



Rayat Shikshan Sanstha's

Chandraroop Dakle Jain College of Commerce, Shrirampur

Dist – Ahmednagar, Pin - 413709

NAAC Re-accredited 'A' Grade

ISO 9001-2015 certified

Year of Est. 1962



PROSPECTUS

2021-2022

BBA(CA)

BACHELOR OF BUSINESS ADMINISTRATION (COMPUTER APPLICATION)

Principal

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Rayat Shikshan Sanstha, Satara

C. D. Jain College of Commerce, Shrirampur

COLLEGE DEVELOPMENT COMMITTEE

(2017-18 to 2021-22)

(Constituted as per the Maharashtra University Act 2016)

Members of the College Development Committee

1.	Hon. Sou. Meenatai Manikrao Jagdhane (Representative of Chairman)	Chairman
2.	Hon. Secretary Rayat Shikshan Sanstha, Satara	Member
3.	Hon. Raosaheb Nathaji Mhaske Patil Local Representative (Social Service Dept.)	Member
4.	Hon. Prakash Ramrao Nikam Patil Local Representative (Entrepreneur Dept.)	Member
5.	Hon. Adv. Vijayrao Sahebrao Bankar Local Representative (Education Dept.)	Member
6.	Hon. Dr. Rajiv Raosaheb Shinde Local Representative (Research Dept.)	Member
7.	Dr. B. B. Bawake (Principal's Representative)	Member
8.	Dr. R. P. Kalamkar (Teacher's Representative)	Member
9.	Dr. S. B. Sayyed (Teacher's Representative)	Member
10.	Shri. S. Y. Hase (Non-Teaching's Representative)	Member
11.	Mr. Vivek Milind More (Co-ordinator, IQAC)	Member
12.	President College Student Council	Member
13.	Secretary, College Student Council	Member
14.	Principal, C. D. Jain College of Commerce, Shrirampur	Secretary

The Complete Commerce College

(From 11th Std. to Ph.D. in Commerce)

FEATURES

- Highly qualified & experienced faculty Research Centre in Commerce.
- University recognised M.Phil + Ph.D. Guides.
- Well-equipped computer centre
- A well-furnished online teaching center of commerce.
- Rich library with large no. of books, journals, periodicals etc.
- Competition Examination centre helps the students by preparing them to appear in MPSC and banking examinations.
- To help rural students to use computers are persuaded to undergo computer application course or other certificate courses in the subject.
- The college conducts seminars / conferences almost every year on various current issues relevant to the business and commerce.
- Several faculty members are in the Board of studies of the University.
- The college maintains good connection with the NGOs. The DIC of Ahmednagar arranged in the campus “Entrepreneurship Development Programme” for new aspirant among the students.
- When the Central budget is presented, the college arranges discussion on it for enlightening students and the public on budget proposal.
- Earn and learn scheme is effectively implemented. Many students are benefited by the scheme.
- Commerce laboratory is an innovative mechanism where students are trained practical and useful information on different types of documents used in industrial and commercial transactions.
- The alumni profile is very high and includes prominent personalities not only in business and commerce but also in administration, politics contracting, banking education etc.
- Several teachers have written text books in various subjects.
- Career Oriented Courses in Marketing, Banking and Office Automation.
- C.A., C.S. Foundation Guidance Centre.
- Share Market Guidance Centre.

IMPORTANT

Student should see the Notice Board every day. The college authorities will not be responsible for any loss.

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1] Rayat Shikshan Sanstha, Satara

C. D. Jain College of Commerce is one of the flourishing branches of Rayat Shikshan Sanstha, Satara. We are fortunate enough to have a rich heritage of the Rayat Shikshan Sanstha, having high repute, committed to social justice and national integration. The Sanstha was founded by Late Padmabhushan Dr. Karmaveer Bhaurao Patil, popularly known as 'Karmaveer Anna'. Karmaveer Anna, who followed the footsteps of Mahatma Jyotiba Phule and Rajeshree Chhatrapati Shahu Maharaja, firmly believed that education is the panacea for the social and economic problems of the society.

