences), SET (Lifesciences), BEd, MSc (Microbiology),BSc (Biotechnology)
Shruti Agarwal	Assistant Professor	MSc. (Engineering Mathematics), BSc.(Mathematics)
Harsh Gandhi	Assistant Professor	M.Com (Accountancy), B.Com,(Accountancy), B.Ed



Name	Post	Qualifications
Mahjabeen Khan	Assistant Professor	MA (English literature), B.Ed (English and Economics), BMM (Journalism)
Renuka Naidu	Assistant Professor	MA (Economics), BA (Economics)
Aayushi Agarwal	Assistant Professor	PGDHRM, MBA(Marketing), B. Ed
Dr.Rambali Maurya	Assistant Professor	NET(Commerce), Ph.D. (Banking & Finance), M.Phil. (Banking & Finance), M.Com- (Accountancy) ,LLM (Corporate Law), L.L.B
Rajeev Varma	Assistant Professor	SET, M.Sc (Chemistry) ,BSc (Chemistry)
Dr.Archana Joshi	Assistant Professor	Ph.D (English Literature), SET,MPhil (English Literature), M.A.(English Literature) ,PGD (Mass Communication and Journalism) BA( English Literature & Economics)
Nilesh Dave	Assistant Professor	NET(Commerce), M.Com (Accountancy), B.Com,(Accountancy)
Dr. Suvarna Kannav	Assistant Professor	Ph.D (Computer Science), NET, SET, MSc (Information Technology), BCS (Computer Science)
Dr.Manisha Jain	Assistant Professor	Ph.D (Microbiology), M.Sc. (Microbiology) B.Sc. (Biology)
Reenakumari Gupta	Assistant Professor	MA.(Economics), M.Com (Accountancy), B.Com
Neha Chauhan	Assistant Professor	MA.(Communication & Journalism), BMM (Journalism)
Niraj Pandey	Assistant Professor	MCA (Computer Application), BSc (Information Technology)
Aditya Shukla	Assistant Professor	M.Com (Business Management), B.Com. (Accountancy)

“  
*Successful and unsuccessful people do not  
vary greatly in their abilities. They vary in  
their desires to reach their potential.*”

- John Maxwell

# Courses

## Bachelor of Commerce - B.Com.



Nearly every business transaction is a form of commerce: purchasing food at a restaurant, buying stocks on the stock market, selling goods in a store, drilling for oil, etc. Commerce is the fundamental action that takes place in every transaction involving money and/or trade. It is the basic component of the business and financial world.

The three year program is designed to provide students with a wide range of managerial skill and understanding in streams like accounting and management. After completing B.Com., the student can avail exciting and diverse post graduate opportunities like MBA, Law, CA, ICWA and many more.

Total Number of Seats	840
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### Eligibility:

A candidate for being eligible for admission to the three year degree course leading to the Bachelor of Commerce must have passed the H.S.C. (Std. XII) examination conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education.

### OR

Must have passed the Higher Secondary School Certificate (Std. XII) examination with vocational subjects / minimum competency based vocational course conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education.

### OR

Must have passed an examination of another University or Body recognized as equivalent to Higher Secondary School Certificate (Std. XII) Examination.

Class	No.	Semester I	Semester II
F.Y.B.Com.	1	Business Economics I	Business Economics II
	2	Accountancy and Financial Management I	Accountancy and Financial Management II
	3	Commerce I	Commerce II
	4	Environmental Studies I	Environmental Studies II
	5	Mathematics and Statistical Techniques I	Mathematics and Statistical Techniques II
	6	Foundation Course I	Foundation Course II
	7	Business Communication I	Business Communication II

Class	No.	Semester III	Semester IV
S.Y.B.Com.	1	Accountancy and Financial Management III	Accountancy and Financial Management IV
	2	2(a). Financial Accounting and Auditing V – Introduction to Management Accounting	2(a). Financial Accounting and Auditing VI – Auditing
	3	Commerce –III	Commerce –IV
	4	Business Economics –III	Business Economics –IV
	5	Foundation Course - Contemporary Issues - III	Foundation Course- Contemporary Issues - IV
	6	Business Law – I	Business Law – II
	7	Optional Subjects: Advertising I	Optional Subjects: Advertising II
Class	No.	Semester V	Semester VI
T.Y.B.Com.		Special Group Subjects (Paper I and 2)	Special Group Subjects (Paper I and 2)
		Choose any one group	Choose any one group
		Group I: Financial Accountancy and Management	Group I: Financial Accountancy and Management
	1	Financial Accountancy and Auditing- Paper VII: Financial Accounting	Financial Accountancy and Auditing- Paper IX: Financial Accounting
	2	Financial Accountancy and Auditing- Paper VIII: Cost Accounting	Financial Accountancy and Auditing- Paper X: Cost Accounting
		Group II Business Management.	Group II Business Management.
	1	Business Management I- Management and Organisational Development	Business Management III- Management and Organisational Development
	2	Business Management II- Financial Management	Business Management IV- Financial Management
	[B]	Compulsory Subjects	Compulsory Subjects
	3	Business Economics V	Business Economics VI
	4	Commerce V	Commerce VI
	[C]	Optional Subjects	Optional Subjects
	5	Papers 5 & 6	Papers 5 & 6
	6	(Choose any two of the following)	(Choose any two of the following)
	1	Computer Systems and Applications	Computer Systems and Applications
	2	Direct and Indirect Taxes I	Direct and Indirect Taxes II
	3	Export Marketing I	Export Marketing II



Sr. No.	Subjects	
	<b>FY BAF – Semester I</b>	<b>FY BAF – Semester II</b>
1	Financial Accounting-I	Financial Accounting-II
2	Cost Accounting-I	Auditing-I
3	Financial Management-I	Innovative Financial Services
4	Business Communication-I	Business Communication-II
5	Foundation Course-I	Foundation Course-II
6	Commerce-I	Business Law-I
7	Business Economics-I	Business Mathematics
	<b>SY BAF – Semester III</b>	<b>SY BAF – Semester IV</b>
1	Information Technology in Accountancy-I	Information Technology in Accountancy-II
2	Foundation Course Contemporary Issues – III	Foundation Course Contemporary Issues- IV
3	Business Law-II (Business Regulatory Frame Work)	Business Law-III (Company Law)
4	Economics-II (Macro Economics)	Research Methodology in Accounting & Finance
5	Cost Accounting (Methods of Costing) II	Financial Accounting (Special Accounting Areas) IV
6	Financial Accounting-III (Special Accounting Areas)	Management Accounting (Introduction to Management Accounting) - II
7	Taxation II (Direct Taxes Paper I)	Taxation-III (Direct Taxes Paper II)
	<b>TY BAF – Semester V</b>	<b>TY BAF – Semester VI</b>
1	Financial Accounting - V	Financial Accounting Paper –VII
2	Financial Accounting – VI	Project Work-II
3	Cost Accounting Paper - III	Cost Accounting Paper – IV
4	Financial Management - II	Financial Management – III
5	Taxation Paper IV (Indirect Tax - II)	Taxation Paper – V (Indirect Taxes - III)
6	International Finance	Security Analysis and Portfolio Management

## Bachelor of Commerce - (Accountancy and Finance) B.A.F.



BAF is a course suited for those having aptitude for accountancy and finance. It is a three years unaided degree course offered by Mumbai University which equips the students with in-depth knowledge of accountancy and finance subject. Students are trained to be professionals by different means of classroom teaching, seminars, projects, industrial visits, practical training, conferences and expert talks etc. A strong base is provided for students who wish to pursue professional courses related to accountancy. (C.A, ICMA, CFA)



Total Number of Seats	60
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### Eligibility:

The Course shall be a full time course. The duration of the course shall be six semesters spread over three years.

A candidate eligible for admission to the BAF shall have passed XIIth Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination and secured not less than 45% marks in aggregate **at first attempt** (40% in case of reserved category).

Every candidate admitted to the Degree Course in the Constituent / Affiliated Colleges recognized institution, conducting the course, shall have to register himself / herself with the University. Students coming from University / Board other than Maharashtra must get eligibility for B.Com. (Accounting & Finance).



Students taken for a field trip for practical knowledge / experience

## Bachelor of Commerce – (Banking and Insurance) -BBI



BBI is a full time degree course comprising of six semester spread over three years. BBI course is especially curated for the young aspirants to gear them up for opportunities in the field of Banking and Insurance. It provides ample elementary understanding about the field of Banking and Insurance. Also, it delivers comprehensive training to students about banking and various financial services by the ways of interaction of projects presentations, industrial visits, practical training, job orientation and placements. This stream train and enables students so that they are ready to face the plethora of challenges in the banking and insurance sector.



Total Number of Seats	180
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(3 divisions of sixty students each)

### Eligibility:

A candidate for being eligible for admission to the Bachelor of Commerce (Banking and Insurance) Degree Course shall have passed HSC / XIIth Examination of the Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate (40% in case of reserved category) at one and the same sitting.

Students passing Diploma in Administration Services (Commercial and Secretarial Practices) conducted by Premila Vithaldas Polytechnic, S.N.D.T. Women's University are eligible for admission to B.Com. (B&I).

Every candidate admitted to the Degree Course in the Constituent / Affiliated Colleges recognized institution, conducting the course, shall have to register himself / herself with the University.

Students coming from University / Board other than Maharashtra must get eligibility for B.Com. (Banking and Insurance)





Sr. No.	Subjects	
	<b>FY BBI – Semester I</b>	<b>FY BBI – Semester II</b>
1	Financial Accounting-I	Financial Accounting-II
2	Principles of Management	Business Law
3	Environmental & Management of Financial Services	Principles & Practices of Banking & Insurance
4	Business Communication-I	Business Communication-II
5	Foundation Course-I	Foundation Course-II
6	Quantitative Methods-I	Quantitative Methods-II
7	Business Economics-I	Organisational Behaviour
	<b>SY BBI – Semester III</b>	<b>SY BBI – Semester IV</b>
1	Information Technology in Banking & Insurance-I	Information Technology in Banking & Insurance-II
2	Foundation Course Contemporary Issues-III	Foundation Course Contemporary Issues-IV
3	Financial Markets	Corporate & Securities Law
4	Direct Taxation	Business Economics-II
5	Financial Management-I	Cost Accounting
6	Management Accounting	Entrepreneurship Management
7	Organisational Behaviour	Financial Management-II
	<b>TY BBI – Semester V</b>	<b>TY BBI – Semester VI</b>
1	International Banking and Finance	Central Banking
2	Research Methodology	Project Work in Banking & Insurance
3	Financial Reporting and Analysis	
	(Corporate Banking and Insurance).	Security Analysis and Portfolio Management
4	Strategic Management	Human Resource Management
5	Financial Services Management	Turnaround Management
6	Business Ethics and Corporate Governance	International Business

“  
*Strive for progress, not perfection.*”

## Bachelor of Management Studies - BMS

No. of seats	300 (5 division of 60 students each)			
Seats Reserved	45 % for Commerce	25% for Arts	25 % for Science	& 5% Diploma (Engg. & IB Diploma)

Management is the essential key to living. In today's dynamic world, management is seen in all the aspects of human life. Similarly, a major necessity in corporate entities is effective management precisely for this reason, Mumbai University has introduced a special three year undergraduate course of Bachelor of Management Studies. The course is specially designed to identify individuals with right skill sets and refine them into the next generation leaders. It extensively nurtures an individual's personality by focusing on his/her soft skills, analytical skills, presentation skills and communication skills. The three-year course offers a plethora of opportunities to expose the candidates to the real corporate environment through case studies, industrial visits, business games, research work and so on. The course offers all three specialisation namely Marketing, Finance and Human Resource. The course also establishes a strong base for aspirants of M. Com, MBA and MMS and similar post graduate courses.



### Eligibility :

- A candidate for being eligible for admission to the Bachelor of Management Studies Degree Course shall have passed HSC Examination of the Maharashtra State Board of Higher Secondary Education or its equivalent examination or Diploma course in any Engineering Branches with two years or three years after S.S.C. conducted by the Board of Technical Education, Maharashtra State or its equivalent examination by securing minimum 45% for general category (IN ONE ATTEMPT) at the respective Examination and 40% marks for the reserved category (IN ONE ATTEMPT).
- Students passing Diploma in Administration Services (Commercial and Secretarial Practices) conducted by Premila Vithaldas Polytechnic, S.N.D.T. Women's University are eligible for admission to F.Y.B.M.S.
- Admission Procedure: On the basis of aggregate marks at H.S.C. Every candidate admitted to the Degree Course in the Constituent / Affiliated Colleges recognized institution, conducting the course, shall have to register himself / herself with the University.

