



JAI HIND SINDHU EDUCATION TRUST'S

MANGHANMAL UDHARAM COLLEGE OF COMMERCE

Pimpri, Pune - 411 017.

B.Com. / M.Com.

(Affiliated to the University of Pune)
(ID No. PU/PN/C/045/1983)



N. B. : Getting the application form or submitting
it does not mean that admission is granted.

PROSPECTUS

JAI HIND SINDHU EDUCATION TRUST'S

President	:	Mrs. Nalini Gera
Vice-President	:	Mrs. Saroj Mirchandani
Secretary	:	Mrs. Aneeshya Aurora
Treasurer	:	Mrs. Sunita Mirchandani
Member	:	Mrs. Nita Chhabria

COLLEGE COMMITTEE

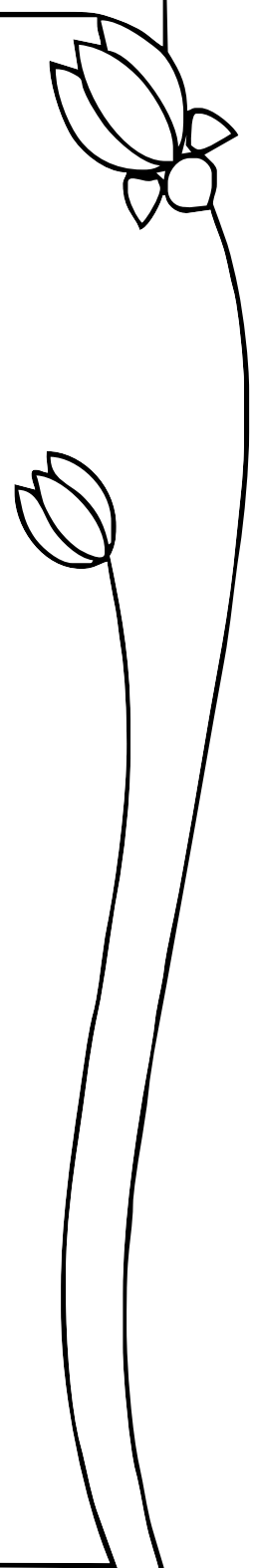
Mrs. Aruna Jethwani	:	Chairperson
Mrs. Namrata Thawani	:	Member
Mrs. Geeta Bhojwani	:	Member
Mrs. Shobhna Mirchandani	:	Member
Dr.(Mrs.) Vijayalakshmi Nambiar	:	Principal

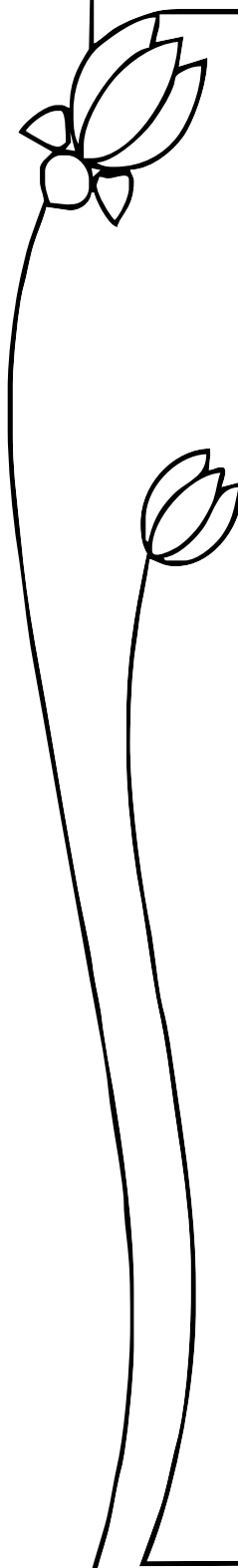
Manghanmal Udharan College Of Commerce



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Jai Hind Sindhu Education Trust's
M. U. College of Commerce
Pimpri, Pune – 411 017

OUR TEACHING STAFF

Dr.(Mrs.) Vijayalakshmi Nambiar	Principal
Dr. Varsha H. Borgaonkar	Associate Professor
Mr. Shakur Sayyad	College D.P.E.
Mr. Ashok G. Tarani	Lecturer in M. Law
Dr. Parveen S. Prasad	Associate Professor
Dr. Geetha Sivaraman	Assistant Professor
Ms. Pushpa Pamnani	Assistant Professor
Mr. Azhar A. Khan	Assistant Professor
Mrs. S. T. Nadar	Assistant Professor
Dr. Vinita D. Basantani	Associate Professor
Mr. Vishal E. Amolik	Assistant Professor
Dr. Ajit Gaikwad	Assistant Professor
Mrs. Rekha D. Chetwani	Assistant Professor
Dr. Dnyaneshwar B. Shirode	Assistant Professor
Mrs. Sunita S. Desale	Librarian
Ms. Deepa Nathwani	Lecturer for BBA
Mrs. Diya Tanwani	Lecturer for BBA
Mrs. Asmita Bhagat	Lecturer for BBA
Mrs. Bijal Thakar	Lecturer for BCA
Mrs. Kiran Patil	Lecturer for BCA
Mrs. Singdha Shukla	Lecturer for BCA
Mrs. Veronica Matharu	Lecturer for BBA (CHB)
Ms. Savita Yadav	Lecturer for BBA (CHB)

OUR NON TEACHING STAFF

Ms. Gopi H. Tejwani	Office Superintendent
Mr. Mangesh P. Argade	Head Clerk
Mrs. Madhubala H. Bathiya	Senior Clerk
Mrs. Leena K. Sable	Junior Clerk
Mr. Amit S. Kachare	Junior Clerk
Mrs. Ritika Tejwani	Lib. Assistant
Mr. Sunil Karla	Office Assistant
Ms. Jaya Samtnai	Office Assistant
Mr. Deepak P. Karve	Peon
Ms. Urmila G. Pawar	Peon
Mr. Chandrakant A. Madhurkar	Library Attendant
Mr. Baban L. Patekar	Peon
Mr. Manoj N. Lohire	Peon
Mr. Ashish D. Karve	Peon
Mr. Rajendra Kachare	Peon

COLLEGE OFFICE TIME

Monday to Friday: 9.30 a.m. to 5 p.m.
For students' transactions: 9.30 a.m. to 12.30 p.m.
Saturday: 8.30 a.m. to 1.00 p.m.
For students' transactions: 9.00 to 11.30 a.m.

Changes in office timings, if any, will be put up on the notice board.



ANTI RAGGING MEASURES

The college would take strict actions against those found involved in ragging. These actions would be as per the norms set by the University of Pune and include punishment ranging from fines and warning to filing a First Information Report (FIR) and rustication of those found guilty of the said offence depending on the severity of the act of ragging. The action would be based on the inquiry carried out by the Anti Ragging Committee. The action would be decided by the Anti Ragging Committee in consultation with the college Management.



As per Circular no. 106/98-99, University of Pune, dated 07.05.1998, consumption of Tobacco, Gutkha and smoking have been strictly prohibited in the college campus affiliated to the University.

Jai Hind Sindhu Education Trust's
M. U. College of Commerce,
Pimpri, Pune – 411 017
Linguistic (Sindhi) Minority College
(English Medium)

1. Welcome :

Welcome to the Manghanmal Udharam College of Commerce. Welcome to a happy and creative time of your life in this college that wishes to lay the foundation of your intellectual, aesthetic and moral life in future.