The foundation of the Sanstha was laid by opening a boarding house for students of all religions, castes and creed at village 'Kale' in Karad block of Satara district in 1919. In 1924 the head-quarter of the Sanstha was shifted to Satara.

Rayat Shikshan Sanstha has an outstanding place on the educational map of Asian Countries. Like its emblem, the ever green banyan tree the Sanstha has spread up its branches in the form of 42 colleges, 675 branches which includes Primary and Secondary schools, hostels, technical schools, agricultural schools, ladies' hostels, Ashramshalas (Residential schools), and other branches. There are 16,172 teaching and non- teaching employees, and 4,54,165 students. The branches of Rayat Shikshan Sanstha are spread up in 15 districts of Maharashtra and 1 district of adjoining state Karnataka. The Sanstha stands for the symbol of the aspirations of the common people i.e. 'Rayat' "Education through self-help is the Mootto" and the Sanstha strongly advocates the dignity of labour. Like its symbol the lush green banyan tree the Sanstha has stood the test of time and is ever flourishing. The Sanstha has its own website which may be visited at www.rayatshikshan.edu.

2] Emerging C. D. Jain College of Commerce (From Teaching to Research)

Our college popularly known as 'C. D. J. College' is one of the most flourishing branches of the Rayat Shikshan Sanstha, Satara. Shirampur, which is a new township, developed and progressed basically as a business town. From 1940 to 1960 it was nationally known as 'gur' (Jaggery) market and from 1960s as 'Sugar' market. It has rail and road links with other major towns and cities. A number of sugar factories and M.I.D.C. have sprouted in the vicinity. Business men of varied religions have flocked into this town and therefore it has cosmopolitan atmosphere. The town is famous for its hospitals and various medical services.

The local traders and intelligentsia naturally felt the need of a college imparting commerce education. Rayat Shikshan Sanstha took an appropriate decision in June 1962 and established a separate single faculty commerce college at Shirampur. A local social worker and businessman and philanthropist Late Chandrabhan Roopchand Dakale generously donated a sum of two lakh rupees. With the financial help of the local people and the grants from the University Grants Commission, the college is now fully flourished.

The college complex is located on a 16 acre plot. With a fully built up space of about 6642.40 Sq.m. it offers all modern amenities required for the all-round development of the students. The college has all modern facilities such as hostels for girls, library, reading hall, ladies room, seminar hall, audio-visual library, computer and Wi-Fi facility, gymnasium, multi-purpose hall, play grounds, staff quarters etc. Apart from undergraduate and postgraduate courses in commerce the college offers Common Proficiency Test and other skill oriented short term courses are also conducted by the college. In the year July, 2019 NAAC, Bangalore, has accredited our college with 'A' Grade with CGPA 3.14.

From June 2007 the college has been sanctioned Research Centre in Commerce by Savitribai Phule Pune University. This centre runs M.Phil and Ph.D. Programme.

A student admitted to XI class can pursue his studies right up to M.Phil and Ph.D. From June 2007 the college has launched the UGC sponsored 'Career Oriented Programme in Marketing', 'Banking', 'Office Automation' and 'Agro Business Management'.

The college has a separate Competitive Examination Cell. The desirous students are trained for UPSC, MPSC, Bank Exams and other competitive exams. From June 2007, more stress is being given on Soft Skills Development Programme along with training in communication skills to enhance the employability of the students.

3] BBA(CA) Programme :

C. D. Jain College of Commerce has always strived to provide quality business education. Our main aim is the bring about all round development of the students and enhance their employability in the job market. Along with the traditional courses, from XI std. to Ph.D. in Commerce, the college runs add on Career Oriented Courses in Marketing, Office Automation and Banking and Finance. Computer Concepts and Applications course also run. Soft Skills development courses are also available for personality grooming.

From academic year 2008-09 the college has received government approval for running BCA programme. Our aim is not just running an additional course, but to provide an employable career option for the students. The title of the programme will be Batchelor of Computer Applications (BCA) under commerce faculty. From academic year 2015-16 the nomenclature of the programme changed as BBA(CA) i.e. Bachelor of Business Administration [BBA] (Computer Applications).