Sr. No.	Subjects	
	<b>FY BMS – Semester I</b>	<b>FY BMS – Semester II</b>
1	Introduction to Financial Accounts	Principles of Marketing
2	Business Law	Industrial Law
3	Business Statistics	Business Mathematics
4	Business Communication-I	Business Communication-II
5	Foundation Course-I	Foundation Course-II
6	Foundation of Human Skills	Business Environment
7	Business Economics-I	Principles of Management
	<b>SY BMS – Semester III</b>	<b>SY BMS – Semester IV</b>
1	Information Technology in Business Management-I	Information Technology in Business Management-II
2	Foundation Course Contemporary Issues-III	Foundation Course Contemporary Issues-IV
3	Business Planning and Entrepreneurial Management	Managerial Economics-II
4	Accounting for Managerial Decision	Business Research Methods
5	Strategic Management	Production and Total Quality Management
	<b>Finance</b>	<b>Finance</b>
6	Corporate Finance	Financial Institutions and Markets
7	Equity and Debt Market	Strategic Cost Management
	<b>Marketing</b>	<b>Marketing</b>
6	Advertising	Integrated Market Communication
7	Consumer Behaviour	Rural Marketing
	<b>Human Resource</b>	<b>Human Resource</b>
6	Recruitment and Selection	Human Resource Planning and Information System
7	Organisation Behaviour and Human Resource Management	Training and Development in HRM
	<b>TY BMS – Semester V</b>	<b>TY BMS – Semester VI</b>
1	Logistics and Supply Chain Management	Operation Research
2	Corporate Communication and Public Relations	Project Work
	<b>Finance</b>	<b>Finance</b>
3	Investment Analysis and Portfolio Management	International Finance
4	Commodity and Derivative Market	Innovative Financial Services
5	Risk Management	Project Management
6	Direct Taxes	Indirect Taxes
	<b>Marketing</b>	<b>Marketing</b>
3	Services Marketing	Brand Management
4	E-Commerce and Digital Marketing	Retail Management
5	Sales and Distribution Management	International Marketing
6	Customer Relationship Management	Media Planning and management
	<b>Human Resource Management</b>	<b>Human Resource Management</b>
1	Strategic Human Resource Management & HR Policies	Organisational Development
2	Performance management and Career Planning	HRM in Service Sector Management
3	Talent and Competency Management	Workforce Diversity
4	Stress Management	Indian Ethos in Management



## Bachelor of Arts in Multimedia and Mass Communication – B.A.M.M.C.

Bachelor of Arts in Multimedia and Mass Communication is a course that provides interested aspirants in pursuing a career in the field of media. It is an undergraduate course that covers different channels of communication such as newspapers, magazines, television, radio, digital etc. The two focal points in this course are Advertising and Journalism, which helps to specialize students in either of the two during the third year. Some of the popular job profiles are - Journalism, Content Development/Writing, Film making, Production, Editing, Advertising/Marketing, PR and Branding, News reading, Anchoring, Photography, Videography and more.



Total Number of Seats			180
Distribution of Seats	Arts	Commerce	Science
	50%	25%	25%

### Eligibility:

A candidate for being eligible for admission to the Degree Course in Bachelor of Arts in Multimedia and Mass Communication shall have passed XII Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent, from the Science, Arts or Commerce Stream.

Students coming from other than Maharashtra Board & Maharashtra Technical Board are required to apply for provisional Eligibility Certificate at college by submitting eligibility form along with requisite fees and experience-based role and elective choice .

“Knowledge will bring you the opportunity to make a difference.”

- Claire Fagin

Sr. No.	Subjects	
	<b>FY BAMMC – Semester I</b>	<b>FY BAMMC – Semester II</b>
1	Effective Communication -I	Effective Communication -II
2	Fundamentals of Mass Communication	Foundation Course-II
3	Foundation Course-I	Introduction to Advertising
4	Visual Communication	Introduction to Journalism
5	Current Affairs	Content Writing
6	History of Media	Media, Gender and Culture
	<b>SY BAMMC – Semester III</b>	<b>SY BAMMC – Semester IV</b>
1	Radio Program Production-I	Radio Program Production-II
2	Corporate Communication and Public Relations	Writing and Editing for Media
3	Media Studies	Media Laws and Ethics
4	Introduction to Photography	Mass Media Research
5	Film Communication-I	Film Communication-II
6	Computers and Multimedia-I	Computers and Multimedia-II
	<b>TY BAMMC – Semester V (Journalism)</b>	<b>TY BAMMC – Semester V (Advertising)</b>
1	Reporting	Copywriting
2	Investigative Journalism	Advertising & Marketing Research
3	Features and Writing for Social Justice	Brand Building
4	Writing and Editing Skills	Agency Management
5	Journalism and Public Opinion	Social Media Marketing
6	Media Laws and Ethics	Consumer Behaviour
	<b>TY BAMMC – Semester VI (Journalism)</b>	<b>TY BAMMC – Semester VI (Advertising)</b>
1	Digital Media	Digital Media
2	Newspaper and Magazine Design (project)	Advertising Design
3	Contemporary Issues	Advertising in Contemporary Society
4	Lifestyle Journalism	Brand Management
5	Magazine Journalism	Media Buying and Planning
6	Television Journalism	Rural Marketing and Advertising

“*Education is one thing, no one can take away from you.*”

- Elin Nordegren



## Bachelor of Science - Microbiology B.SC (Micro)

Lords Universal College offers B.Sc Degree in Microbiology.

In today's time, this subject has become a backbone for all other branches of life sciences. It provides an in-depth understanding about microbes, our benefactors as well as pathogens causing diseases and also its wide application in different fields like medicine, agriculture and food industries.

Our college provides a well equipped air conditioned laboratory with all the modern facilities required for practical knowledge. Students are sent for industrial visits to get the first hand information about microbiological applications. Students also attend workshops to learn high end techniques which enable them to relate microbiology to other subjects like molecular biology, genetics and cell biology.

After graduating in Microbiology from our college, students are well trained to explore various options like Post graduation in any life science course, research internship. They can also work in diagnostic labs, pharmaceutical companies and the agricultural sector as well.

Our students have made us proud by entering some of the renowned International Universities to pursue higher studies. During this COVID crisis our students have been hired at various hospitals across Mumbai to apply their practical knowledge. The Department of microbiology is in a continuous process of enhancing students'

skills and knowledge. During this Covid crisis, some online events were organized to keep our students motivated which included activities like:

- Webinars by renowned scientists
- Virtual tours
- Intradepartmental festival



Total Number of Seats	105
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### Eligibility:

- Students passing S. Y. J. C. (Std. XII) with Science and S.Y.J.C.
- Students from other State (eligibility) are required to have ENGLISH as a compulsory paper at H.S.C. level.



Sr. No.	Subjects	
	<b>FY BSc (Micro) – Semester I</b>	<b>FY BSc (Micro) – Semester II</b>
1	Foundation Course-I	Foundation Course-II
2	Chemistry-I	Chemistry-I
3	Chemistry-II	Chemistry-II
	Practicals	Practicals
4	Microbiology-I	Microbiology-I
5	Microbiology-II	Microbiology-II
	Practicals	Practicals
6	Zoology-I	Zoology-I
7	Zoology-II	Zoology-II
	Practicals	Practicals
	<b>SY BSc (Micro) – Semester III</b>	<b>SY BSc (Micro) – Semester IV</b>
1	Foundation Course-III	Foundation Course-IV
2	Microbiology – I	Microbiology – I
3	Microbiology – II	Microbiology – II
4	Microbiology – III	Microbiology – III
	Practical	Practical
5	Zoology-I	Zoology-I
6	Zoology-II	Zoology-II
7	Zoology-III	Zoology-III
	Practical	Practical
	<b>TY BSc (Micro) – Semester V</b>	<b>TY BSc (Micro) – Semester VI</b>
1	Microbiology – I	Microbiology – I
2	Microbiology – II	Microbiology – II
3	Microbiology – III	Microbiology – III
4	Microbiology – IV	Microbiology – IV
	Practical	Practical
5	Food Nutrition, Food Adulteration & Preservation-I	Food Nutrition, Food Adulteration & Preservation-II
	Practical	Practical



## Bachelor of Science – Information Technology B.Sc. (I.T.)



The Bachelor of Science in Information Technology degree enables the qualifying student to enter various sub-categories within the Information Technology industry. All aspects of the programme have extensive practical elements with emphasis on group and individual work and the associated business, communication and presentation skills. In addition, the student is assured of being exposed to the latest, cutting-edge IT technologies and strategies.

After completion of the course the learner will have the ability to analyse and design software solutions. Implement the designed solutions and will have the ability to provide support services. Some of the career opportunities are- Software Engineer / Programmer, Developer (.NET / JAVA / C++ etc.) Network Administrator.

Total Number of Seats	300
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### Eligibility:

A candidate for being eligible for admission to the Degree Course of Bachelor of Science - Information Technology, shall have passed

XII standard examination of the Maharashtra Board of Higher Secondary Education or its equivalent with Mathematics and Statistics as one of the subjects and should have secured not less than 45% marks in aggregate for Open Category and 40% marks in aggregate in case of Reserved Category candidates.

OR

Admission Procedure : On the basis of aggregate of:-

- Marks in Mathematics & Statistics at H.S.C. or equivalent.
- Aggregate marks of H.S.C. or equivalent.
- Aggregate marks at S.S.C.

### Eligibility for admission to Direct Second Year of B.Sc. (IT)

Candidates who have passed Diploma in Computer Engineering / Computer Science / Computer Technology / Information Technology / Electrical, Electronics & Video Engineering and Allied Branches/ Mechanical and Allied branches, Civil and Allied branches of Engineering after S.S.C. (Xth standard) are eligible for direct admission to the Second Year of the B.Sc. (I.T.) degree course. However, the Diploma should be recognized by the Maharashtra State Board of Technical Education or any other recognized Government body. Minimum marks required 45% aggregate for open category candidates and 40% aggregate for reserved category candidates.

OR

Students with post HSC – Diploma in Computer Engineering / Computer Science / Computer Technology/Information Technology and Allied Branches will be

eligible for direct admission to the Second Year of B.Sc. (I.T.). However, the Diploma should be recognized by the Maharashtra State Board of Technical Education or any other recognized Government body.

Sr. No.	Subjects	
	<b>FY BSc (IT) – Semester I</b>	<b>FY BSc (IT) – Semester II</b>
1	Programming Principles with C	Object Oriented Programming with C++
2	Digital Logic and Applications	Fundamentals of Micro Processor and Microcontrollers
3	Fundamentals of Database Management Systems	Web Applications Development
4	Computational Logic and Discrete Structure	Numerical Methods
5	Technical Communication Skills	Green IT
6	Programming Principles with C Practical	Object Oriented Programming with C++ Practical
7	Digital Logic and applications Practical	Fundamentals of Micro Processor and Microcontrollers Practical
8	Fundamentals of Database Management Systems Practical	Web Applications Development Practical
9	Computational Logic and Discrete structure Practical	Numerical Methods Practical
10	Technical Communication Skills Practical	PL/SQL Practical
	<b>SY BSc (IT) – Semester III</b>	<b>SY BSc (IT) – Semester IV</b>
1	Python Programming	Core Java
2	Data Structures	Introduction to Embedded Systems
3	Computer Networks	Computer Oriented Statistical Techniques
4	Database Management Systems	Software Engineering
5	Applied Mathematics	Computer Graphics and Animation
6	Python Programming Practical	Core Java Practical
7	Data Structures Practical	Introduction to Embedded Systems Practical
8	Computer Networks Practical	Computer Oriented Statistical Techniques Practical
9	Database Management Systems Practical	Software Engineering Practical
10	Mobile Programming Practical	Computer Graphics and Animation Practical
	<b>TY BSc (IT) – Semester V</b>	<b>TY BSc (IT) – Semester VI</b>
1	Software Project Management	Software Quality Assurance
2	Internet of Things	Security in Computing
3	Advanced Web Programming	Business Intelligence
4	Artificial Intelligence	Principles of Geographic Information System
5	Next Generation Technologies	Cyber Laws
6	Project Dissertation	Project Implementation
7	Internet of Things Practical	Security in Computing Practical
8	Advanced Web Programming Practical	Business Intelligence Practical
9	Artificial Intelligence Practical	Principles of Geographic Information System Practical
10	Next Generation Technologies Practical	Advanced Mobile Programming Practical

## Bachelor of Science – Computer Science B.Sc. (C.S.)

The Bachelor of Science in Computer Science degree is designed for aspirants who are passionate about computing with interest in computer science fundamentals. This course will help the candidates, enhance their programming, mathematical and computational skills, as well as develop skills in project management, presentations and teamwork which employers value. Some of the career opportunities are - Programmer, Software Tester, Business Analyst, Game Designer, Website Development, DBA etc.