1.1 Your College :

The College was inaugurated by the Ex-governor of Maharashtra His Excellency Idris H. Latif, in July 1983. Our College Premises cover a total area of 8000 sq.ft . Our building has well-lit, spacious and airy rooms with a separate library of steadily growing collection of books and periodicals of both academic and general interest to cater to the diverse needs and tastes of our faculty and students alike. Our students can also avail of facilities for vigorous physical sports such as football, cricket, table tennis, volley ball and badminton. Our endeavour is to ensure the total welfare of our students to enable them to develop their qualities of leadership and academic excellence. The well qualified and painstaking faculty of our college take care of the curricular and extracurricular activities. Our College has been achieving good results consistently. The College got Permanent Affiliation from the University of Pune in 1995.

1.2 An Oasis of Hope :

A college is what its students make it. This is your college and you would like to , make it a well - reputed institution. In order to do so, you will need to ask your selves why exactly you want to enroll in the college. A good educational institution is an oasis of hope. A college is solemn place with a serious purpose to serve : It is the purpose of man- making and through it nation building. Each student who enrolls is thus a future pillar of the nation. He is given proper shape and sensibility by the teachers who are architects, well-qualified in their art. So, a college is a place of education for life, and not merely a coaching shop for a graduate degree.

1.3 Some Questions:

You are often told that a degree college enrolls you for Higher Education. Have you ever considered such questions as:

- 1 What is "Higher" in higher Education?
- 2 Is it merely graduation oriented?
- 3 Is it only riddance from Uniforms?
- 4 Is it only increased liberty without increased responsibilities?
- 5 Is it only fashionable dresses, not attending classes, canteen comforts and enjoyment?

Well, a college which imparts higher education is something much more than this, far beyond this. Essentially, a college is a centre for excellence. It is a cradle of culture, an island of sanity and patience, for excellence is the result of hard work and a desire for high quality.

These are not only high sounding pharases. They attempt to spell briefly the philosophy of

higher education. Give them a serious thought when you enroll. That will mentally equip you to make your sojourn on the college campus a happy, fruitful and creatively memorable experience.

1.4 Expanding Horizons of Extra Curricular Activities:

Our college has been inculcating in our students the qualities of dedication, initiative and decision-making through the National Service Scheme. We have plans for liaison with various cultural and social organisations, educational-institutions, and leaders in different walks of life, to enable our students to perceive an integrated environment. We also try to develop in our students an awareness of "domestic" and "international" issues through varied programs of lectures, symposia, seminars, quiz., educational films, etc.

2. Courses:

Our college is a single faculty college, imparting education in commerce. The college is strictly English medium. We also offer Post Graduate degree in commerce. In addition to this the college also runs three year professional degree courses in Business Administration (BBA) and Computer Application (BCA). Information about the said courses is available in separate prospectus.

Bachelor of Commerce:

Students at the First Year would offer seven subjects, Six subjects in Second Year and Five subjects (Six papers) in the Third year.

Sr. No.	F.Y.B.Com(7 Subjects) Compulsory Subjects	S.Y.B.Com (6 Subjects) Compulsory Subjects	T.Y.B.Com (5 Subjects)(Six Papers) Compulsory Subjects
1.	Functional English	Principles and Functions of Management	Business Regulatory Framework
2.	Financial Accounting	Corporate Accounting	Advanced Accounting
3.	Business Economics	Business Economics	Indian & Global Economic Development
4.	Mathematics and Statistics	Business Communication	Auditing and Taxation
5.	Marketing and Salesmanship	Elements of Company Law A compulsory course in Environmental Awareness	-- --
	Optional Subjects	Special Paper – I (Any One)	**Special Paper – II and III (As selected at S.Y.B.Com)
6.	Office Management OR Fundamentals of Banking and Finance	Cost and Works Accounting OR Banking & Finance OR Marketing Management OR Business Entrepreneurship	Cost and Works Accounting OR Banking & Finance OR Marketing Management OR Business Entrepreneurship
7.	Additional English OR Hindi OR Sindhi	--	--

*(** Under no circumstances, will the students be allowed to change their optional subject at the Third Year level. Optional subjects chosen at the Second Year level would continue even at the Third Year. The college reserves the rights to decide the terms, such as fixing the cut off marks, while allotting an optional subject at the Second year.)*

3. Admissions:

Admissions to the First Year classes are strictly according to merit and are as per the rules and regulations of the Government of Maharashtra and the University of Pune.

1. Admission and enrolment is strictly by order of merit and not on first come first served basis.
2. Getting the prospectus and submitting the form does not mean that admission is secured.
3. Until fees are accepted, receipted and the admission form is signed by the Principal/equivalent authority, enrolment and admission is not secured.
4. Admission for the SC/ST/OBC etc. candidates will be by merit only and as per the privileges that a minority institution has.

3.1 Eligibility:

No candidate shall be admitted to the First Year B.Com unless he/she has passed the Higher Secondary Examination of the Maharashtra State Board of Higher Secondary Education or Equivalent examination of any other statutory Board or University.

To seek admission at the Second Year B.Com he/she would have to successfully pass his/her First Year. ATKT rules are applicable as per the guidelines issued by the University of Pune from time to time.

A student can be in the Third Year B.Com provided he has completed First Year B. Com. No student would be allowed admission in the Third Year if he has failed in any paper of First Year. ATKT for admission in the Third Year is applicable as per the guidelines of the University of Pune.

3.2 Admission Procedure:

1. Students, including those who were on the roll of the college during the previous year, are required to obtain a prospectus. The prospectus contains an admission form in it.
2. Duly filled admission form alongwith full fees and necessary documents are to be submitted to the office.
3. For admission at **F.Y.B.Com necessary documents** include: a) Original Statement of Marks (HSC) and Attested Two photocopies of the same, b) Leaving certificate issued by the junior college (Original and attested two photocopies), c) Two Photographs (Identity Card Size), d) Caste certificate, if applicable, e) Income certificate for obtaining concession in fees.
4. For admission at **S.Y.B.Com necessary documents** include: a) Original Statement of Marks (F.Y.B.Com Original and One attested photocopy) b) Two Photographs (Identity Card Size), c) Caste certificate, if applicable, d) Income certificate for obtaining concession in fees.
5. For admission at **T.Y.B.Com necessary documents** include: a) Original Statement of Marks (F.Y. and S.Y.B.Com Original and One attested photocopy each) b) Two Photographs (Identity Card Size), c) Caste certificate, if applicable, d) Income certificate for obtaining concession in fees.

3.3 Fee structure and other related fees:

Particulars	Fees (F.Y.B.Com)	Fees (S.Y.B.Com)	Fees (T.Y.B.Com)
Tuition Fees	800	800	800
Library Fee	100	100	100
Students Activities Fees (Gathering, Prize Distribution Prog. I-Card, Test, Tutorial, Magazine)	1000	1000	1000
Gymkhana Fee	100	100	100
Eligibility Fees	300	0	0
Eligibility Form Fees	60	0	0
Admission Fees	20	20	20
Students Welfare Fees	50	50	50
Computerization fees	30	30	30
Development Fees	125	125	125
Registration Fees	25	25	25
Pro-Rata (Ashwamegh)	40	40	40
Disaster Management	20	20	20
Library Deposit	200	100	100
Caution Money (for new admission)	100	0	0
Medical Exam.	40	0	0
Practical Fees	40	80	120
Library Fees	100	100	100
S.I.S.I. Fees	10	10	10
Short Term Course Fees	200	200	200
Security Charges	100	100	100
Personnel Fees	200	200	200
Term End Exam. Fees	300	0	0
Alumni Fees	0	0	100
Total fees	3960	3000	3140

- **Short term courses :** Short term courses are introduced in the college at the F.Y., S.Y. and T.Y.B.Com. These courses are made available at a nominal fee of Rs 200/- and students are required to pay the same at the time of admission.