4] Medium of Instruction:

The Medium of Instruction and Examination (Written and Viva) shall be English.

5] Duration :

The duration of the BBA(CA) Degree Program shall be three years divided into six semesters.

BBA(CA) - 2019 Pattern

1. Eligibility for Admission

- A candidate is eligible for admission to the Degree in Bachelor of Business Administration – Computer Application after passing 12th Std. examination (H.S.C. 10+2) from any stream with English as passing subject and has secured 40% marks at 12th std.
- Three Years Diploma after S.S.C. i.e. 10th Standard of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- Two Years Diploma in Pharmacy after H.S.C., of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- MCVC

2. Award of Credits

- Each course having 3 credits shall be evaluated out of 100 marks and student should secure at least 40 marks to earn full credits of that course.
- Each course with 2 credits for Sem-I & Sem-II, Sem-V & Sem-VI is divided in theory (50%) & practical (50%) and for Sem.-III, IV there will be project work for students. For all practical and project there will be university evaluation. For Sem.-I, II, V & VI (30% Internal & 70% External) is the pattern of evaluation.
- GPA shall be calculated based on the marks obtained in the respective subject provided that student should have obtained credits for that course.

3. Evaluation Pattern:

- Each course carrying 100 marks shall be evaluated with Continuous Assessment (CA) and University Evaluation (UE) mechanism. Continuous assessment shall be of 30 marks while University Evaluation shall be of 70 marks. To pass in the course, a student has to secure minimum 40 marks provided that he should secure minimum 28 marks in University Evaluation (UE).
- CA shall be based on internal tests (minimum 2 for 20 marks). In addition, for remaining 10 marks a teacher may assign various activities such as home assignments, tutorials, seminars, presentations, group discussion etc., to the students and evaluate accordingly.

4. Method of Evaluation and Evaluation Criteria: - 1. Internal Assessment 30 marks for all theory related subjects 2. Practical and Project will be evaluated separately 3. SPPU - Examination will be 70 marks

- 1. Instructions for teachers for internal evaluation for 30 Marks -** The purpose of internal evaluation is to assess the depth of knowledge, understanding and awareness. For this purpose, a teacher is expected to use different evaluation methods in order to have rational and objective assessment of the learners and available resources.

- The class work will carry 30 marks in each course. Internal Evaluation includes continuous evaluation of a student by adopting variety of techniques such as Assignments, Presentation, Internal examination, Group Discussions, Projects etc.
 - There shall be Four small projects / Tutorials for internal evaluation as compulsory part of assessment (Semester I, II, III and IV).
- 2. Project Examination** - For course on Practical and Project work as per the regular practice there will be Written Report and viva presentation of 100 marks at SPPU level.
 - 3. External Examination:** - There will be written Examination of 70 marks and 3 hrs duration for every course at the end of each Semester.

Setting of Question Papers (Applicable to theory subjects)

- 1) A candidate shall have to answer the questions in all the subjects in English only.
 - 2) Question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a candidate.
 - 3) question paper shall be balanced in respect of various topics outlined in the syllabus.
 - 4) The question papers shall have a combination of long, short answer and MCQ type questions.
- 5. Restructuring of courses – Equivalence and Transitory Provision**
- The University will conduct examination of old course for next three academic years from the date of implementation of new course.
- The candidate of old course will be given three chances to clear his subjects as per the old course and thereafter he will have to appear for the subjects under new course as per the equivalence given to old course.
- 6. Completion of Degree Programme:**
- A student who earns 132 credits, shall be considered to have completed the requirements of the B.B.A.(CA) degree program and CGPA will be calculated for such student.
- 7. Credit Allocation**
- CC-Core Course, EC-Elective Course, PR-Practical, PJ-Project,
AECC-Ability Enhancement Compulsory Courses, SEC-Skill Enhancement Courses.