The group of expert faculties and high-tech laboratory facilities are add-on for the students, as they can shape their future in our institute with our guidance.



Total Number of Seats	120
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### Eligibility:

- Students passing S. Y. J. C. (Std. XII) with Science and Mathematics as one subject.
- Students from other State (eligibility) are required to have ENGLISH as a compulsory paper at H.S.C. level.

A candidate for being eligible for admission to the S.Y. B.Sc. (Computer Science Course) shall have passed post HSC- Diploma in Computer Engineering/Computer Sc. & Allied Branches. However, the Diploma should be recognized by the Maharashtra State Board of Technical Education. Such students of Engineering/Technology courses will be offered Computer Science.





Sr. No.	Subjects	
	<b>FY BSc (CS) – Semester I</b>	<b>FY BSc (CS) – Semester II</b>
1	Digital System and Architecture	Design & Analysis of Algorithms
2	Introduction to Programming with Python	Advanced Python Programming
3	LINUX Operating System	Introduction to OOPs Using C++
4	Discrete Mathematics	Database Systems
5	Open Source Technology	Calculus
6	Descriptive statistics	Statistical Methods
7	Soft Skills	E-Commerce & Digital Marketing
8	Digital Systems & Architecture – Practical	Design & Analysis of Algorithms – Practical
9	Introduction to Programming with Python – Practical	Advanced Python Programming – Practical
10	LINUX Operating System – Practical	Introduction to OOPs using C++ – Practical
11	Open Source Technologies – Practical	Database Systems – Practical
12	Discrete Mathematics – Practical	Calculus – Practical
13	Descriptive Statistics – Practical	Statistical Methods – Practical
	<b>SY BSc (CS) – Semester III</b>	<b>SY BSc (CS) – Semester IV</b>
1	Principles of Operating Systems	Theory of Computation
2	Linear Algebra	Computer Networks
3	Data Structures	Software Engineering
4	Advanced Database Concepts	IoT Technologies
5	Java based Application Development	Android Application Development
6	Web Technologies	Advanced Application Development
7	Creative Content Writing	Management & Entrepreneurship
8	Principles of Operating Systems – Practical	Theory of Computation – Practical
9	Linear Algebra – Practical	Computer Networks – Practical
10	Data Structures – Practical	Software Engineering – Practical
11	Advanced Database Concepts – Practical	IoT Technologies – Practical
12	Java based Application Development – Practical	Android Application Development – Practical
13	Web Technologies – Practical	Advanced Application Development – Practical
	<b>TY BSc (CS) – Semester V</b>	<b>TY BSc (CS) – Semester VI</b>
1	Artificial Intelligence	Wireless Sensor Networks and Mobile Communication
2	Software Testing and Quality Assurance	Cloud Computing
3	Information and Network Security	Information Retrieval
4	Architecting of IoT	Data Science
5	Game Programming	Ethical Hacking
6	Practical of 1 to 5	Practical of 1 to 5
7	Project Implementation	Project Implementation

## **Master of Commerce – M.Com. (Advanced Accountancy / Business Management)**

M.Com. is a two year post graduate course with specializations in Business Management and Advanced Accounting under the guidance of the University of Mumbai. The program focuses on accounting and finance, taxation, economics and management subjects. After M.Com. students may engage themselves in the sectors like banking, human resource management, finance, marketing, teaching and education.

Students who want to go for further studies or courses such as research or doctorate level can get benefit from this course. M.Com. at Lords Universal provides an enriching teaching experience with proficient and well - qualified faculty. The course provides a continuous evaluation of a student's performance through class test, Viva Voce and presentations.



## Post Graduate Programme – M.Com.

Lords Universal College conducts 2 year integrated course leading to the Post Graduate degree of Master of Commerce Programme with specialization in Business Management (60 seats) or Advance Accountancy (60 Seats) under the auspices of the University of Mumbai. For admission to the said course the cut-off percentage is high for both in-house students as well as those from other colleges.

Why M.Com. at Lords Universal College:

- Excellent teaching environment.
- Access to student resources at the college.
- Insistence on 75% attendance at lectures.
- Continuous monitoring of performance.

- Guest faculty from management institute and the Industry.

Majority of the academic guidance is provided by our well experienced and qualified Internal Faculties. We engage visiting faculty from industry and other academic institutions to provide interesting and inclusive education atmosphere to the learners. Guest Lectures are organised by inviting experts from industry and academia to supplement and enhance the learning of the learners. Live projects, assignments are measures and methodology used for continuous evaluation.

Courses offered at M.Com. Part I and Part II with Specialization in Business Management and Advance Accountancy are as given below:

### M.Com - Sem I & II

Semester I	Semester II
Strategic Management	Research Methodology for Business
Economics for Business Decision	Macro Economics concepts and Applications
Cost and Management Accounting	Corporate Finance
Business Ethics and Corporate Social Responsibility	E-Commerce

### M.Com -II (Accountancy)

Semester III	Semester IV
Advanced Financial Accounting	Corporate Financial Accounting
Direct Tax	Indirect Tax - Introduction of Goods and Service Tax
Advanced Cost Accounting	Financial Management
Project – I	Project – II

### M.Com -II (Business Management)

Semester III	Semester IV
Human Resource Management	Supply Chain Management and Logistics
Rural Marketing	Advertising and Sales Management
Organisational Behaviour	Management of Business Relations
Project – I	Project – II



**(BCOM(Day/Night) / B.Sc.Microbiology,  
B.M.S./ B.A.F. / B.B.I. / B.A.M.M.C. /  
B.Sc.Information Technology / B.Sc.  
Computer Science)**

**For admissions follow the following 3 steps**

**Step I:** Pre-Admission Online Registration  
on the portal of the University of Mumbai.

<https://mum.digitaluniversity.ac/>

( mandatory to proceed to Step II)

**Step II:** Pre-Admission Online Registration  
on the portal of Lords Universal College

<https://lordsuniversal.edu.in/>

( Home page -> Admissions -> Degree  
College Procedure)

**Step III:** Merit list on the Lords Universal  
College portal and the notice board.

<https://lordsuniversal.edu.in/notice-board/>

**I. Pre Admission Online Registration at  
University Website**

<http://mum.digitaluniversity.ac>

<https://mumoa.digitaluniversity.ac/>

1. Please go through the prospectus of the college to know about the courses and/or subject combination(s) offered by the college, rules, regulations etc. before you fill the - PRE ADMISSION ONLINE REGISTRATION FORM
2. Students may use one registration to apply for different courses i.e. the applicant can

fill one form to opt for more than one course like B.Com., B.M.S., B.A.F. etc. in more than one college for every course.

3. Applicants are requested to keep the scanned copies of the following documents ready before they start filling the form:
  - a. Scanned copy of the mark-sheet of the SSC HSC XII / X Std and / Std. of its equivalent examinations
  - b. Scanned copy of the Photograph of max. 80 x 107 pixels size and max. file size of 50 KB
  - c. Scanned copy of the Signature of max. 80 x 35 pixels size and max. file size of 10KB.
  - d. Scanned copy of any other certificate/s as required.
  - e. Valid e-mail id and mobile phone number for receiving mails and from the University of Mumbai regarding the status of the application form.
4. Now log on to the University of Mumbai website <http://mum.digitaluniversity.ac>.  
Click on “register” under new admission seeker
5. The first screen seeks confirmation from the applicant that he has all the necessary documents ready. On confirmation, the applicant moves to the second screen. Click on “proceed” button.

6. The next screen i.e. the third screen, is the registration page where the candidate is required to enter The applicants name as it appears in the HSC mark sheet (or Its equivalent) examination, gender, date of birth of the applicant and the Mobile Number and email-id on which the candidate wishes to receive communications from the University. Click on “Register ” after ensuring that the information provided is correct and true.
7. The student will get a login id and four digit alpha-numeric codes on submission of the form.
8. The student shall get a confirmation from M.K.C.L. on the mobile number and mail on the e-mail id provided by the student about the acceptance of the form.
9. The applicant will be required to verify his/her registration and then change the password.
10. The applicant will log to the website and start filling the form by uploading his photograph and signature and entering the personal details, contact details and educational qualifications.
11. The applicant is required to take a printout of the e-Suvidha Kit and enter the confirmation code in the system and select and upload the documents he/she wishes to upload based on the requirement.
12. The applicant selects the college/s and course/s offered by the college/s. Applicants can opt for more than one college and/or one or more than one courses offered by the colleges from amongst the colleges selected and after verification submits the form. Once the form is submitted, the student will be able to make any correction in the form.
13. Print the e-Suvidha ticket and note the Application Number generated and printed on the e-Suvidha ticket. The Application number will be generated only after printing the e-Suvidha ticket.
14. Enter the application number generated on the e-Suvidha ticket on your application form and complete the process.
15. The student is then required to take the hardcopy of the uploaded “Pre Admission Online Form” and submit the copy of the form to college/s, which he/she has opted for. The student is required to submit TWO COPIES of the “Submission Copy” to the college concerned. **Please note that the application form will be printed separately for every college and for every course opted by the student for the college concerned.**
16. University of Mumbai has instructed the colleges admission to any student who has not registered on the university website
17. IN CASE OF ANY DIFFICULTIES WHILE APPLYING FOR PRE

A D M I S S I O N S   O N L I N E  
R E G I S T R A T I O N   Y O U   A R E  
R E Q U E S T E D   T O   C O N T A C T  
U N I V E R S I T Y   H E L P L I N E   C A L L  
C E N T R E :   8 9 5 6 5 3 7 4 9 5   ( O N L Y   F O R  
S T U D E N T S )   F R O M   1 0 : 0 0 a m   T O  
6 : 0 0 p m   O N   W O R K I N G   D A Y .   U s e   C h a t  
b o t   f o r   g e t t i n g   t h e   s o l u t i o n   o f   y o u r   q u e r y  
b y   c l i c k i n g   o n   ' G e t   H e l p '   L i n k   a v a i l a b l e  
a b o v e   O R   C a l l   o n   H e l p   L i n e   N u m b e r :  
' 8 9 5 6 5 3 7 4 9 5 '   C a l l   C e n t r e   w i l l   b e   o p e n  
d u r i n g   1 0 . 0 0   A M   t o   6 . 0 0   P M   o n   w o r k i n g  
d a y s .