4.1 Practical examination :

There will be practicals & practical examination of 20 marks of the following subjects & classes:

F.Y. B. Com.

- a) Financial Accountancy
- b) Viva Voce of 20 marks for Functional English at the end of the term
- c) Annual oral examination of 10 marks for Hindi (vernacular)

S. Y B. Com

- a) Costing / Banking / Marketing / B. E. Paper
- b) Business Communication

T. Y. B. Com

- a) Costing / Banking / Marketing / B. E. Paper II & III
- b) Auditing & Taxation

4.2 Rules of ATKT:

- a. Students appearing for T.Y.B.Com should pass all papers of F.Y B.Com i.e backlog of first year examination is not allowed while appearing for Third Year examination.
- b. However students failing in two theory courses and one practical examination at F.Y. B.Com can appear for S.Y. B.Com examination.
- c. Students failing in two theory courses and one practical examination at S.Y.B.Com can appear for T.Y.B.Com

4.3 Standard of passing:

The candidate who secures at least aggregate 40 marks out of 100 in the annual examination shall be declared pass provided he/she scores a minimum of 32 marks in the University exams.

4.4 Award of class :

For B.Com degree the final award of class will depend on the aggregate marks in the Second and the Third year B.Com examination and the award of class shall be as under:

Percentage	Class
70 and above	I st with distinction
60 and above but less than 70	I st
55 and above but less than 60	Higher second
50 and above but less than 55	II nd
40 and above but less than 50	Pass
Less than 40	Fail

5. Other facilities for the students:

5.1 Library:

The most important learning aid to the students is the library. Our library has a separate building and the ground floor of the building is strictly meant for the library. Our library contains reference books that are recommended for several post graduate and professional courses.

In addition to this there are various journals and magazines that our library subscribes to. Both U.G. and P.G. students have access to these journals and reference books under the supervision of the librarian. These books and journals can be issued for a period of a day to a week depending on demand for these books and journals. Book Bank facility is also available.

Library Timings:

<u>Monday to Friday:</u>	8.30 a.m. to 5 p.m.
Book Issue for students:	11 a.m. to 1 p.m.
<u>Saturday:</u>	8.30 a.m. to 2.00 p.m.
Book Issue for students:	9.30 to 11 a.m.

Days for Book Issue

1.	F.Y.B.Com	Every Monday and Thursday
2.	S.Y.B.Com	Every Tuesday and Friday
3.	T.Y.B.Com	Every Wednesday and Saturday

Changes in Library timings, if any, will be put up on the notice board.

5.2 Physical Education and N.C.C.:

A separate gymkhana office is earmarked on the 1st floor of the college where the students can meet the director of physical education. Various sports equipments ranging from a simple table tennis ball or chess board to base ball bats are made available to the students.

We offer a separate table tennis room for the students to play table tennis. A volley ball court is also ready to play on which students practice regularly.

Students also have the facility of gymkhana instruments such as the bench press, dumbbells etc.

Physical Training:

Physical Training is compulsory for all students of the First Year B.Com. course. Students not attending the training as per the schedule are liable to lose their terms.

However there are exemptions from the same if students are representing the college in some sports, have joined NCC or NSS. Exemptions from P.T. Parades may also be granted on any of the following reasons:

1. Physically Handicapped

2. Long distance: If the student stays at a distance more than 10 k.m. from the college.

Students desiring Exemption from attendance must apply, for necessary permission, to the principal through the Director of Physical education. Exempted Student will be required to give annual P.T. Examination test.

All the F.Y. students must attend the flag Hoisting programme on Independence Day and Republic Day in the college.

5.3 N.S.S. :

The College has a separate N.S.S unit. This unit, which comprises both boys & Girls. It is involved in various social activities. The college N.S.S. unit aims at spreading social awareness among the students & residents around.

The college N.S.S. unit holds Annual Winter Camp for 7 days in a village adopted by the college N.S.S. Unit. During the camp as well as during the entire year a series of lectures & other developmental activities are arranged.

It is a good activity from the point of view of social commitment and personality development & we are proud that our college is doing the work sincerely. A student who completes 2 years of N.S.S. and one winter camp is entitled to a benefit of additional marks under Ordinance 0.163 of the University of Pune.

5.4 Competitive Examination Centre :

Our college has a recently started a competitive examination centre. The CEC offers guidance to students that wish to appear for competitive examination. The college library has developed a good collection of books to cater to the requirements of the students that prepare for the competitive exams.

The centre was successful in guiding as many as 40 students for the examination conducted by the Reserve Bank of India titled 'Young Scholars' in 2010-11. One from out of those 40 cleared the examination.

5.5 Career Guidance and Placement Cell :

The college organizes a number of workshops, symposia and seminars on topics that are essential from the view point of their future career. This is with the intent of enabling them to get some jobs. A lot of students take advantage of this facility.

5.6 Earn while Learn Scheme :

Under the aegis of Students' welfare our college runs the earn while learn scheme. Financially needy students can avail this scheme and help themselves to be on their own without straining the financial resources of the family. The students under this scheme are expected to work for some hours on the college campus and are paid for the same. This scheme is implemented on the guidelines set by the University of Pune and as per the rules and regulations of the University of Pune.

5.7 Alumni Association:

Our College has set up an alumni association. The association is active and is looked after by the internal Alumni committee consisting of college staff. This association is looking forward to establishing a good rapport between the college and the past students so that the existing students can be helped by them in their placements and project work.

Commerce Association :

The objective of the Commerce Association is to extend practical learning to the students through guest lectures and active participation in related events.

Vidyarthini Manch :

Vidyarthini Manch is an important forum in the college and it is exclusively meant for the interest of the girl students.

Debate Elocution and Public Speaking :

Our college has debate and elocution club where students are encouraged and trained to participate in debate and elocution and essay writing competition in the college as well as at Inter - collegiate and University level.

Economics Association :

The college has an Economics Association through which various activities such as Seminars, Workshop, Study Tours, Quiz, etc are conducted which enhance the academic as well as practical skills of our students.

5.8 Canteen:

On campus canteen adjacent to the college building takes care of the eating needs of the students.

5.9 Special Prizes:**1. Finolex Rolling Trophy :**

Shri P. P. Chhabria, Chairman, Finolex Cable has been kind enough to institute a "Finolex Best Student of the year" Rolling trophy M. U. College from the year 2005 -2006 onwards. For this purpose he has donated Rs. 25,000/- to our sponsoring Body, Jai Hind Sindhu Education Trust. Accordingly an attractive Trophy with replicas has been prepared. The First Winner was Ms. Trupti Prakash Pise of T. Y B. Com . The Trophy was given to her at the hands of eminent Advocate Shri Ram Jethmalani, MP and former Central Minister for Law and Company Affairs.

2. Trophy by the Institute of Sindhology :

The Institute of Sindhology has also instituted a trophy for Essay / Elocution Competitions in the Sindhi language on any aspect of Sindhi History, life Culture and language.