Total - 132 Credits for Three years Programme

S.N.	Seme-ster	CC-Credit	EC-Credit	PR-Credit	PJ-Credit	AECC-Credit	SEC-Credit	Lectures + Project + Add on Courses = Total Credits
1	I	15		04			02	15 + 04 + 02=21
2	II	15		04			02	15 + 04 + 02=21
3	III	09	06	06		02		09 + 06 + 06 + 02 = 23
4	IV	09	03	04	04		02	09 + 03 + 04 + 04 + 02 = 22
5	V	09	03	04	04		02	09 + 03 + 04 + 04 + 02 = 22
6	VI	10	03	04	04		02	10 + 03 + 04 + 04 + 02 = 23
Total		67	15	26	12	02	10	67 + 15 + 26 + 12 + 2 + 10 = 132

8. Titles of Papers and Scheme of Study for B.B.A. (C.A.) Programme

CC-Core Course, EC-Elective Course, PR-Practical, PJ-Project, AECC-Ability Enhancement Compulsory Courses, SEC-Skill Enhancement Courses.

Semester I

Subject Code	Subject Name	Course	Credits	
			Th	Pr
CA-101	Business Communication	CC	3	
CA-102	Principles of Management	CC	3	
CA-103	C Language	CC	3	
CA-104	Database Management System	CC	3	
CA-105	Statistics	CC	3	
CA-106	Computer Laboratory Based on 103 &104 (2 credits each)	PR		4
107	Add-On (PPA) (30 Hours)	SEC	2	

Semester – II

Subject Code	Subject Name	Course	Credits	
			Th	Pr
CA-201	Organization Behavior & Human Resource Management	CC	3	
CA-202	Financial Accounting	CC	3	
CA-203	Business Mathematics	CC	3	
CA-204	Relational database	CC	3	
CA-205	Web Technology HTML-JS-CSS	CC	3	
CA-206	Computer Laboratory Based on 204 & 205 (2 credits each)	PR		4
207	Add-On (Advance C) (30 Hours)	SEC	2	

Semester – III

Subject Code	Subject Name	Course	Credits	
			Th	Pr
CA-301	Digital Marketing	CC	3	
CA-302	Data Structure	CC	3	
CA-303	Software Engineering	CC	3	
CA-304	PHP	EC	3	
CA-305	Big data	EC	3	
CA-306	Computer Laboratory Based on 302 , 304 and 305 (2 credits each)	PR		6
307 AECC	Environment Awareness	AECC	2	

Semester – IV

Subject Code	Subject Name	Course	Credits	
			Th	Pr
CA-401	Networking	CC	3	
CA-402	Object Oriented Concepts Through CPP	CC	3	
CA-403	Operating System	CC	3	
CA-404	Advance PHP	EC	3	
CA-405	Project	EC		4
CA-406	Computer Laboratory Based on 402, 404 (2 credits each)	PR		4
4	ADD-On (30 Hours)	SEC	2	

Semester –V

Subject Code	Subject Name	Course	Credits	
			Th	Pr
CA-501	Cyber Security	CC	3	
CA-502	OOSE	CC	3	
CA-503	Core Java	CC	3	
CA-504	Python	EC	3	
CA-505	Project	PJ		4
CA-506	Computer Laboratory Based on 503 and 504 (2 credits each)	PR		4
5	Add on Course-IOT(30 Hours)		2	

Semester –VI

Subject Code	Subject Name	Course	Credits	
			Th	Pr
CA-601	Recent Trends in Information Technology (Tutorial/Assignment)	CCT	3+1	
CA-602	Software Testing	CC	3	
CA-603	Advanced Java	CC	3	
CA-604	Android Programming	EC	3	
CA-605	Project	PJ		4
CA-606	Computer Laboratory Based on 603 and 604 (2 credits each)	PR		4
6	Add on Course-Soft Skills Training		2	

6] Salient Features

1) Computer laboratory & Internet :

Well-equipped computer laboratory with over 80 terminals. The internet facility is available to students.

2) Library :

The library is well stocked with an extensive collection of reference and text books, periodicals, journals and newspapers. It has also a collection of video cassettes and CDs on variety of subjects.

3) Seminars and Workshops :

Every year seminars and workshops on management and computer relate issues are organised regularly.

4) Guest Lectures :

Besides the full time faculty members, guest lectures of professional, industry personnel, eminent speakers are regularly arranged to share their experience with the students.