## **II. ONLINE ADMISSION PROCESS AT VIDYA VIKAS EDUCATION TRUSTS LORDS UNIVERSAL COLLEGE.**

1. T H E   O N L I N E   P R O C E S S   A T   V I D Y A  
V I K A S   E D U C A T I O N   T R U S T ' S   L O R D S  
U N I V E R S A L   C O L L E G E   I S   I N  
A D D I T I O N   T O   T H E   P R E   A D M I S S I O N  
R E G I S T R A T I O N   P R O C E S S   O F  
U N I V E R S I T Y   O F   M U M B A I   I S   I N   T W O  
P H A S E S   A S   M E N T I O N E D   I N   S T E P I
2.   A p p l i c a n t s   c a n   f i l l   t h e   o n - l i n e   f o r m   f r o m  
h i s / h e r   r e s i d e n c e   o r   c y b e r   c a f é   o r   a n y  
o t h e r   l o c a t i o n   w h e r e   c o m p u t e r ,   i n t e r n e t  
a n d   p r i n t e r   f a c i l i t i e s   a r e   a v a i l a b l e .
3.   A p p l i c a n t s   a r e   r e q u i r e d   t o   f i l l   s e p a r a t e  
f o r m   f o r   e a c h   c a t e g o r y   u n d e r   w h i c h  
h e / s h e   w i s h e s   t o   a p p l y   i . e .   i f   a   c a n d i d a t e  
b e l o n g i n g   t o   G u j a r a t i   S p e a k i n g   L i n g u i s t i c  
M i n o r i t y   w i s h e s   t o   a p p l y   u n d e r   G u j a r a t i  
a s   w e l l   a s   O p e n   C a t e g o r y ,   h e / s h e   w i l l   h a v e  
t o   s u b m i t   t w o   s e p a r a t e   a p p l i c a t i o n   f o r m s

o n e   f o r   G u j a r a t i   S p e a k i n g   L i n g u i s t i c  
M i n o r i t y   C a t e g o r y   a n d   o t h e r   f o r   O p e n  
C a t e g o r y   a n d   w i l l   h a v e   t o   p a y   R s .   1 0 0 / -

4.   A p p l i c a n t s   a r e   r e q u e s t e d   t o   k e e p   t h e  
s c a n n e d   c o p i e s   o f   t h e   f o l l o w i n g  
d o c u m e n t s   r e a d y   b e f o r e   t h e y   s t a r t   f i l l i n g  
t h e   f o r m :
  - a.   S c a n n e d   c o p y   o f   t h e   m a r k - s h e e t   o f   t h e  
S S C   H S C   X I I   /   X   S t d   a n d   /   S t d .   o f   i t s  
e q u i v a l e n t   e x a m i n a t i o n s
  - b.   S c a n n e d   c o p y   o f   t h e   P h o t o g r a p h   o f  
m a x .   8 0   x   1 0 7   p i x e l s   s i z e   a n d   m a x .   f i l e  
s i z e   o f   5 0   K B
  - c.   S c a n n e d   c o p y   o f   t h e   S i g n a t u r e   o f   m a x .  
8 0   x   3 5   p i x e l s   s i z e   a n d   m a x .   f i l e   s i z e   o f  
1 0 K B .
  - d.   S c a n n e d   c o p y   o f   a n y   o t h e r   c e r t i f i c a t e / s  
a s   r e q u i r e d .
  - e.   V a l i d   e - m a i l   i d   a n d   m o b i l e   p h o n e  
n u m b e r   f o r   r e c e i v i n g   m a i l s   a n d   f r o m  
t h e   U n i v e r s i t y   o f   M u m b a i   r e g a r d i n g  
t h e   s t a t u s   o f   t h e   a p p l i c a t i o n   f o r m .
5.   T h e   p r o c e d u r e   f o r   o n - l i n e   s u b m i s s i o n   o f  
P R E   A D M I S S I O N   A P P L I C A T I O N  
F O R M :
  - i.   L o g   o n   t o   t h e   c o l l e g e   w e b s i t e   o r  
d i r e c t l y   t o   t h e   P o r t a l  
[www.mum.digitaluniversity.ac](http://www.mum.digitaluniversity.ac)
  - ii.   C l i c k   o n   t h e   l i n k   “ O n l i n e   P r e -  
A d m i s s i o n ”   f o r   a d m i s s i o n   t o  
F Y B C O M   /   F Y B M S   /   F Y B A F   /



FYBBI/ FYBSC IT/FY BaMMC/  
FYBSCCS

iii. You will be directed to the portal mentioned above. iv. Flow of the form filling process:

- a. On execution of step ii (above), you will be taken to a separate portal to fill the form.
- b. You will be required to register yourself by creating and entering the User id and password which will be used for future logins to the system. Select/Click the “Register Now” button. A new screen will be displayed where the applicant has to enter the user-id, his/her name, and password and reconfirm the password .Select/Click the “ Register Now” button. Confirm the Registration. Log out of the system.
- c. Log into the system again using the User-id and the Password that you have created in (b). This will launch the online application system form.
- d. The applicant will be required to select the college, the course that he/she wants to apply for the academic year as 20 . Select/Click the “Apply ” button. The screen will now display the admission form.
- e. The admission form consists of 7 screens

1. INSTRUCTIONS: Please read the

instructions very carefully before you proceed with filling the form online.

2. MARKS DETAILS: The applicant is required to select the name of the college, the course that he/she wishes to apply for and the marks obtained at the HSC or its equivalent examinations, Stream offered at HSC (Arts/ Science/ Commerce etc.) Category applied under, MKCL registration number (which is one of the mandatory data required), whether you have passed the HSC/ Equivalent examination in ONE attempt etc. MARKS PLEASE ENTER THE MARKS OBTAINED IN ALL THE SUBJECTS OFFERED AT THE HSC 7 EQUIVALENT EXAMINATIONS WHILE ENTERING THE DATA IN THE "MARKS OBTAINED" COLUMN. The objective is to verify the eligibility criterion for admission to the course opted by the applicant. The applicant can proceed to the next screen "PERSONAL DETAILS" further if and only if he/she satisfies the eligibility criterion of the course applied. Also you can proceed to the next screen only if the data is entered for all the mandatory fields. The marks obtained by the candidate will be converted to out of 600 and will be used to prepare the merit list. Students who have passed the qualifying examination from the IB School are required to apply under the Diploma Category for admission to FYBMS Course.

3. **PERSONAL DETAIL:** Eligible candidates will enter their personal details like their full name, caste, blood group, Aadhar Card Number, date of birth, address for correspondence, Email id of the student (mandatory) etc. You will also be required to upload the scanned copy of the candidate's photograph, signature and any other document/certificate used for seeking admission which is a mandatory requirement.
4. **EDUCATIONAL DETAIL:** Information filled under "MARKS DETAILS" will be carried forward. Additional information related to the SSC/its equivalent examination must be entered.
5. **PARENT GUARDIAN DETAILS** Details of the parent/guardian of the applicants is to be entered. Father's Mother's email id is one of the mandatory fields.
6. **PREVIEW:** This screen will generate the DRAFT COPY of application form in PDF format. Candidates can verify the information filled and make the corrections in the online application form before the form is submitted. Please note that this is the Draft Copy of the application form for admission and not the final copy. The Draft Copy of the application form is generated without the application number.
7. **SUBMIT** After verifying that the information filled in steps (a) to (e) is correct in step (1), the candidate must now click the "Submit" button to submit the form. Please note that no correction can be made in the form after submission. Also, an APPLICATION NUMBER is generated on submission of the form. If the application no. is not generated then it implies that the security instructions are not followed properly and in such cases the applicant must repeat the steps (i) to (xiii) stated above. Save the form and take the hard copy i.e. the printout of the form.
8. Please note that once the application number is generated, payment of Rs. 100/- towards the application form is to be made. The payment can be made in two ways viz by using the payment gateway provided on the website or through physical payment of the application fees at the college. **FURTHER NOTE THAT SUBMITTING THE HARD COPY OF THE APPLICATION FORM ALONG WITH THE DOCUMENTS IS MANDATORY IRRESPECTIVE OF THE MODE OF PAYMENT OF THE APPLICATION FEES.** The fees can be paid at the college along with the submission of the hard copy of the form.
9. **IRRESPECTIVE OF THE MODE OF PAYMENT OF THE APPLICATION FEE.** The applicant will have to submit the hardcopy of the application form (Phase 1) submitted online along with the necessary documents to the college within the prescribed time schedule and the applicant will be given an

acknowledgement. If the name of the applicant appears on the merit list, the original copy of this acknowledgement along with all the necessary documents, hard copy of the phase 2 form and fees must be provided at the time of confirming the admission

10. APPLICANTS ARE REQUIRED TO NOTE THAT ONLY THOSE NAMES WHERE APPLICATION NUMBER IS GENERATED & ACKNOWLEDGEMENT OF RECEIPT OF HARDCOPY OF THE UPLOADED ONLINE ADMISSION FORM (PHASE is issued WILL BE CONSIDERED FOR peneration of Merit List and Admission

11. Documents required while submitting the application form (photocopy only)

- Hardcopy of the Pre Admission Online Registration form
- One passport size photograph
- HSC Marksheet and H.SC. Leaving Certificate.
- In case of a downloaded mark sheet (when the mark sheet is delayed by the board) it needs to be attested by the concerned school authorities.
- S.SC.
- Marksheet
- Any other certificate(s) as applicable.
- PROVISIONAL STATEMENT OF

ELIGIBILITY in case if the student has passed his HSC/Equivalent examination from OTHER THAN Maharashtra Board (or the photocopy of the receipt of payment made for application of Provisional Statement of Eligibility), f available.

12. Hard Copy of the filled informs ie, the Pre-admission Online Registration Form (filled and downloaded from the university website <http://mumdigitaluniversity.ac>) and Online Pre-Admission Form of Pha 1 (filled and downloaded from the college website [www.lordsuniversal.edu.in](http://www.lordsuniversal.edu.in)) along with the documents specified in IX ABOVE will be accepted.



## Fees

1. The fees are to be paid by Online mode / DD/ Cheque only. Cheques/DDs to be drawn in the name of the college. No cash would be accepted.
2. Fees for the entire year can be paid together at the time of admission.
3. At the time of admission, the first instalment is payable by DD along with post-dated cheques for the remaining instalments of the year.
4. The fees are payable in instalments as prescribed by the institute only on or before the scheduled dates. The payment of fees by instalment is intended merely to facilitate the parents / guardians and should not in any manner be construed as a right. The institute reserves its right to discontinue and/or reduce payment by instalments at its discretion.
5. Fees once paid are non-transferable / non-adjustable / non-refundable under any circumstances and are subject to the exceptions as set out in the refund policy.
6. Exit documents will be issued only after full and complete settlement of outstanding dues.
7. Any statutory taxes, if made applicable and/or if increased and/or for any facility provided by the institute, shall have to be borne and shall have to be paid by parents / guardians from time to time.
8. In case of any cheque towards payment of fees being dishonoured, the institute reserves its right to de-enroll the student at its discretion and levy any other penalty as it may deem fit.
9. The institute reserves its right to disallow a student from participating in any of its activities whose fees remain unpaid in full or in part.
10. The institute reserves its right to not to issue reports, certificates or recommendations to future institutions whose fees remain unpaid in full or in part.
11. The institute reserves the right to increase / revise / amend the fee structure.

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 recognized 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 the 30th day after the 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**

	(i)	(ii)	(iii)	(iv)	(v)	(vi)
Period	Prior to Commencement of academic term and instruction of the course	Up to 20 days after commencement of the academic term of the course	From 21st day up to 50 days After Commencement of the academic term of the Course	From 51st day up to 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
Deduction	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.

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 Enrolment fee) are non-refundable if payment is made by the college prior to the date of cancellation.

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

iv) All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation.

Provided that wherever admissions 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 1st year admission. In case of admission to subsequent years of the course, 0.2859 is applicable for cancellation of admission.

Provided 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 0.2859-A & 0.2859-B have been repealed and the amended 0.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Under Graduate Courses has been brought into force with effect from the academic year 2008-2009.

## **REFUND OF COLLEGE DEPOSIT**

Application for the refund of college deposit must be made within one year of the applicant ceasing to be a student of the College, failing which the deposit amount will be forfeited. The college now ensures that the deposits are refunded to the students through the RTGS system and hence it is necessary that the students have a bank account so that the deposit amount can be transferred directly to their accounts without delay.

## **GRANTING OF DUPLICATE FEE RECEIPTS**

A student requiring duplicate fee receipt shall have to fill a form available at the information counter of the college and pay Rs. 100.

## Documents issued by the College

### Identity Card

Identity Card, which is one of the most important documents of the student, will be issued on the day of confirming the admissions. Every student is required to ensure that they wear the identity card on person whenever and wherever they are present in the college premises. The Identity card must be carefully preserved and taken good care of by the card holder. Students are required to present the identity card on demand in the College, in the Library, at any college event and while travelling on local trains. The loss of Identity Card should be immediately reported to the College Office in writing, with a statement of the circumstances in which it was lost. The office will issue a Duplicate Identity Card against payment of Rs.100/-.

At the University Examination all candidates are required to produce, at the examination centres, their identity cards bearing their photographs attested by the Principal along with their **Hall Tickets**.

### Railway Concession

Students can avail concessional fares for rail travel by local trains between the stations nearest to the place of their residence (i.e. As per the address mention in the Identity Card) in Mumbai and the College (Goregaon Station). Students are requested to enter their local and permanent addresses correctly in the Admission Forms to facilitate issue of Railway concession orders.

The place of permanent residence, in the application for admission, means the place

where the student and/or his parents normally reside. This address will not be allowed to be changed during the academic year.

Students can also avail, during vacation period (Only Diwali & Christmas Vacation), concessional fares by rail for journeys between their place of permanent residence and native during vacation.

Days and Timings for issuing the railway concession forms.

The degree college students can avail the concession forms on all working days during office hours.

### Necessary documents to be submitted while availing the concession:

- Students Identity Card
- Original Fee Receipts\

### Transcripts

Students desirous of pursuing further studies abroad should apply for transcripts to the college office well in advance. After verification of marksheets, the college will hand over the transcripts in 20-25 days time. Charges for issuing the transcripts is Rs.1000/- for 5 set of copies. Every additional copy will be charged at rate of Rs. 50 per copy.