5.10 Right of Information :

Mrs Nalini Gera, President of the Jai Hind Sindhu Education Trust, is the Appellate Authority. The office is : C/o. Jai Hind High School, Pimpri, Pune - 411017. Ph.: 27413202. For the College is the Principal, M.U.C.C. Ph. 27413943.

5.11 Medical Check up:

Medical checkup is compulsory for all F.Y. B. Com. students according to the university directive. Defaulters can be detained from appearing for the final Examination.

5.12 Students' Council:

A students' council is formed as per the provisions of the Maharashtra Universities Act, 1994.

5.13 Cell against Sexual Harassment of Women :

As per the guidelines of the University of Pune our college has formed a cell against sexual harassment of women.

6. Scholarship and Freeship:

The students can avail various scholarships that are made available by various agencies such as the state and the central government by applying through the college. A table indicating various scholarships and freeships is given below:

S.No.	Scholarship	Who can avail?	Documents required
1	For the Backward Class	S.C and S.T. with annual income of parents Rs 1,00,000· N.T. , OBC, SBC with annual income of parents less than Rs 1,00,000	Mark List School Leaving Caste Certificate· Parents' Income Certificate
2	Freeship for the Backward Class	S.C,S.T,N.T. , OBC, and SBC with annual income more than Rs 1,00,000	Mark List School Leaving Caste Certificate Parents' Income Certificate
3	For wards of Primary and secondary school teachers.	Either father or mother should be primary or secondary school teacher	Certificate of Service from the school Education officer's signature Mark sheet
4.	For wards of Ex -servicemen	Father should be an ex-serviceman	Application form alongwith a certificate from welfare office.
5.	For EBC	Deserving students as per the directive of the Govt.	Income certificate from a competent authority.
6.	National Scholarship for the Handicapped	--	Medical Certificate from a government hospital Income Certificate Mark sheet Photograph
7.	Govt. Open Merit	First Class in qualifying examination	Mark Sheet
8.	National Merit	First Class in qualifying examination	Mark Sheet Income certificate

There are many other scholarships made available by different agencies. Information, in the interest of the students, about the same would be displayed on the notice board from time to time.

For all the above mentioned scholarships students are required to submit the necessary documents well within the stipulated time.

7. Other related guidelines for the students:

Our college authorities have framed rules pertaining to your studies and conduct. You are required to abide by these rules mentioned below:

1. Class attendance should not be less than 75 % which is compulsory for granting term.
2. You are also expected to appear for and answer all tests, tutorials and examinations, as per the instructions of your lecturers.
3. Inform your guardians/parents regularly about your academic progress, and other conditions in general.
4. Students must wear their own identity card while on campus. They should keep it worn for the entire duration while they are on the campus. Admission in the main building would be denied if the students fail to wear the identity card.
5. Terminal Examinations are compulsory. Attendance at all the papers is compulsory.
6. You must go through all the notices, regarding the time-table, University and College examination, extra-curricular activities, scholarships etc., put up on the notice board from time to time. Loss of any advantage due to your negligence in the above cases will be your responsibility.
7. All your vehicles must be parked in the parking place provided for. Any failure in this regard will result in confiscation of your vehicle. The vehicle may be returned on the payment of a fine of Rs. 100/- per failure.
8. Any change in local or permanent address must be immediately intimated to the office to facilitate correspondence.
9. Under no circumstance will you be allowed to smoke anywhere on the college premises. Violation of this rule can result in strict disciplinary action against you.
10. In case you do not have any class, attend the library. You are not supposed to loiter in the corridors of the college premises.
11. If you cause any loss or damage to our college property with or without intention you are liable to pay in full for the same. Your caution money deposit will also be forfeited for this purpose.
12. The annual social function /prize distribution will be organised in the college premises only.
13. Only educational / industrial excursion will be permitted to be organised, subject to convenience.
14. Utmost cleanliness has to be maintained by every student in the college.
15. The Principal may debar any student for the following reasons :
 - a) Absence over a long period without genuine reason for the same.
 - b) Unsatisfactory academic progress.
 - c) Any misconduct / misbehavior or act of indiscipline.

16. Picnic & Annual Day:
 - * The college does not undertake to organise any picnic, outing, excursion, except for academic purpose as per rules.
 - * Annual social day and all cultural functions will be celebrated on the college campus only.
17. No sponsorships are accepted except for organisation of seminars, conferences of academic nature.
18. Under an Act of the state Government ragging in any form among students is criminal act and punishable, appropriately.
19. For any emergency regarding health matters students may seek medical aid from Jijamata Hospital which is near the College.
20. Students must preserve all the fee receipts as the same may be required at the time of claiming refunds.
21. Use of mobile phones in the class rooms, college and library building is strictly prohibited. Students would face strict action if found violating this rule.

8. A Note for the parents :

Dear Parent

You are well-aware of the fast social changes around us. The T. V. has noticeably started shaping and dominating the tastes, manners and behaviour of the young generation. Your ward is with us only for a couple of hours every day and for a much longer time with his friends, in the society and out of the home when different good and bad forces keep influencing him.

Youth, you will agree, is a formative time of life. Therefore we specially request you to play an active role in shaping your ward's life. For this we particularly want you to do atleast the following:

- * Please check from time to time that your ward goes to college regularly and attends lectures/classes in the college (Please note that the tendency to remain absent or not sit in the class is increasing in the student community)
- * Please get to know your ward's friends personally and make sure that they have no bad habits like smoking, eating tobacco, pan-masala or consuming drugs etc. Companions make or mar character.
- * Make sure that your ward reads the college Notice Board regularly as all instructions and notices are regularly displayed on the Notice Board only.
- * Make sure that your ward appears for all college examinations sincerely and regularly (failing which punishment, penalty are likely to be imposed)
- * Communicate with your ward regularly and feel free to discuss with us your suggestion, observations, and problems.
- * We have to work together and vigilantly to help the young people develop into ideal pillars of the nation.

.....**M.Com**.....

9. Introduction :

The P.G. Course in M. Com. was started in the academic year 1993-94. The P. G. Centre was formally inaugurated by the then Vice- Chancellor of Pune University Dr. S. C. Gupte on 7th January 1994.

The M.Com. Course will be of Two years duration consisting of Two parts i.e. Part I and Part II Each part is Two Semester. Thus the M.Com Course is of Four Semesters. Each Semester there will be Four Papers of 100 marks each. Thus The M.Com. Degree will be of 1600 Marks.

List of Special Subjects :

Our college offers specialization in Business Administration and Advanced Cost Accounting and Cost System. Students are required to select any one subject as their special paper. The list of 8 papers to be taught in four semesters as special papers is given below.

Business Administration :

- Paper 1 : Production and Operation Management
- Paper 2 : Financial Management
- Paper 3 : Marketing Management
- Paper 4 : Financial Policies and Practices
- Paper 5 : Human Resource Management
- Paper 6 : Organizational Behaviour
- Paper 7 : Recent Advances in Business Administration
- Paper 8 : Project Work / Case Studies

Advanced Cost Accounting and Cost System :

- Paper 1 : Advanced Cost Accounting
- Paper 2 : Costing Techniques and Responsibility Accounting
- Paper 3 : Application of Cost Accounting
- Paper 4 : Cost Control and Cost System
- Paper 5 : Cost Audit
- Paper 6 : Management Audit
- Paper 7 : Recent Advances in Cost Accounting and Cost System
- Paper 8 : Project Work / Case Studies

Savitribai Phule Pune University has introduced three credit papers for M.Com

- Paper 1 : Human Rights
- Paper 2 : Shop floor officer - Retail
- Paper 3 : Cyber Law and Cyber Security

It is compulsory for all the students to complete these courses in 2 years.