5) Industrial Visits :

As a part of curriculum we conduct industrial visits to understand the working environment of business enterprises.

6) Banking :

The campus has a branch of Rayat Shikshan Sevak Co-operative Bank, facilitating financial transactions of the students.

7) Personal Development Programme

The soft skill development programme of the university of Pune has been implemented from the 2007-08 to develop the overall personality and improve placement scenario. It includes communication skills (both oral and written), interview techniques group discussion, positive thinking etc.

7] Refund of Fees

Rules of refund as per as Pune University Circular No. PGS/542 dated 17/02/2011:

- 1) If a student desires to cancel his admission within ten days from the commencement of the academic year, all fees (except admission fee) will be refunded to the student after deducting 20% of tuition fees.
- 2) If the student desires to cancel his admission within 30 days from the commencement of the academic year. Only tuition fees will be refunded after deduction 40%. No other fees will be refunded.
- 3) If a student wishes to cancel his admission after 30 days from the commencement of academic year. No fee will be refunded under any circumstances.

- **Refund of Caution Money and Library Deposit:**

- 1) Students are advised to preserve their receipt of deposit carefully and submit it to the college account counter along with the application claiming the refund.
- 2) Students are advised to claim their deposits within one year. No refund will be made after the expiry of one year.
- 3) After the expiry of one-year period the unclaimed deposits of all students will be forfeited and no claim in any circumstances will be entertained.
- 4) No application for refund will be entertained without the receipt of deposit.

8] Code of Conduct

Please refer Savitribai Phule Pune University Link (<http://www.unipune.ac.in/pdf/files/law/Ordinance-4-1-17.pdf>)

Under section 87 of the Poona University Act 1994 following rules regarding discipline and good conduct are framed:

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 students.
2. Definition: In this Ordinances unless the context otherwise requires.
 - i) Student means and includes a person who is enrolled as such by the University Affiliated College or Recognized Institution for receiving instructions and or qualifying for any degree or diploma or certificate of the university.
 - ii) Institution means and includes University/Affiliated College/Recognized Institutions as the case may inclusive of Campus, Hostels, Playgrounds, Laboratory, Libraries, and Gymnasium thereof.
 - iii) Competent Authority for the purpose of the ordinance means and includes head of the teaching department of the University, Principal of the Affiliated College; Head of the Recognized Institution of the concerned students as such other persons, vested with the authority by Vice- Chancellor 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 time
 - 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, trains or at places, picnic, Educational trips, or at playgrounds.
 - iv) Ensure that no act of this consciously or unconsciously bring the institution or any establishment or authority connected with into dis-repute.
 - v) Shall not lodge any complaint or make any representation regarding any matter connected with institution to the press or other outside institution/agency etc. without forwarding the same through the Head of the concerned Institution.