### Necessary documents required:

- Students hand written application for availing the Transcript Form
- Transcript Form provided by college to be filled and submit at the **Information Counter**.
- Attested copy of Mark-Sheets (3 years i.e. from FY to TY)



- Photocopy of HSC Marksheet
- Photocopy of Leaving Certificate/  
Birthproof

### **Bonafide Certificate**

Students with a genuine reason can apply for a Bonafide certificate to the college. Students may contact the Information Counter to apply for a Bonafide Certificate. Charge for issuing the Bonafide certificate is Rs.100/-. Students can collect the certificate in seven working days from **Information Counter**.

With application student's Identity Card photo copy is required and if any Ex Students is applying for bonafide certificate then they have to submit all the years Mark-Sheet's, Birth proof, HSC marksheet's photo copy to **Information Counter**.

### **Transfer Certificate**

- (1) In a transfer case, no student will at any time be admitted to this College unless he/she produces a Transference Certificate from the College he/she leaves.

College is entitled to charge a fee of Rs.100/- for issuing the certificate.

- (2) College is entitled to charge a fee of Rs.100/- for issuing the certificate.
- (3) As a result of a student leaving one College to join another, it will be necessary for him/her to count the attendance kept by him/her in more than one College to enable him/her to make up the necessary percentage of attendance. A Transference Certificate shall not be granted except for reasons, which appear to be sufficient and except with the written permission of the Principal of the College that the student wants to leave and the Principal of the

College, which he/she intends to join.

- (4) Students need to get the letter from authorized department for availing the Transfer Certificate from their current college/institute along with previous year pass out & ATKT Mark-Sheets photo copy.

HSC marksheet copy, Birth proof all documents should be self attested.

### **Migration**

How to Apply for online Migration Certificate in Mumbai University?

Candidates can apply for the online migration certificate in Mumbai University.

Candidates can apply for the migration certificate in a hassle-free and faster process through the online portal. Students can follow the steps given below for online application.

Visit the official Mumbai University website. [[www.mumapp.digitaluniversity.ac](http://www.mumapp.digitaluniversity.ac)]

Proceed to student login. [PRN/ID]

Provide the username and password. [D.O.B yy/mm/dd format]

Click on apply for migration certificate online.

Attach the scanned copies of transfer certificates and the previous year marksheets.

Attach the scanned copies of Eligibility status report (for PRN students) and Eligibility and Enrolment confirmation letter. (For without PRN OLD students)

Application fee payment can be done via net banking, debit or credit card.

After the application form scrutinization, the digital migration certificate will be available on the student portal.

Login and download the digital migration certificate.

# Examination Scheme

The University of Mumbai has implemented the Choice Based Credit and Grading System since 2010-2011. The Scheme has seen many changes since its inception. The Choice Based Credit System as applicable 2018-2019 is as given below.

Before we proceed to explain the examination scheme, a Learner (student) must understand the terminologies used:

## **Program:**

A **Program** is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. Traditionally, **B.A., B.Sc. and B.Com. are referred as Degree's and will now be referred to as PROGRAMS.**

## **Course**

The term “**COURSE**” under the Credit System corresponds to the word '**SUBJECT**' used currently. For instance, subjects like **Accountancy & Financial Management, Business Economics, Foundation Course, Commerce etc. are included under the B. Com program which would now be called 'Courses'.**

## **Module and Unit:**

A course which is generally an independent entity having its own separate identity, is also often referred to as a 'Module'. A module may

be studied in conjunction with other learning modules or studied independently. A topic within a course is treated as a Unit.

## **Credit Point:**

**Credit Point** refers to the '**Workload**' of a learner. It is an index of the number of learning hours deemed for learning of a certain segment. These learning hours broadly classified into hours spent on attending actual lectures / tutorials / laboratory work / seminar etc. and notional hours spent on reading, reflecting, discussing, attending counseling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc..

**I credit point corresponds to 30 to 40 learning hours.** A single course may be assigned between 2 to 8 credit points taking into consideration no. of hours it would take for a learner to complete a single course successfully. **The learner is said to have earned the credits on successful completion of the course including the evaluation.**

**Semester System:** The program (Degree Course) of three years duration is divided into six terms of approx. 6 month duration called semester. Every semester will have number of courses (subjects/papers) that a learner will have to offer. Each course (subject) will be assigned certain number of credits. Learner will be assessed continuously during the Semester and evaluated at the end of the semester. The

results will be declared at the end of every semester. Credits will be earned by the learner on successful completion of the course.

**Choice Base** implies that the learner has the choice to select the subjects that he/she would like to learn within the prescribed time period and the program parameters. Say for example a learner who wants to major in Accountancy wishes to study History may be permitted to do so under the Choice Based System.

**Examination Scheme: (Refer University circular no. UG/80/2016-17 dated 15<sup>th</sup> Oct. 2016)**

**Traditional Courses like B.A., B.Com. and B.Sc.**

- 1. All papers except Foundation Course I and Foundation Course II shall be evaluated for 100 marks and for 3 hours duration.**
- 2. In case of Foundation Course Paper I at First Year and Foundation Course Paper II at Second Year, the evaluation will be as given below:**
  - Semester End theory Examination of 75 marks and 2½ hours duration
  - Internal Assessment: Project which will be evaluated for 25 marks

**For Self-Financing Courses:  
(for all courses)**

Performance of the student for every course in Self Financing Courses will be evaluated is two components:

- Semester End theory Examination of 75 marks and 2½ hours duration
- Internal Assessment: Class Test / Project for 25 marks

### **Passing Standard**

For courses where the evaluation is of 100 marks based on the semester end examination only, the learner will be required to obtain 40% marks i.e. 40/100 in their exams.

In case of courses where the performance of the learner is evaluated on the basis of Internal Assessment and Semester End Examination, the learner to pass a course will have to obtain minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination i.e. the learner shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester.

A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

### **Performance Grading:**

Under the CBCS, the learner will be issued a grade sheet. The marks obtained by the



student will be converted into grades and based on the credits allotted to the course and the grade obtained by the student, the overall grade will be calculated and grade sheet will be issued to the learner. The 10 point grading system, as applicable, is given below:

Grade	Marks	Grade Points	Performance
O	80 & above	10	Outstanding
A+	70 - 79.99	9	Excellent
A	60 - 69.99	8	Very Good
B+	55 - 59.99	7	Good
B	50 - 54.99	6	Above Average
C	45 - 49.99	5	Average
D	40 - 44.99	4	Pass
F	Less than 40	0	Fail

**R: 8437 CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE SUBJECTS:**

- 1) A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However, his / her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 2) A learner who PASSES in the Semester End Examination but FAILS in the

Internal Assessment of the course shall reappear for the Internal Examination of that course. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

**3) A) For Courses without practical**

In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of **25** marks which will be divided into **15** marks for the documentation of the project, **05** marks for the presentation and **05** marks for the viva and the interaction.

**B) For Courses with practical**

In case of a learner who is reappearing for the Internal Examination for subjects with Practical/fieldwork, the examinations will consist of practical examination of **25** marks which will be divided into **15** marks for the laboratory work, **05** marks for the Viva Examination and **05** marks for the Journal.

**R. 8439 ADDITIONAL EXAMINATION: INTERNAL ASSESSMENT:**

**Eligibility norms to appear for the additional class test for learners who remained absent:**

- a. The learner must apply to the Head of the Institution giving the reason(s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.

- b. If the learner is absent for participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution, the head of the Institution shall generally grant permission to the learner to appear for the additional class test or assignment.
- c. The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional examination.  
**The application form is appended as Annexure C.**

**ALLOWED TO KEEP TERMS (ATKT)  
(for Courses like B.Com., BMS, BAF,  
BBI, BSc-IT and BAMMC):**

- a. A learner shall be allowed to keep term for Semester II irrespective of number of courses of failure in the Semester I.
- b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

**OR**

A learner fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & II.

- c. A learner shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III.
- d. A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV.

**OR**

A learner shall pass Semester I and Semester II and fails in not more than FOUR courses of Semester III and Semester IV taken together with not more than TWO courses at each of Semester III & Semester IV.

- e. A learner shall be allowed to keep term for Semester VI irrespective of number of courses of failure in the Semester V
- f. The learner can appear for the semester VI examination subject to d & e above but the result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

**Eligibility for admission to Semester V  
(Third year) of UG programs in Faculty of  
Science is amended as follows,**

- i. A learner shall be allowed to keep term for Semester II irrespective of grades obtained in each course of Semester I.
- ii. A learner shall be allowed to keep term for Semester III, if he/she passes each of Semester I and Semester II.

**OR**

- A learner who fails in not more than 3 courses in each of Semester I and Semester II (for all Science courses, carrying total 900 or more marks).
- A learner who fails in not more than 3 courses with not more than 200 marks, in each of Semester I and Semester II. (for all Science courses carrying less than total 900 marks).
- iii. A learner shall be allowed to keep term for Semester IV irrespective of grades obtained in each course of Semester III.
- iv. Learner shall have passed Semester I, II, III and IV in full

**OR**

- a. Learner shall have passed Semester I and Semester II in full and secured ATKT in Second Year by failing in
  - *For programs with 900 and above marks* in not more than Three Courses in each of Semester III and IV
  - *For programs 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**

- b. Learner shall have passed Semester III and Semester IV in full and secured ATKT in First Year by failing in,
  - *For programs with 900 and 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 Three Courses with not more than total 200 marks in each of Semester I & II.
- v. A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each course of Semester V.
- vi. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

**Class test for Internal Assessment for courses without practical: (for Commerce Faculty):**

- a. A learner who **remains** absent for the class test will be allowed to appear for the additional class test as per prescribed rule.

**Class test or assignment for Internal Assessment for Courses with practical:**

- a. A learner who is absent for the Semester End Practical Examination will be awarded marks for the Journal (out of 5 marks) & Viva Voce (out of 5 marks) component of the Semester End Examination. Thus, he will be evaluated for 10 marks instead of 20 marks and will lose the 10 marks for the Laboratory work. However, his marks for the Semester End Practical Examination will be taken as out of 20 (without conversion i.e. if the learner gets 4/5 marks in for Journal & Viva Voce, his/her marks for the Semester End Practical Examination



will be taken as 8/10) and internal assessment will be calculated as out of 25 marks and not 15 marks.

### **When will the Additional Class Test be Conducted?**

**The Additional Class Test (or viva examination) must be conducted 15 days prior to the commencement of the Semester End Examination after following the necessary procedure and completing the formalities.**

### **When the Learner Student remains absent/fails in the main Semester end Examination.**

### **SEMESTER END EXAMINATIONS: ELIGIBILITY TO APPEAR FOR ADDITIONAL SEMESTER END EXAMINATION:**

A learner who does not appear i.e. remains absent in some or all the courses on medical grounds or for representing the College / University in sports, cultural activities, activities of NSS, NCC or sports training camps conducted by recognized bodies / competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institute.

The learner who remains absent with the prior permission of the Principal of the College / Head of the Institution may be permitted to appear for the Additional Semester End Examination.

**The additional Semester End Examination shall be of 2 ½ hour duration and of 75 marks per course.** The learner shall appear for the Semester End Examination of the course for which he/she was absent or has failed. Learners who are punished under O.5050 shall not be eligible to appear for this additional examination.

{Also, a learner appearing for the repeat examination as ex-student may be permitted to appear for the additional Internal Assessment and Additional Semester End Examination conducted for the failed or the absent learner even if the learner does not register/appear at the regular examination conducted for such repeaters, eg. a regular learner of F.Y.B.Com. program of 2011-2012 under the SBCGS has failed in two courses after appearing for the regular and additional examination held in academic year 2011-2012 is now eligible to appear for the examination of the failed courses at the regular examination conducted along with the regular student of F.Y.B.Com. for the academic year 2012-2013. For some reason, this learner does not register for this regular examination. As he has not registered for the regular examination, the learner is not eligible to appear for the additional examination. Thus, losing a chance to appear for the examination and thereby losing a year and hence to prevent the loss of academic year of such a student the student may be permitted to appear for the additional examination without registering for the regular examination.} (needs to be deleted)

40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately. A learner will be declared as a passed in the course when the learner passes the Internal Assessment & Semester End Examination together.

- **R.8469:** In case of failed learner, exemption shall be granted in the course/s where the learners has obtained at least Grade 'E' (i.e. aggregate 40 marks) in that course as per the R.8468 of standard of passing.
- **O.5997:** The result of Semester IV shall be kept in abeyance (RLE) until the learner passes each of lower Semesters Examinations (i.e. Semester I, II and III).