10. Admissions

a. Eligibility:

The student who has passed any degree of this University or any other recognized University shall be admitted to M.Com. Course.

b. Fee structure:

	Particulars	M.Com. I	M.Com. II
1	Tuition Fees	5900.00	5200.00
2	Library Fees	125.00	125.00
3	Student's activities Fees (Gathering, Prize, Distribution Prog., I-Card, Test, Tutorial, Magazine)	1000.00	1000.00
4	Gymkhana Fees	100.00	100.00
5	Eligibility Fees	300.00	0.00
6	Eligibility Form Fees	60.00	0.00
7	Admission Fees	30.00	30.00
8	Student's Welfare Fees	50.00	50.00
9	Computerization Fees	30.00	30.00
10	Development Fees	125.00	125.00
11	Registration Fees	25.00	25.00
12	Pro-rata Fees (Ashwamegh)	40.00	40.00
13	Disaster Management Fees	20.00	20.00
14	Library Deposit	200.00	0.00
15	Caution Money	100.00	0.00
16	S.I.S.S. Fees	10.00	10.00
17	Security Charges	100.00	100.00
18	Personnel Fees	200.00	200.00
19	Administration Charges	300.00	300.00
20	Seminar Fees	200.00	200.00
21	College Devop. Fees	500.00	500.00
22	Termend Exam. fees (for 2nd Sem.)	600.00	600.00
	Total Fees	10015.00	8655.00

c. Mode of payment :

- a. Fees will be accepted in three installments only.
- b. Fees are subject to revision.

d. Cancellation of admission and refund of fees :

A candidate cancelling his/her confirmed admission will be entitled to receive the refund of fees after deducting the amounts as indicated below except otherwise prescribed by the State Govt. / University /Competent Authority.

Sr. No	Time of Cancellation	Amount to be deducted
1	From 1st day to 10 days from the date of securing admission	20% of the total fees
2	From 11th day to 30 days from the date of securing admission	40% of the total fees
3	After 30 days	100% of the total fees

e. Fees for the students outside Maharashtra:

Students who are from out of Maharashtra State will have to pay double the tuition fees and foreign students will have to pay five times the fees.

Pedagogy :

There will be 4 lectures of 60 minutes each per week per paper. The College / Department is free to arrange for teaching of part 1 or 2 or both the parts simultaneously.

11. Examination:

For each Paper, there will be mid Semester Examination of three hours duration of 60 Marks, (to be converted and expressed out of 20). The Semester Examination will be of three hour duration and would carry 100 marks, which will be converted and expressed out of 80 marks for regular students. The Mid-Semester Examination will be conducted once in the each Semester.

The candidate will be allowed to join Part II of M. Com course irrespective of the number of backlogs in the First and Second Semester.

Project work :

- a) For regular students Project Work is compulsory.
- b) Project Viva-voce will be conducted at the end of IVth Semester before the Theory Examination. There will be an Internal and External Examiner appointed by the University and it will be conducted as per the University rules and regulations.

c) Project Work will be of 100 marks, classified as below:-

Project Report Writing	60 Marks
Project Viva-Voce	40 Marks
Total	100 Marks

d) Project Work should be done individually by the candidate in consultation with Project Guide. Student should take guidance from Internal Guide and prepare Project Report in Two copies to be submitted to the concerned teacher. The Project Report shall consist about 50 to 60 Pages.

e) **Standard of passing:**

A candidate is required to obtain 40% marks in each course. Separate passing in mid semester (i.e. securing 8 out of 20) and end semester (i.e. securing 32 out of 80) is compulsory.

f) **Award of class:**

For M.Com degree the final award of class will depend on aggregate marks obtained by students in all the sixteen papers at Semester I, II, III, and IV together and the award of class shall be as under:

Percentage Class

70 and above	I st with distinction
60 and above but less than 70	I st
55 and above but less than 60	Higher second
50 and above but less than 55	II nd
40 and above but less than 50	Pass
Less than 40	Fail

g. **Improvement:**

A candidate passing M. Com. Examination will be allowed for improvement of performance scheme. The scheme is meant to improve the percentage of marks scored by him/her.

The improvement of performance shall be allowed only at the annual examination.

12. Prizes instituted by the Trust and other prizes:

1. M. U. Trust first prize of Rs. 4,000/- for securing the highest marks at T.Y.B. Com examination.

2. M. U. Trust prize of Rs. 3000/- for securing the second highest marks at T. Y. B. Com examination.
3. M. U. Trust prize of Rs. 2000/- for securing the third highest marks at T. Y. B. Com examination.
4. The late Mrs. Mangla Suresh Kondhalkar prize of Rs. 11000/- for securing the highest marks in accountancy at T. Y. B. Com examination.
5. The late Revachand Bhojwani prize of Rs. 250/- for securing the highest marks in accountancy at T. Y. B. Com examination.
6. Ms. Meena Chavan Prize of Rs. 101/- for getting the highest marks in Economics at T. Y. B. Com examination.
7. Mrs. Meena Chavan Prize of Rs. 200/- for securing highest marks in Auditing & Business Taxation at T. Y. B. Com examination.
8. Mr. A. G. Tarani Prize of Rs. 500/- for securing the highest marks in Mercantile Law at T. Y. B. Com examination.
9. Late Mr. S.D Deshmukh Prize of Rs. 500/- for securing the highest marks in Costing II at T. Y. B. Com examination.
10. Dr. (Mrs.) V.Nambiar Prize of Rs. 500/- for securing the highest marks in Accountancy at S. Y. B. Com examination.
11. Ms. Pushpa Pamnani Prize of Rs 150/- for getting second highest in Accountancy S. Y. B. Com examination.
12. Late Mrs. Nirmala P. Borgaonkar Prize of Rs. 500/- for highest in Costing at S. Y. B. Com examination.
13. Ms. Pushpa Pamnani Prize of Rs. 500/- for highest C. Law at S. Y. B. Com examination.
14. M. U. College Prize of Rs. 201/- for getting the highest marks at S. Y. B. Com examination .
15. Mrs. V. H. Borgaonkar Prize of Rs.500/- for securing highest in EVS at S. Y. B. Com. examination.
16. M. U. College Prize of Rs. 201/- for getting the highest marks at F. Y. B. Com Examination .
17. Mrs. V. H. Borgaonkar Prize of Rs.500/- for securing highest in Maths at F. Y. B. Com. examination.
18. Ms. Pushpa Pamnani Prize of Rs. 150/- getting the second highest in Maths at F.Y.B.Com. examination.
19. The late Mr. Bhojraj Khatwani Prize of Rs. 250/- for securing the highest marks in Accountancy at F. Y. B. Com examination.