4. Any act of a student which is contrary to the provisions of clause shall constitute misconduct and /or indiscipline, which terms shall mean and include, among others any one 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) Bunking lectures, practices, 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 in 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 any hostel room, residential quarter or any accommodation or any part thereof the Institution.
 - vii) Securing admission in the Institution, to any undergraduate or post graduate programme or any other course by fabrication or suppression of acts or information.
 - viii) Obstruction to any student or group of students in his or their legitimate activities as such, whether in the classroom, laboratories, fields, playgrounds gymnasium or places of social and cultural activity within the campus of the institution.
 - 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- dangerous or corrosive substance on the premise of the Institution.
 - xi) Possessing or consuming any poisonous or stupefying drugs or intoxicant in any form in the institution.
 - xii) Ragging, bullying or harassing any student in Institution or outside thereof.
 - xiii) Including in any act as would cause annoyance, embarrassment to any other student or member of the authority of the Institution, to staff member or any member of the family of the staff.
 - xiv) Indulging in any act of violence, assault, intimidation or threatening in the institution or Hostels or outside that of.
 - xv) Destroying or attempt to destroy or tamper with any official record or document of the Institution.
 - xvi) Conduct, unbecoming of the student, at any meeting or special function or sports and cultural activities arranged by the institutions or at any other public place.
 - xvii) Stealing or damaging any form 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 stations or violent agitation or violent strike in the Institution.
 - xix) Instigating or participating in any gherao of any official of staff member of the Institution.
 - xx) Violation of any of the Rules and Regulations of the Institution or orders of the Competent Authority.
 - xxi) Gambling in any form in the Institutions.
 - 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.
 - xxiii) Any act violating any provision of the Poona University Act. 1974 statutes, ordinance, rule made thereunder.
 - xxv) Conviction, in the Court of Law for criminal offence, involving moral turpitude.
 - xxvi) Any other act not specifically mentioned here to 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 punishments on the students found guilty or misconduct, indiscipline, in proportion there of :
- a) Warning / Censure / Reprimand.
 - b) Fine not exceeding Rs. 1,000/-
 - c) Cancellation of the scholarship / award / prize / medal, awarded to the student by the concerned institution, with prospective effect.
 - d) **Expulsion** form the concerned Institution.
 - e) Debarring form 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.
 - f) Cancellation of the result of the student concerned in the examination of the concerned institution, in which he has appeared.
 - g) **Rustication** from the institution.
6. If the Competent Authority is satisfied that there is a prima facia case for inflicting penalties, mentioned in Clause No. 5, it may itself or through other person / persons, authorised by it, for this purpose, shall make enquiry, in following manner.
- a) *Due notice in writing shall be given to the student concerned about his alleged act of misconduct / indiscipline.*
 - b) *Student charged shall be required within 15 days of the notice to submit his written representation about such charges.*
 - c) *If the students fails to submit his written representation within specified time limit. The enquiry may be held expert.*

- d) *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 the witness concerned.*
- e) *If the student charged, desire 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 (I) above is furnished to him.*
- f) *The student charged shall be required to produce documents if any in support of his defence. The Enquiry Authority may admit relevant evidence, documentary or otherwise at any stage before the final orders are passed.*
- g) *Legal practitioner shall not be allowed to appear on behalf of the student charged, in the proceeding before the Enquiry Authority.*
- h) *Enquiry Authority shall record findings on each implication of miss conduct or indiscipline and the reasons for such findings and submit the report along with proceedings to the Competent Authority.*
- i) *The Competent Authority on the basis of findings, shall pass such orders as it deems fit.*

Provided procedure prescribe above need not be followed and all or any of its provisions may be in the following circumstances:

- a) When the student charged admits the charges in writing.
- b) When the order of punishment is to be based on facts which have led to the conviction of the student charged, for the offence involving moral turpitude.
- c) When the student charged has ascended or for any other reasons is impracticable to communicate with him.
- d) If in the competent authority a punishment or fine not exceeding Rs. 50/- 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 or if the punishment is imposed by the Vice-Chancellor, student shall be entitled to prefer an appeal to 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 students intimate to Chancellor to be sent under Certificate of posting on any students intimate to Chancellor to be sent under a Certificate of Posting, the fact of such imposition to the parent or guardian to the student on 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 to 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.

Other Disciplinary Rules –

- 1) Students should note that the Annual Social Gathering is not held in the College.
- 2) Following rules should be strictly adhered to regarding the use of cell phones-
 - a) *Cells should be switched off in the classrooms; reading hall and library.*
 - b) *Cells should be switched to silent mode in the college premises and cell photography, F.M., and playing music is prohibited.*
 - c) *Cell Phones are strictly prohibited in the examination hall.*
 - d) *The students should always carry their ID cards with them.*
 - e) *The students will have to pay for vehicle parking decided by the college authority.*

9] Attendance and Grant of Terms:

1. According to the rules prescribed by the University of Pune, the minimum attendance required to be kept by the students is 75% of the total number of working days, on which the lectures are held.
2. The grant of term will be decided on the basis of following factors :
 - a) Attendance of lecture (Min 75 %)
 - b) Attendance of tutorials
 - c) Attendance of practical's d) Performance at terminal examination.
 - e) General behavior of the student inside and outside the college campus
 - f) Full payment of all the fees :
3. Students who request leave of absence from lecture / practicals / tutorials / exams should apply in writing to the Principal well in advance.
4. Irregular students will be Penalised.