#### 4. Grading System:

**O.5998 :** The calculation of CG of each of the course/s in each semester as well as calculation of GPA and SGPA of the Semester I, Semester II, Semester III and Semester IV shall be on the basis of following table :-

Grade	Marks	Grade Points	Performance
O	80 & above	10	Outstanding
A+	70 - 79.99	9	Excellent
A	60 - 69.99	8	Very Good
B+	55 - 59.99	7	Good
B	50 - 54.99	6	Above Average
C	45 - 49.99	5	Average
D	40 - 44.99	4	Pass
F	Less than 40	0	Fail

#### 5. Promotion from Semester I to Semester II, From Semester II To Semester III And From Semester III To Semester IV:

- A learner who has kept terms satisfactorily for Semester I of the course shall be permitted to keep terms for Semester II of the course not withstanding that he/she may not have appeared for the Semester I Examination or no. of subjects that the learner failed thereat.
- A learner who has kept terms satisfactorily for Semester I & Semester II of the course shall be permitted to keep terms for Semester III of the course notwithstanding that he/she may not have appeared for the Semester I & Semester II examination or failed thereat.
- A learner who has kept terms satisfactorily for Semester III of the course shall be permitted to keep terms for Semester IV of the course notwithstanding that he/she may not have appeared for the Semester III examination or failed thereat.
- However, no learner will be allowed to appear for Semester IV examination, unless he/she has passed all the courses of Semester I & II examination previously. O.5983: The result of Semester IV shall be kept in abeyance

**It is not the right of the learner, who has failed or has remained absent, to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution / Department / Principal of the College.**

### **CODE OF CONDUCT OF SEMESTER END ADDITIONAL EXAMINATION:**

- a) There will be **one additional examination for Semester I, II, III and IV only for those who have failed or remained absent.**
- b) The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.
- c. **Additional Examination for Semester I and Semester II will be held after the conduct of Semester II Examination in March/ April every year and Additional Examination for Semester III and Semester IV be held after the conduct of Semester IV Examination in March / April every year. However, Additional Examination for Semester II and Semester IV be held after 20 days and before 40 days from the date of declaration of result of the respective Semester End Examination.**

### **Project Evaluation (if Applicable)**

1. A learner who **passes in all the courses but does not** secure minimum grade of D in project as applicable has to resubmit

a fresh project till he/she secures a minimum of grade D.

2. The credits and grade points secured by him/her in the other courses will be carried forward and he/she shall be entitled for grade obtained by them on passing of all the courses.
3. The evaluation of project and viva/voce examination shall be done by marks only and then it will be converted into grade in the ten point scale and award the same to the learner.
4. A learner shall have to obtain minimum of grade D (or its equivalent marks) in project evaluation and viva/voce taken together to obtain 40% marks in project work.

“

*Education is the movement  
from darkness to light.*

”

*- Allan Bloom*



**R.8441: Course wise, Semester wise Credit allocation:**

Faculty	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credits
Bachelor of Commerce (B.Com.)	20	20	20	20	20	20	120
Bachelor of Science (Microbiology)	20	20	20	20	20	20	120
Bachelor of Arts in Multimedia and Mass Communication (B.A.M.M.C.)	20	20	20	20	24	28	132
Bachelor of Management Studies (BMS)	20	20	20	20	20	20	120
Bachelor of Commerce (Accounting & Finance) (BAF)	20	20	20	20	20	20	120
Bachelor of Commerce (Banking & Insurance) (BBI)	20	20	20	20	20	20	120
Bachelor of Science (Information Technology) (BSc. IT)	20	20	20	20	20	20	120
Bachelor of Science (Computer Science) (BSc. CS)	20	20	20	20	20	20	120
Masters of Commerce (M.Com)	24	24	24	24	NA	NA	96

**Post Graduate Course in Commerce Master of Commerce:**

University of Mumbai introduced Choice Based Credit and Grading System of the M.Com. Course from the Academic Year 2012-2013.

- 1. Duration of the Course:** 2 years. Each year divided into 2 Semesters.
- 2. Conduct of the Examinations:** The Examinations of the ODD Semesters i.e. Sem. I and Sem. III will be conducted in the first half of the academic year i.e. around the month of Nov. / Dec. of the

year. Examination of the EVEN Semesters i.e. Sem. II and Sem. IV will be held in the second half of the academic year i.e. around April / May of the next calendar year.

**3. Passing Standard:**

- **R.8468 :** The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate in the evaluation for each course where the evaluation of the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of

(RLE) until the learner passes each of lower Semesters Examinations (i.e. Semester I, II and III).

- The result of Semester IV Examination of M.Com. Programme will not be declared of such learner/s who has not obtained their Degree (Convocation) Certificate of the Bachelors' Programme earlier from their concerned College/ Institution / University as applicable.

## 6. Improvement Of Results:

**O.5985:** A learner who is declared to have passed in Semester I examination will not be allowed to reappear for the Semester I Examination for improvement of his/her result.

**O.5986 :** A learner who is declared to have passed in Semester II examination will not be allowed to reappear for the Semester II Examination for improvement of his/her result.

**O.5987:** A learner who is declared to have passed in Semester III examination will not be allowed to reappear for the Semester III Examination for improvement of his/her result.

**O.5988:** A learner who is declared to have passed in Semester IV examination will not be allowed to reappear for the Semester IV Examination for improvement of his/her result.

**O.5989:** Notwithstanding anything contained in Regulations mentioned above a learner/s who appears for Semester I, Semester II, Semester III or Semester IV Examination of the Master of Commerce Programme and gives a declaration in writing to the University through the Head of the Department/Principal of the College/Head of the constituent recognized institution through which he is appearing for examination, to the effect "to consider null and void the results of the Semester I or Semester II or Semester III or Semester IV examination", as the case may be, within one week from the date of conclusion of the examination concerned, if he/she does not obtain the following in the Semester concerned:-

- The overall grade laid down for the award of a grade B at the Examinations of the semester concerned at the M. Com. Programme

**OR**

- At least grade B (55% marks or grade points 05) on the aggregate (which is a requirement at the Master's degree examination laid down for by the University Grants Commission for the appointment of a teacher)

**OR**

- The GPA laid down for the award of

overall grade A at the Examination of M. Com programme.

- In this case if he/she does not obtain the grade in the concerned Semester as specified in (a), (b) or (c) as the case may be, the result of such learner shall be declared as **null and void, marks statement will not be provided and examination fees will not be refund**

### **Award of Statutory Grace Marks:**

#### **O.5043A GRACE MARKS FOR GETTING HIGHER CLASS**

A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class/Higher Second Class or First Class by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class or grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed, in the examination concerned.

Provided further that benefit of above mentioned grace marks shall be given to the candidate for such examination/s only for

which provision of award of class has been prescribed.

#### **O.5044A GRACE MARKS FOR GETTING DISTINCTION IN THE SUBJECT ONLY**

A candidate who passes in all the Subjects/Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the subject/s falls short by not more than three marks for getting distinction in the subject/s shall be given necessary grace marks up to three in maximum two subjects, subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination

Provided that benefit of the above mentioned grace marks shall be given to the candidate only for such examination/s for which provision for distinction in a subject has been prescribed.

#### **O.5045A CONDONATION (\*)**

If a candidate fails in only one head of passing having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However, condonation whether in one head of passing



or aggregate head of passing be restricted to maximum up to 10 marks only.

**Award of 10 grace marks to students under O.229 for participation in Co-curricular activities conducted by the College and University:** (For exact details refer circular no. UG/112 of 2015 dated October 27, 2015)

Students participating in co-curricular and extra-curricular activities like N.C.C., N.S.S., Sports and Cultural Activities etc. and win laurels for self and college and university are awarded grace marks under ordinance 229. Given below is the brief description about the criterion for eligibility of the grace marks under O.229. Learners

- Enrolled as members of the N.C.C. and have satisfactorily completed the N.C.C. training programme during the academic year.
- Enrolled as members of the **Home Guards** and have satisfactorily completed Home Guard training programme during the academic year.
- Participated in the **N.S.S.** programme and have satisfactorily completed 120 hours of social service comprising time spent in at least 2 types of projects as certified by the Principal.
- Participated in any programme of the **Department of Adult and Continuing Education and Extension** and have satisfactorily completed at least 120 hours of work in the programme as certified by the Principal.

- Participated in the **Work-experience project** of the Department for 240 hours as certified by the Principal.
- Reached at Quarter final stage at inter-collegiate **sports competitions** or have secured one of the eight places in order of merit in individual sport event conducted by the University or have represented the University in sports events either at the inter-state, zonal national, or at the international level and have produced the necessary certificate
- Secured first three positions in **cultural group events** or have secured one of the first three places in individual cultural events or whose performances have been adjudged best at the inter-collegiate cultural competition organised by the University.
- Members of the **Students' Councils** constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 1994 and have actively participated in various schemes, programmes and attended functions of the University during the academic year

The benefit of **10 grace marks** to candidates would be available only in any one of the activities mentioned above, at their option subject to their fulfilling the following conditions:

1. That in case of failure in one or more heads of passing an examination, the benefit of grace marks shall be granted to the extent

of 5% of the maximum marks allotted to the subject.

2. That the grace marks will be granted for the purpose of claiming exemptions in a subject/s, provided it shall not exceed 5% of the maximum marks allotted to the subject.
3. That the maximum of 10 grace marks shall be granted for the purpose of enabling a candidate for the award of class and / or distinction, in the examination.
4. That the maximum 10 grace marks (1 credit) will be added to the Choice Based Credit System (CBCS)

### **PROVISION FOR SPECIAL STUDENTS / DIFFERENTLY ABLED STUDENTS:**

Vide Circular no. Exam / Result / 1851 of 2017 dated 27 March 2017 University of Mumbai and the Government of Maharashtra vide G.R. no. Sankirna-2016 / Pra.Kra. 302 / Vi. Shi.-3 dated March 4, 2017 have specified 21 categories of special needs who are eligible for various concessions like a writer / extra time / additional grace marks / text to speech converters etc. are prescribed.

Students / parents with any one / more special needs are requested to contact college office, preferably during admission process, to obtain details about the facilities available to them for examinations and other academic activities. Parents of such students / students will be required to submit the relevant documents issued by the Government / BMC

Hospitals / other authorised agencies as specified in the above mention circular and G.R. The 21 categories are as under:

1. Blindness
2. Low Vision / Partial Blind
3. Leprosy Cured Person
4. Hearing Impairment: Deaf and hard of Listening
5. Locomotor Disability including Orthopaedic Disability
6. Dwarfism
7. Intellectual Disability / Slow Learners / Mentally Challenged
8. Mental Illness
9. Autism Spectrum Disorder
10. Cerebral Palsy
11. Muscular Dystrophy
12. Chronic Neurological Condition
13. Specific Learning Disability
14. Multiple Sclerosis
15. Speech and Learning Disability
16. Thalassaemia / Cancer
17. Haemophilia
18. Sickle Cell Disease
19. Multiple Disabilities

20. Acid Attack Victim

21. Parkinson's Disease

Details of the concession/s available can be obtained from the college office.

### **PHOTOCOPY, VERIFICATION & REVALUATION OF THE ASSESSED ANSWER BOOK/S:**

The University of Mumbai by the directives by Hon. Vice Chancellor vide VCD/ 1 of 2016 "Rules & Procedure for providing the Photocopies of assessed Answer-book(s) to the examinee & Process of Revaluation of the Answer-Book(s)" dated July 1, 2017 also know as "Rules & Procedure for providing the Photocopies of assessed Answer-book(s) to the examinee & Process of Revaluation of the Answer-Book(s)." These directions shall come into force with immediate effect i.e. from the examinations to be held in the First Half of the Year 2016. Relevant extract of the VCD are:

#### **PART-I General Rules**

1. Applying for Photocopy of answer book and applying for Revaluation will be two independent processes.
2. Applying for the Photocopy of the answer book or having Photocopy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
3. The Examinee can independently apply for Revaluation or photocopy or both simultaneously, if he desires so.
4. The Examinee who desires to apply for revaluation are requested to note that, his / her original marks will become null & void as soon as he submits his application for the revaluation.
5. The Examinee shall check the University website, time to time for the various details regarding his / her result status / information / list etc., as the entire process of photocopy of revaluation is carried out through online system. It is the responsibility of the Examinee to verify the online detail. No complaint will be entertained in this respect after due date is over.