20. M. U. College Prize of Rs. 251/- for getting highest marks in Sindhi at F. Y. B. Com examination.
21. The late Revachand Bhojwani prize of Rs. 250/- for Securing Highest marks in Additional English F. Y. B. Com examination.
22. Dr. (Mrs.) V. Nambiar Prize of Rs. 1000/- for securing the highest marks at M. Com examination.
23. M. U. College Prize of Rs.300 for 1st Highest Marks in T.Y.B.B.A (Sem-VI) examination.
24. M. U. College Prize of Rs.200 for 2nd Highest Marks in T.Y.B.B.A (Sem-VI) examination .
25. M. U. College Prize of Rs.300 for 1st Highest Marks in T.Y.B.B.A (Sem-V) examination.
26. M. U. College Prize of Rs.200 for 2nd Highest Marks in T.Y.B.B.A (Sem-V) examination.
27. M. U. College Prize of Rs.300 for 1st Highest Marks in S.Y.B.B.A (Sem-IV) examination.
28. M. U. College Prize of Rs.200 for 2nd Highest Marks in S.Y.B.B.A (Sem-IV) examination .
29. M. U. College Prize of Rs.300 for 1st Highest Marks in S.Y.B.B.A (Sem-III) examination.
30. M. U. College Prize of Rs.200 for 2nd Highest Marks in S.Y.B.B.A (Sem-III) examination.
31. M. U. College Prize of Rs.300 for 1st Highest Marks in F.Y.B.B.A (Sem-II) examination.
32. M. U. College Prize of Rs.200 for 2nd Highest Marks in F.Y.B.B.A (Sem-II) examination.
33. M. U. College Prize of Rs.300 for 1st Highest Marks in F.Y.B.B.A (Sem-I) examination.
34. M. U. College Prize of Rs.200 for 2nd Highest Marks in F.Y.B.B.A (Sem-I) examination.
35. M. U. College Prize of Rs.300 for 1st Highest Marks in T.Y.B.C.A (Sem-VI) examination.
36. M. U. College Prize of Rs.200 for 2nd Highest Marks in T.Y. B.C.A (Sem-VI) examination .
37. M. U. College Prize of Rs.300 for 1st Highest Marks in T.Y. B.C.A (Sem-V) examination.
38. M. U. College Prize of Rs.200 for 2nd Highest Marks in T.Y. B.C.A (Sem-V) examination.
39. M. U. College Prize of Rs.300 for 1st Highest Marks in S.Y. B.C.A (Sem-IV) examination.
40. M. U. College Prize of Rs.200 for 2nd Highest Marks in S.Y. B.C.A (Sem-IV) examination .
41. M. U. College Prize of Rs.300 for 1st Highest Marks in S.Y. B.C.A (Sem-III) examination.
42. M. U. College Prize of Rs.200 for 2nd Highest Marks in S.Y. B.C.A (Sem-III) examination.
43. M. U. College Prize of Rs.300 for 1st Highest Marks in F.Y. B.C.A (Sem-II) examination.
44. M. U. College Prize of Rs.200 for 2nd Highest Marks in F.Y. B.C.A (Sem-II) examination.
45. M. U. College Prize of Rs.300 for 1st Highest Marks in F.Y. B.C.A (Sem-I) examination.
46. M. U. College Prize of Rs.200 for 2nd Highest Marks in F.Y. B.C.A (Sem-I) examination.

Scholarship for Best Outgoing Sports

1. Director of Physical Education Trophy Rs 250/- each .

13. University Ordinance 0.157. Maintenance of discipline and good conduct by students (Under Section 87 and Section 39 (III) of the Poona University Act, 1.974).

1. Every student, during term of the course, shall be under disciplinary jurisdiction of the Competent Authority which shall take appropriate action, in case of indiscipline misconduct on part of the student.

The Ordinance came in to force w.e.f. 20 th May, 1988

2. Definitions : In this Ordinance unless the context otherwise requires.
 - i) 'Student' means and includes a person who is enrolled as such by the University, Affiliated College or Recognised Institutions for receiving instruction and or quailing for any degree or diploma or certificate of the University.
Note : This includes External Students also.
 - ii) Institution, means and includes University / Affiliated College / Recognised Institutions, as the case may be inclusive of Campus, Hostels, Play-grounds, Laboratory, Libraries, Gymnasium thereof.
 - iii) 'Competent Authority' for the purposes of the ordinance means and includes Head of the Teaching Department of the University. Principal of the Affiliated college, Head of the Recognised Institution, for the concerned for external students. Provided in respect of mis-conduct regarding University examination, Executive Council shall only be Competent Authority.
3. Obligations of the Students : Every student, shall all times,
 - i) Conduct himself properly,
 - ii) Maintain proper behavior.
 - iii) Observe strict discipline both within the campus of the Institution, Hostel and also outside. in Buses. Railways Trains or at public place, or at Picnic on Educational Trips arranged by the Institution or at Play ground.
 - iv) Ensure that no act of this consciously or unconsciously brings the Institution or any establishment or authority connected with it into disrepute.
 - v) Shall not lodge any complaint or make representation regarding any matter connected with Institution to press or other outside Institution agency etc. without forwarding the same through the Head of the concerned Institution.

4. Any act a student which is contrary to the provision of clause (3) shall constitute-misconduct and /or more of the acts jointly or severally, mentioned hereinafter, namely.
- i) Any act that directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the Institution.
 - ii) Habitual un-punctuality in attending lectures, practicals, tutorials and other courses as may be prescribed.
 - iii) Repeated absence from lectures, tutorials, practicals and other courses as prescribed.
 - iv) Canvassing for or accepting contribution or otherwise associating himself with raising of any fund or any collections in cash or in kind, pursuance of any object whatsoever without the previous sanction of the Competent Authority.
 - v) Occupation of any building such as, hostel room, residential quarter or such other accommodation in the premises owned or hired by the Institution, without prior permission from the Competent Authority.
 - vi) Permitting or conniving with any person not authority to occupy any hostel-room, residential quarter, or any accommodation or any part there of the Institution.
 - vii) Securing admission in the Institution, to any undergraduate or post-graduate programme or any other course by fabrication or suppression of facts or information.
 - ix) Suppressing material information or supply of false information to the Institution, for seeking any privilege.
 - x) Possessing or using any fire arms, lethal weapons explosive, or dangerous or corrosive substance on the premises of the Institution.
 - xi) Possessing or consuming any poisonous or stupefying drug or intoxicant in any form in the institution.
 - xii) Ragging, bullying or harassing any student in Institution or outside thereof,
 - xiii) Indulging in any act as would cause annoyance, embarrassment any other student, or member of the authority of the Institution, to staff member or any member of the family of the staff.
 - xiii) Indulging in any of violence, assault, intimidation or threatening in the Institution or Hostels or outside there of. or member of the authority of the institution, to staff member or any member of the family of the staff.

- xiv) Indulging in any violence, assault, intimidation or threatening in the institution or Hostels or outside there of.
 - xv) Destroying or attempting to destroy any official record or document of the Institution.
 - xvi) Conduct, unbecoming of the student, at any meeting or special functions or sports and cultural activities arranged by the Institution or at any other public place, xvii) Stealing or damaging any farm produce or any property belonging to the Institution, staff member of the Institution or any other student.
 - xvii) Stealing or demaging any farm produce or any property belonging to the Institution, staff member of the Institution or any other student.
 - xviii) Instigating violence or participating in any violent demonstrations or violent agitation or violent strike in the Institution.
 - xix) Instigating or participating in any gherao of any official or staff member of the Institution.
 - xx) Violation of any of the Rules and Regulations of the institutions or orders of the Competent Authority.
 - xxi) Gambling in any form in the Institution.
 - xxii) Disorderly behavior in any form or any act specifically forbidden by the Competent Authority.
 - xxiii) Refusal to appear to give evidence before Enquiry Officer appointed by the competent Authority with respect to a charge against him.
 - xxiv) Any act violating any provision of the Poona University Act. 1974. Statutes, ordinances. Rules made there under.
 - xxv) Conviction, in the Court of Law for criminal offence, involving moral turpitude
 - xxvi) Any other act not specifically mentioned hereto before which, whether by commission or omission, as would in the circumstances of the case be considered by the competent Authority as an act of misconduct and/or indiscipline.
5. The Competent Authority may impose any one or more of the following punishment/ on the students found guilty of misconduct, indiscipline, in proportion thereof
- i) Warning / Censure / Reprimand.
 - ii) Fine not exceeding Rs. 300/-