However, The University may adopt any other procedure for acceptance of the application / fees, which will be circulated for the information of examinees

#### **PART-II**

Rules & Procedure for providing the Photocopy(ies) of assessed answer-book(s)

1. The facility of obtaining Photocopy(ies) of assessed and / or moderated answer book(s) by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility.
2. Under these rules applying for the Photocopy(ies) of answer-books shall be permitted in respect of :For theory papers of all the examinations conducted by the University in the current session.
3. The Examinee(s) shall apply for the photocopy to the Principal of the College to which the candidate has registered for



the said course in the prescribed format along with the non-refundable fee prescribed for the purpose by Controller of Examinations, as per the procedure & the manner decided by the University, time-to-time. The examinee belonging to the reserved categories shall be granted 50% concession in the Fees.

4. The Principal of the College shall process the applications of the Semester End Theory Examination as per the procedure laid down.
5. The Principal shall accept the prescribed application form for obtaining Photocopy(ies) of answer book(s) of the examinations conducted by University within Ten (10) working days from the date of the declaration of result of the examination. He shall forward these applications to the University within next three days, if required. No application after the due date will be entertained on any ground whatsoever.
6. Incomplete application forms, applications with false Information, unsigned applications shall be rejected without assigning any reason whatsoever and the fees paid along with the application form neither shall be refunded nor will any representation be entertained in such cases.
7. The college shall endeavour to supply Photocopy(ies) of answer books as far as possible within Eight (08) working days

from the date of receipt of application(s) to the University.

8. On receipt of Photocopy(ies) the applicant examinee shall be the sole custodian of it and under any circumstances the examinee shall not part with the custody / possession of the same and also shall not use the same for any other purpose(s).
9. The Photocopy(ies) so obtained by the examinee shall be for his / her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answer there-in.
10. If the examinee is found guilty of indulging in any act / attempt he / she shall be liable to be tried before the Unfair Means Inquiry Committee of the University and the decision taken by the authorities based on the recommendation of the said committee shall be final.
11. If his / her indulgence / commission in unfair act / attempt are proved, the examinee shall be liable for the punishment ranging from:
  - i. Cancellation of his / her marks in the said subject either original or after revaluation,
  - ii. Cancellation of his / her result in full of the said examination,
  - iii. Annulment of examination(s) maximum up to 5 exams.

12. On receipt of the photocopy, if the discrepancy of following nature is noticed by the examinee, he should apply to the college / University within seven (07) working days to the Principal / Controller of Examinations along with the fees of Rs.100 as Grievance Redressal fee.

- i. Mistake in totalling
- ii. Non assessment of question / sub-question
- iii. Improper photocopy

13. After due verification, the Principal / Controller of Examinations shall make necessary rectification in the marks allotted to the said subject and consequently in the result of the candidate without charging any further fee for such rectification & also declare the results.

14. The examinee is free to apply for Photocopy(ies) of answer books of as many subjects as he / she desires.

### **PART -III**

#### **Rules and Procedure for the Revaluation of the Answer-book(s)**

1. If the examinee is not satisfied with the marks awarded, he / she may apply for revaluation to the University / Institutions / College in the prescribed form within the prescribed period and in the manner prescribed here-in-after.
2. The revaluation facility shall be for theory papers of all the examinations

conducted by the colleges on behalf of the University / University for the respective current session and the applications received within prescribed time limit.

3. All Examinees can apply for the revaluation of the answer book(s) with whatever marks he / she secured and even the Zero Marks.
4. The Examinee can apply for the revaluation of the his/her answer book(s) of the as many subjects as he / she desires.
5. The Examinee shall apply for Revaluation in the prescribed form along-with prescribed fee and in the manner & procedure decided by the University.
6. The candidates belonging to the reserved categories shall be given 50 % concession in the fees, provided the Principal of the concern college certify the same.
7. For the examinations conducted by the college / University, the prescribed application form for revaluation of answer book should be submitted to the college, **within Ten (10) working days** from the date of the declaration of the result of the respective examination. **No documents are to be attached with application.**
8. Examinee has to endorse all details/ marks correctly in the application form.

Any false information, if observed at any time, the application will be summarily rejected. No refund will be entertained in such cases.

9. The examinee shall submit the application and remit the prescribed fees in the manner & procedure decided by University. The Principal of the concerned College shall verify the application data, especially the reserved category cases, certify & forward the applications of the examinations conducted by the University **within next five days**, to the University. The applications of the examinations conducted by the respective college / Department / Institution shall process the applications as per the manner and process defined by the University.
10. The applications for revaluation received after the last date shall not be accepted by the University under any circumstances, whatsoever.
11. Effect shall be given to the change in original marks on revaluation, as under:-
  - i. The marks obtained after revaluation shall be accepted, if the marks **awarded** to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10%) or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the candidate in the paper shall be treated as null and

void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks.

- ii. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets benefit of passing the subject / examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant Ordinances or as resolved by the examiners in the said subject.

Notwithstanding what is contained in clause 39(I) where the difference between the marks originally obtained by the candidate in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty five percent (25%) of the maximum marks assigned to that paper.

- iii. However, if the difference between the marks originally obtained by the candidate in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty five percent (25%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) be done by a third



examiner from the panel of examiners for the said subject. In such an event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject. An answer book shall also be sent for second revaluation to another examiner (third examiner) if on the first revaluation, a candidate's marks are decreased below the passing marks and in the such event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

- iv. The revised marks obtained by a candidate after revaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result will be communicated to the student(s) through notice board or website.

**THE PHOTO COPY/COPIES OF THE REVALUATED ANSWER-BOOK/S SHALL NOT BE PROVIDED TO THE EXAMINEE**

***WHEN THE STUDENT BE ADMITTED IN THE NEXT HIGHER CLASS?***

1. Pending the process of revaluation, and subject to the availability of the seats in the college, the student may be admitted to the next higher class to which he could have been admitted if, he / she had passed in the said examination or had

been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:-

- i. The student may be admitted to the next higher class to which he could have been admitted if, he / she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty his / her education, if he / she had originally obtained required passing marks in the papers in which he / she had applied for revaluation,
  - ii. The college shall be entitled to charge fees of Rs.500/- at the time of granting admission to such students to the next class before declaration of the result of the revaluation,
  - iii. Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded.
2. In case if the student is declared pass in the requisite number of the subjects on revaluation which would entitle him / her

to take admission in the next class as per the Ordinances / regulations, the provisional admission will be regularized in the college.

3. In case of the reserved category student or other students who are entitled to get the fee concession, on appropriating the amount equal to the amount of fees which the College can collect from the student and the balance amount shall be refunded to the student at the time of confirmation and continuation of his / her admission. In case of other students, the said amount shall be deducted from the total fees which the College or the institution is entitled to collect from the student as per the rules applicable.
4. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the examination of the next class however, their results of the next examinations shall not be declared if they could not pass the requisite number of the subjects on revaluation which would entitle them to take admission in the next class; and in case the student does not succeed in passing in such requisite number of subjects, their admission to the examinations of the next class, their performance and the results of the same shall be treated as null and void.

duplicate copies of their statements of marks, certificates of passing, degree certificates as well as special certificates, should produce an affidavit on a non-judicial stamp paper of Rs.100/- made in that behalf before the metropolitan magistrate or notary appointed by the government to that effect, the reason for the issue of duplicate copy of the aforesaid documents mentioning therein so also, the first information report FIR registered in the police station for the reasons whatsoever, i.e., loss, damage of the same, etc, to check the misuse of the aforesaid documents. On completion of these formalities and payment of necessary fees the required duplicate certificates will be issued to the concerned students accordingly.

“  
*Education is the movement  
from darkness to light.*  
”

- Allan Bloom

#### **DUPLICATE COPY OF MARKSHEET:**

1. Students who intend to apply for

The details of the procedure can be obtained from the examination department of the college.

**Use of Unfair Means by the students  
during the Examination**

**PROCEDURE FOR INVESTIGATION  
IN CASE OF MALPRACTICES**

1. A student who is caught talking in the class room during the examination, possession of any electronic equipment/s / mobile / smart watch or is found resorting to any of the acts listed below will be treated as case of use of unfair means.

2. The Junior Supervisor / Block Supervisor shall prepare a report about the use of unfair means resorted by the student and the student will also prepare and submit his / her statement in the format prescribed. The JS / BS shall take away the original answerbook of the student and shall issue the new answer book to the student.

3. The Senior Supervisor shall be informed of the above matter and at the end of the examination, the BS / JS shall collect the Original answer book and the new answerbook issued to the student and submit the same separately to the Senior Supervisor. The Senior Supervisor shall forward the answerbooks, his report along with the report of the JS and Statement of the Student along with the copy of the question paper in a

separate sealed envelope to the Chief Conductor who shall hand over the envelope to the Chairperson of the Unfair Means Inquiry Committee with due acknowledgement.

4. The candidate may be served a show cause notice and made aware of the charges/allegations reported against him to prepare his/her defence at the time of his/her appearance before the Unfair Means Inquiry Committee and informing him/her thereby, of the proposed action to be taken in his/her case with a request to reply to the show cause notice as to why the action proposed under it should not be taken against him/her.

5. The student may submit his/her defence in writing to the committee before or during the meeting. The reply received by the Committee from the candidate when he/she appears before it and the oral submissions / clarifications given by the student, will be considered by the Committee and the committee shall submit its final recommendation to the Principal based on the evidence before the committee.

6. The punishment finally awarded can be equal to or less than what is mentioned in the show cause notice, but not more than what is mentioned therein.

7. The College Unfair Means Inquiry Committee is a recommendatory body. The Principal has to exercise his/her power U/S



87 of the Mumbai University Act, 1974 and issue final order.

The Broad Categories of Unfair Means Resorted to by Students at the University

/College/Institution Examinations and the Quantum of Punishment for each category thereof.

Incident	Quantum of Punishment
Possession of copying material	Annulment of the performance of the student at the University/ College/ Institution examination in full. (Note: - This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.
Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
Possession of another student's answer book	Exclusion of the student from University or College or Institution examination for one additional examinations. (BOTH THE STUDENTS)
Possession of another student's answer book + Actual evidence of copying there from.	Exclusion of the student from University or College or Institution examination for two additional examination.(BOTH THE STUDENTS)
Mutual / Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations.

Incident	Quantum of Punishment
<p>Smuggling-out or smuggling-in of answer book as copying material.</p> <p>Smuggling-in of written answer-book based on the question paper set at the examination.</p> <p>Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p> <p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p> <p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>Interfering with or counterfeiting of University / College / Institution seal, or answer books or office stationary used in the examinations.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>Answer book, main or supplement written outside the examination hall or any other insertion in answer book.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>Using obscene language / violence threat at the examination center by a student at the University / College / Institution examination to Jr. /Sr. Supervisors / Chief Conductor or Examiners.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>

## On Campus Conduct

1. Every student on admission must obtain, the Identity Card which must have his/her photograph attested and wears the identity card on a person whenever he/she is on the college premises and present it for inspection on demand.
2. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the college on behalf of the University/Board or by the University of Mumbai or Maharashtra Board.
3. Students must not loiter at the corridors or on the college premises while during lectures.
4. In case of absence on account of illness, the Principal should be informed by the parents personally. On resuming the college, the student should report to the Principal along with the fitness certificate.
5. Students must not attend classes other than their own, without the permission of the Principal.
6. Smoking and consumption of alcohol in the College premises or entering the college premises, after consuming alcoholic drinks is strictly prohibited.
7. Students shall do nothing either inside or outside the College that will in any way interfere with its orderly conduct and discipline.
8. No Society or Association shall be formed in the College and no person will be invited to address a meeting without the Principal's prior permission.
9. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.
10. No student will be allowed to actively participate politics.
11. No student shall communicate any information or write about matters dealing with the College administration to the Press.
12. Students are expected to take proper care of college property and help the college authorities in keeping the premises clean. Damaging college property, e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
13. Students should not leave their books, valuables and other belongings in the classroom.
14. The College is not responsible for lost property. However, Student may make a claim for lost property at the office, if it is deposited in the College Office.
15. Students applying for certificates, testimonials, etc. which require the Principal's signature on any kind of



Incident	Quantum of Punishment
(a) Impersonation at the University/ College/ Institution examination	.Exclusion of the student from University or College or Institution examination for two additional examinations.
(b) Impersonation at the University/ College/ Institute student at S.S.C./H.S.C. any other examinations.	Exclusion of the impersonator from University or College or Institution examination for five additional examinations.
Revealing Identity in any form in the answer book by the student at the University or College or Institution examination.	Annulment of the performance of the Student at the University or College or Institution examination in full.
Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the student at the University or College or Institution examination in full.