- iii) Cancellation of the scholarship / award / prize / medal, awarded to the student by the concerned institution, with prospective effect
 - iv) Expulsion from the concerned Institution.
 - v) Debarring from admission to a course or courses of study in the concerned Institution, debarring from appearing for examination or examinations, conducted by the Institution concerned, for a specific period, not exceeding five years.
 - vi) Cancellation of the result of the student concerned in the examination of the concerned Institution, in which he has appeared.
 - vii) Rustication from the Institution for the period not exceeding five years.
6. If the Competent Authority is satisfied that there is a prima facie case for inflicting penalties, mentioned in clause No. 5. it may itself or through other person/person, authorised by it for this purpose, shall make enquiry, in following manner.
- i) Due notice in writing shall be given to the student concerned about his alleged act of misconduct / indiscipline.
 - ii) Student charged shall be required 15 days of the notice to submit his written representation about such charges.
 - iii) If the student fails to submit his written representation within specified time limit, the enquiry may be held ex parte.
 - iv) If oral evidence of the witness against student is recorded by the Enquiry Authority, the student charged shall be given an opportunity to cross examine witness concerned,
 - v) If the student charged, desires to see the relevant documents such of the documents, are being taken into consideration or are to be relied upon for purposes of proving the charge or charges, may at the discretion of the Enquiry Authority, be shown to him after the notice as provided in sub-clause (1) above is furnished to him.
 - vi) The student charged shall be required to produce documents, if any, in support of his defense. The Enquiry Authority may admit relevant evidence, documentary or otherwise at any stage before the final orders are passed.
 - vii) Legal practitioner shall not be allowed to appear on behalf of the student charged, in the proceedings before the Enquiry Authority.
 - viii) Enquiry Authority shall record findings and submit the report along with proceeding to the Competent Authority.

- ix) The Competent Authority on the basis of findings, shall pass such orders as it deems fit. Provided procedure prescribed above need not be followed and all or any of its provisions may, in the following circumstance :
- i) When the student charged admits the charges in writing.
 - ii) When the order of punishments is to be based on facts which have led to the conviction of the students charged, for the offence involving moral turpitude.
 - iii) When the student charged has absconded or for any other reasons it is impracticable to communicate with him.
 - iv) If in the opinion of the Competent Authority, a punishment or fine not exceeding Rs. 50/- or Reprimand Censure, Warning Is sufficient.

If the punishment of rustication is imposed on a student by Principal of the College/ Head of the Institution/Head of the Teaching Department of such other person in whom the authority is vested by the Vice- Chancellor for external students, such a student shall be entitled to prefer an appeal to the Vice Chancellor, if the punishment is imposed by the Vice- Chancellor, students shall be entitled to refer the Executive Council of the University within thirty days of the receipt of the notice of the student.

In respect of such student. Head of the Institution shall maintain record of the punishment. The Institution shall, on each occasion of any punishment being imposed on any student, intimate or to be sent Under a Certificate of Posting, the fact of such imposition to the parent or guardian of the student or the address available in the college records. A copy of these rules shall be supplied to each student at the time of his admission to the institution and a receipt for the same shall be obtained from the student. This receipt shall form a part of record of admission of the student

If any foreign student is admitted for any course, concerned Institution shall send copy of the rules to the concerned foreign embassy and department of external affairs.

A Model Student Should Be Aware of the following

Our College authorities do presume that our parents/guardians are aware of the rules and requirement of the college when they decide to send us to this college. This is our college. It is not just another commerce college but a college with a substantial difference. Join us and strive to keep it that way! And what exactly does the difference lie in ?

- We keep the campus clean.
- We love discipline, respect our teacher and regard our college as a temple of learning.
- We believe that honesty is the best policy.
- We trust that satisfactory solution to a problem can be certainly found through discussion and patience.
- We think of what creative we can do for the college rather than what the college do for us.
- We attend classes, read books and participate in several co-curricular activities to bring good name and fame to our college and to add quality to our life.
- We know that hard work and rightly directed efforts spell success in life.
- We accept that co-operation is always better than confrontation.
- We believe that the end does not justify the means.
- We are aware that good manners, gratitude and selflessness enrich life's quality, while rudeness, dishonesty and waywardness impoverish it.
- We know that it is better to bum a candle than curse the darkness.
- We believe that India in the twenty first century will be happy. Healthy & strong because we have resolved to make Her so!

CALENDAR

June/July	Admission/Time Table Guest Lectures, Seminars, Workshops Inauguration of Commerce Association, Literary Association, Economics Association, Student Council Election,
15 August	Flag Hoisting Programme
September	Medical Health Check - up (F.YB.Com) Soft Skill Development Program, Hindi Day Celebration
October / November	Term-End Exam University Examination
November (as per Univ. Guideline)	N.S.S. Winter Camp First Term Vacation
December (Last Week)	Annual Sports Inter Collegiate Quiz Competition
January / February	P.G. Seminar Guest Lectures Cum Workshop Reflexion (Intercollegiate Essay Writing, Power Point Presentation, Elocution and Sales Demo Competition) Industrial Visits, Republic Day Celebration, Personality Development Workshop, Job Fair
February	Culfest Inter Collegiate Basketball Tournament Prize Distribution
February / March	Seminar University / College / State
March II & III Week	Practical Exam
April / May	Annual Examinations
April	Publication of College Magazine
May / June (as per Univ. Guideline)	Vacation
April / May	General Audit by the J.H.S.Edn, Trust
June	Annual General Meeting of the Trust
Quarterly	College Magazine Committee Meeting
One every term	L.M.C. Meeting (Subject to revision)

Do It Anyway

*People are often unreasonable, illogical,
and self-centered;*

Forgive them anyway.

*If you are kind, people may accuse you
of selfish, ulterior motives;*

Be kind anyway.

*If you are successful, you will win some
false friends and some true enemies;*

Succeed anyway.

*If you are honest and frank,
people may cheat you;*

Be honest and frank anyway.

*What you spend years building,
someone could destroy overnight;*

Build anyway.

*If you find serenity and happiness,
they may be jealous;*

Be happy anyway.

*The good you do today,
people will often forget tomorrow;*

Do good anyway.

*Give the world the best you have,
and it may never be enough;*

Give the world the best you've got anyway.

*You see, in the final analysis
it is between you and God;*

It was never between you and them anyway.

Cultivating L-3 Approach

Globalization is going to affect us comprehensively, from education, through attitude, to culture itself. It is a message of change, suggesting “change or perish”. Change is an all time reality of life, unavoidable and constant, as the Greek philosopher Cicero once said metaphorically, “You cannot step twice in the same river.”

So, Change is a law of life, needed for survival itself. Therefore, it should be a positive, creative change. We are told that tomorrow’s world will be populated by a knowledge based society. It follows that we have to acquire such education as will help us survive in future because education is described as an “ability for tomorrow”. After all, to learn means to change oneself.

For a successful and secure survival we shall have to develop this “ability for tomorrow”. This includes both formal, theoretical book-learning as well as development of competencies and skills which we can transfer for use and earning livelihood in real-life situations. Such “value additions” enhance employability, self-employment potential, as also add a dimension to our personality.