If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

#### **Practical /Dissertation/Project report Examination.**

- (1) The Competent Authority, in addition to the above mentioned punishments may impose a fine on the student declared guilty.

Student involved in malpractices at

Practical / Dissertation/ Project report examinations shall be dealt with as per the punishment provided for the theory examination. (Note: The term “Annulment of Performance in full” includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used threat).

**STUDENTS ARE REQUESTED NOT TO RESORT TO USE OF UNFAIR MEANS.**

Exact details of the above can be obtained from the Examination Committee/ University website.

## Anti-Ragging Cell

Lords Universal College has zero tolerance policy towards ragging. The college conforms with all the guidelines related on anti-ragging and prevention of ragging issued by the UGC, University of Mumbai and Government of Maharashtra. The college has constituted an Anti-Ragging Committee and members of the Student Council also function as Anti-Ragging Squad of the college.

### WHAT CONSTITUTES RAGGING?

Ragging constitutes one or more of any of the following acts:

- i. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- ii. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- iii. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- iv. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- v. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- vii. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- viii. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- ix. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- x. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

- document or application should first contact the College office. Students should not bring any paper directly to the Principal for his/her signature.
16. If, in the opinion of the Principal, for any reason, the continuance of a student in the College is detrimental to the best interest of the College, the Principal may ask such a student to leave the College without assigning reason for his/her decision.
  17. Students joining the College are bound by the rules and regulations of the College.
  18. Insubordination and unbecoming language or misconduct on the part of a student are sufficient reasons for his/her suspension or dismissal.
  19. Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the College and Board Examinations.
  20. All College activities are organized under the guidance and supervision of the Principal and Professor In-Charge.
  21. Students must not associate themselves with any activity unauthorized by the College Principal. Stringent action will be taken against students found organizing or participating in such unauthorized activities.
  22. Students using unfair means at examinations will not be readmitted to the College. Actions will be initiated against such students as per the norms and procedure prescribed by the University of Mumbai or by the Maharashtra Board.
  23. It is the responsibility of the students to read the notice boards regularly for important announcements made by the College office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
  24. Use of mobile phones and handheld devices are not allowed on campus. If a student is found using the same, then his mobile phone shall be confiscated and shall be returned only at the end of the academic year, i.e. 30<sup>th</sup> April of the academic year.
  25. The matters not covered by the existing rules will rest at the absolute discretion of the Principal.

## **DRESS CODE**

At Lords Universal College, we believe in ensuring that the sanctity of educational institution is maintained and leave the concept of dress code to the able and thoughtful sense of the students who are well aware that the students are entering an educational institution.



## MEASURES FOR PROHIBITION OF RAGGING

- College has functional Anti-Ragging Committee comprising of teachers and students.
- Members of Student Council act as members of Anti-Ragging Squads and keep vigilance in the college premises and report to the committee any matter of ragging which comes or is brought to their notice.
- Details of the members of the Anti-Ragging Committee are displayed on the college notice board, college website and college premises.
- College premises are under CCTV Surveillance.
- Orientation of the students and sensitizing the senior students towards the new comers by the Principal and the senior staff during the orientation program.
- The institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- The application for admission, enrolment or registration must be accompanied by an Anti-Ragging affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/Guardian. (Both these Affidavits can be downloaded from

[www.antiragging.in](http://www.antiragging.in) or  
[www.amanmovement.org](http://www.amanmovement.org))

## ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a. Suspension from attending classes and academic privileges.
- b. With holding/withdrawing scholarship/ fellowship and other benefits.
- c. Debarring from appearing in any test/ examination or other evaluation processes.
- d. With holding results.
- e. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f. Suspension/expulsion from the hostel. g) Cancellation of admission.
- g. Rustication from the institution for period ranging from one to four semesters.
- h. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

# General Rules & Regulations Regarding Attendance

The University of Mumbai vide its circular no. UG/01 of 2014 dated 5<sup>th</sup> May 2014 has revised the norms for attendance. Ordinances 119, 120 and 125 are repealed and Ordinance 6086 relating to the attendance is now in force. Given below is the abstract of the revised ordinance 6086.

1. Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfills at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practical's, tutorials etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material days. Further it is mandatory for every learner to have min 50% attendance for each subject & an overall average attendance has to be 75%.

2. Students participating in sports, cultural activities, N.S.S, N.C.C, Adult and Continuing Education and Extension will be permitted full credit for lectures / practical / tutorials missed by them as a result of their participation in N.C.C / N.S.S / A.C.E.E camps, Inter-collegiate, Inter-University, State, National and International tournaments/competitions and coaching camps, training sessions organized in participation of these tournaments /

competitions. This credit shall be allowed on the basis of production of certificate of participation in such authorized activity from the concerned organizers. The same shall be submitted along with a prescribed form appended as Annexure F which shall be verified by the teacher in charge and the vice principal. This form then shall be submitted to the attendance in charge in the college office on a daily basis in case of an event held by the college or within two working days of completion of events held by other colleges.

3. The Principal of the concerned College shall be the competent authority to condone the absence of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the college, wherein it is mandatory on the committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.

4. Steps taken by College to make the Parents & the students aware of the norms of attendance & norms of granting the terms.

a) Attendance Undertaking signed by parent as well as student at the time of admission.

b) Signatures taken from students against their monthly attendance.

c) Display of monthly attendance on student notice board.

d) Monthly letters and emails sent to Parents informing of their wards attendance.

e) Conducting Periodical meeting ( at least two meetings in each semester) of the Parents of the student's with less than 75% attendance addressed by the Principal / Vice Principal / Members of the attendance Committee / Person authorized by the Principal.

f) Undertaking signed by parent as well as student during the periodical parents meeting.

5. If a student is not able to attend lectures on medical ground then he shall submit documents evidencing his illness along with an application addressing the same to the principal. The leave of absence may be granted on medical grounds subject to fulfilling the above criteria and at the discretion of the principal of the college. The details of the documents along with the rules

are mentioned on the application form (appended as Annexure H) (available on College website).

## **Attendance**

University of Mumbai vide its circular no. UG/01 of 2014 dated 5th May 2014 has revised the norms for attendance. Ordinances 119, 120 and 125 are repealed and Ordinances 6086 relating to the attendance is now in force. Given below is the abstract of the revised ordinance 6086.

### **O. \_6086: Attendance for learners:**

1. Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfills at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practical/s, tutorials etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s. Further it is mandatory for every learner to have min 50% attendance for each course & average attendance has to be 75%.

2. The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extra-curricular / co-curricular activity / competition / camp / workshop / convention / symposium / seminar etc. where the said learner is officially representing the college / University / District / State / Country with the permission of the Principal / Director / Head of the College / Institute / University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, at Sr. No 1, shall be deemed to have been attended by the said learner .

3. Without prejudice to what is stated here-in-above, the Principal/Director/Head of the concerned College/Institute/Department of the University shall be the competent authority to condone the absentee of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the said college/Institute/Department of the University, wherein it is mandatory on the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which

generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.

4. You are requested to make a note of the revised ordinance and ensure that you fulfill the norms prescribed by the University of Mumbai under O.6086 failing which you will be debarred from appearing for the Semester End Examination. Kindly note that the revised norms under O.6086 are effective and applicable from the academic year 2014-2015 for all the classes and all the courses offered by University of Mumbai.

Note: However, Hon'ble High Court in its order dated February 8, 2018 in WRIT PETITION NO.1208 OF 2017 has specified that the University has no authority to grant permission to instruct colleges to permit students with less than 50% attendance to appear for the examination and that the decision of the College Principal shall be final.

In the event that a student does not have requisite attendance, he/she shall be debarred from that semester and a list of detained students shall be displayed on the notice board at the end of the semester. The detained student can then file an appeal to the Head of the Institution/ Principal of the college within 3 days from the date of display of the list on the notice board of the college, where he shall be given a personal hearing. After the hearing the college shall display the final list of the



debarred students and communicate the same to the Controller of examination before 10 days from the commencement of the relevant Semester End Examination. The student if he/she so wishes has a right to appeal against the said decision of the college within 10 days to the Controller of Examination, University of Mumbai.

Note: As per order of the Hon'ble High Court

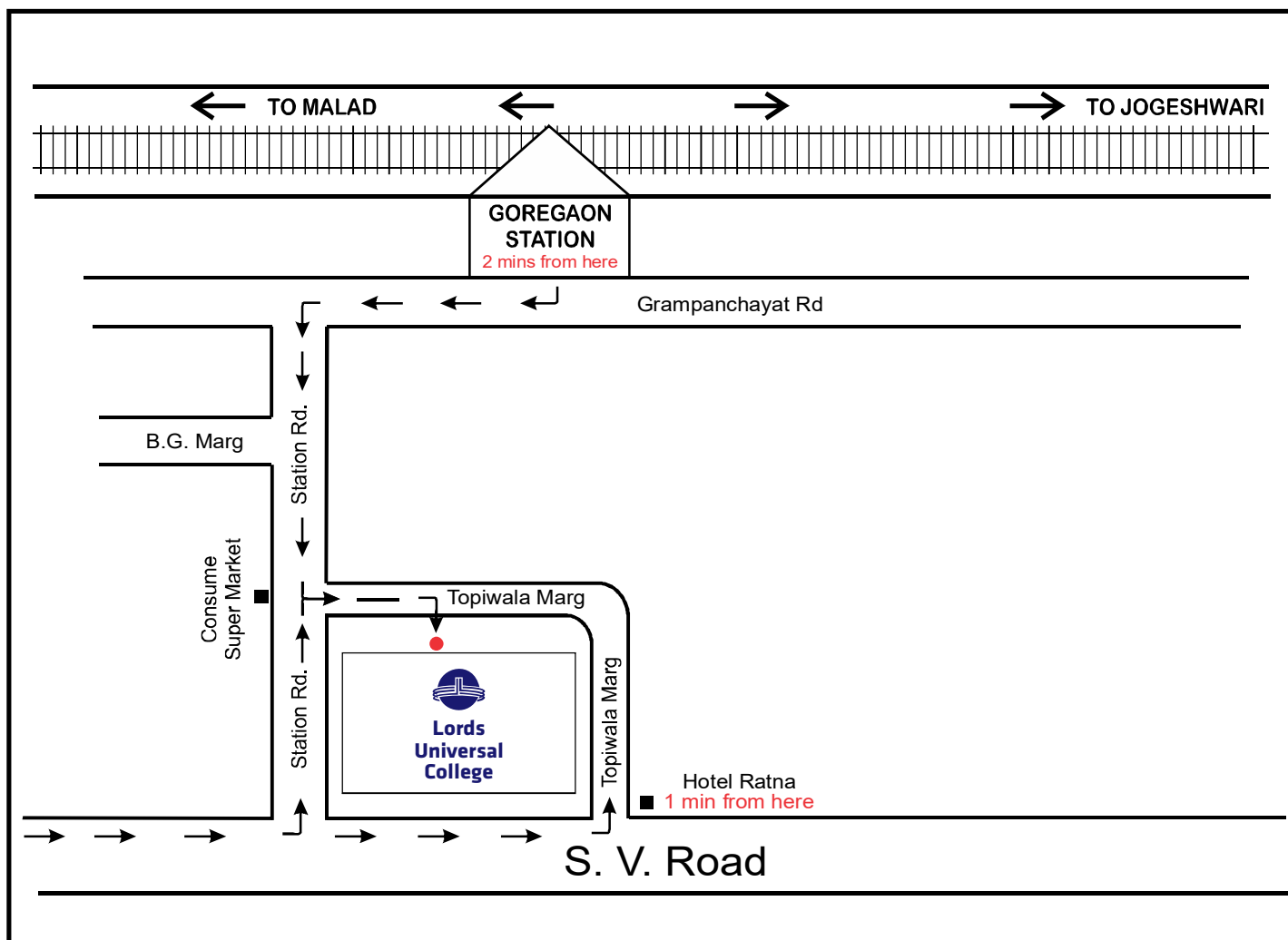
Mumbai IN Writ Petition no. 1208 of 2017, the University of Mumbai has specified that the University cannot condone the attendance of the students below 50%. Hence it is necessary that the student 75% of the lectures and/or tutorials and/or Practical for being eligible to appear for the Examinations conducted by the colleges on behalf of the University or conducted by the University.

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*Education is the passport to the future, for tomorrow belongs to those who prepare for it today.*

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