The M. U. College is trying to develop and diversify its (academic) programmes on these lines, encouraging and enabling its stakeholders to adopt and cultivate a Lifelong Learning (=L-3) approach.

Good Luck!

Principal

Autonomous Courses

Contents

- Certificate Course in Insurance
- Certificate Course in Tally 9.0
- Certificate Course in Event Management
- Certificate Course in Cyber Security
- Certificate Course in Know Your Constitution
- Certificate Course in Business Laws and Ethics
- Certificate Course in Basic Health, Hygiene, Nutrition & Yoga

Published by: Principal, M.U.College, Pimpri, Pune.

** Conditions Apply*

Certificate Course in Insurance

(Autonomous)

F.Y.B.Com.

- **Objectives**

To make aware of various career opportunities in the Insurance Industry.

- **Topics**

- ❖ Introduction to life insurance - Meaning, purpose and need of life insurance - How insurance works - Insurance as a social security - Insurance industry and economic development.
- ❖ Life insurance plans –(Policies)– Endowment and whole life- money back and pension plan – Policy Riders, Group Life Insurance – Various Schemes
- ❖ Fire – Marine – Health – Motor – Personal accident – crop Insurances.
- ❖ Career opportunities in Life Insurance Industry and General Insurance Industry.

Certificate Course in Tally 9.0

F.Y.B.Com.

- **Objectives**

To make aware of tally

- **Topics**

- ❖ Introduction to Manual Accounting
- ❖ Computerized Accounting
- ❖ Managing Groups
- ❖ Ledgers
- ❖ Cost Categories / Centers
- ❖ Vouchers in Tally
- ❖ Inventory Information
- ❖ Reports
- ❖ VAT Calculation

Certificate Course in Event Management

(Autonomous)

S.Y.B.Com.

- **Objectives**
To train students for the events.
- **Topics**
 - ❖ Meaning, Types & Elements of Event Management
 - ❖ Event Budget
 - ❖ Logistic
 - ❖ Guest Relations
 - ❖ Objectives of Event
 - ❖ Duties & Responsibilities of Event Manager
 - ❖ Selecting the venue for Event
 - ❖ Factors affecting the selection of venue
 - ❖ Public Relation
- **Practical Syllabus**
 - ❖ Food Festival
 - ❖ New Year Celebration

Certificate Course in Cyber Security

(Autonomous)

S.Y.B.Com.

- **Objectives**
To promote general understanding of concepts of Cyber Security.
- **Topics**
 - ❖ Elements of Cyber Security, With Real life case study
 - ❖ Various threats & Preventions of Cyber Crime
With Real life case study
 - ❖ Types of Cyber Crime, Malicious Code (Virus, Worm, Trojan)
 - ❖ Social networking crime, Cryptography (Encryption & Decryption)
 - ❖ Firewall Management, Information Technology Act

Know Your Constitution

(Autonomous)

T.Y.B.Com.

- **Objectives**

To acquaint the students with the history and origin of the Constitution.

- **Topics**

- ❖ Origin and history of the Indian political system.
- ❖ Guiding principles of democracy, secularism, equality of the sexes, equity, directive principles.
- ❖ The Fundamental Rights
- ❖ The Fundamental Duties
- ❖ Election and the Election Commission

Certificate Course in Business Laws and Ethics

(Autonomous)

T.Y.B.Com.

- **Objectives**

To promote general understanding of concepts of Business Law.

- **Topics**

- ❖ **General Awareness in Law**

- ◆ Will and Probate
- ◆ Succession Certificate
- ◆ Ownership and Title Documents
- ◆ Promissory Note and Power of Attorne'
- ◆ Leave and License Agreement
- ◆ Agreement to sell flat
- ◆ Important sections of Partnership Act
- ◆ Consumer Rights
- ◆ Consumer Complaints
- ◆ Cheque and Dishonour of Cheque
- ◆ Complaints U/S 138 of Negotiable Instrument Act
- ◆ Rights of Women

- ◆ Grounds of Divorce
- ◆ F.I.R., Arrest and Bail
- ◆ By-Laws of Co-op. Housing Society
- ◆ Court Visit
- ❖ **Business Ethics**
- Meaning of Ethics, Ethics in Management, Sports, Education, Govt, Offices, Business, Project

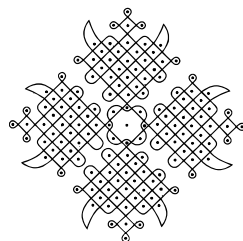
Certificate Course in Basic Health Hygiene Nutrition & Yoga (Autonomous)

- **Objectives**
 - ❖ To enable the students to understand the need of health, education & Hygiene.
- **Content of the Course**
 - ❖ Health and components of health - Definition of health and hygiene - Personal hygiene - Factors affecting health and hygiene (Alcohol, Pollution, Fast Food, Pressure stress, Smoking, Tobacco, Drug etc.)
 - ❖ Fitness - Concept of Fitness - Importance of physical fitness - Need of Fitness to every-one - Fitness and daily routine – Components of health related to fitness and its importance.
 - ❖ Need of Exercise - Conditioning to keep fit according to our job/daily routine.
 - ❖ Yoga – a way of life, Tips for practising yoga, Basic Yoga – and its benefits.

Core Values

NAAC strives to promote the following core values in institutions of higher education :

- Contribution to national development
- Fostering global competencies in students
- Inculcating a value system in students
- Promoting use of technology
- Quest for excellence





Jai Hind Sindhu Education Trust
M U College of Commerce

Motto

● *Discipline* ● *Honesty* ● *Industry* ●

Vision

To become an education centre of excellence in commerce with emphasis on entrepreneurship aimed at generating knowledge for well-being of the society.

Mission

To provide quality and excellent commerce education for all round development, to create responsible citizens and to provide this knowledge to students of all strata of the society, inculcating in them values of hard work, sincerity and commitment.

Objectives

- *To provide commerce and technical education with interdisciplinary approach.*
- *To reserve 50% seats for the students of Sindhi Minority in view of the Minority status.*
- *To encourage girls to enroll and continue higher education.*
- *To create awareness of quality and excellence in the functioning as a team and develop in to a pace setting institution.*

JAI HIND SINDHU EDUCATION TRUST'S
MANGHANMAL UDHARAM COLLEGE OF COMMERCE
PIMPRI, PUNE-411017.

Roll No. _____

Class : _____

The Principal,
Manghanmal Udharam College of Commerce,
Pimpri, Pune – 411017.

Respected Madam,

- * I request you to grant me admission for the course mentioned below.
 - * I have read carefully the rules and regulations mentioned in the prospectus. I hereby accept them.
 - * I will abide by the decision of the Principal in disciplinary matters.
- I am aware that 75% attendance is compulsory.
I hereby submit to disciplinary jurisdiction of the authorities of the College and shall observe and abide by the rules made by the authorities of the College.

Name of the Course _____ Yours Obediently,

Place _____

Date : _____

Signature of the student

Student's name (in block letters, Surname first) _____

Local Address : _____

_____ Phone No. _____



Intercollegiate Quiz Competition in Commerce and Management



Silver Jubilee Celebration



Inauguration of National Seminar on Sindhi : Identity, Culture and Lore



Inauguration of IGNOU Study Center



EduBridge Workshop on Communication Skills



Swachch Bharat Abhiyan : Oath and Cleanliness Drive