



KISHINCHAND CHELLARAM COLLEGE



Re-accredited 'A' Grade by NAAC (3rd Cycle)
Best College Award by the University of Mumbai
Awardees: 'Star Scheme' by DBT
& 'FIST Programme' by DST

ACADEMIC YEAR 2017-2018

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II. HYDERABAD (SIND) NATIONAL COLLEGIATE BOARD

The H.(S.)N.C. Board was founded in the year 1921 in an undivided India. It was destined to play a pivotal role in the lives of millions of students. So, even when the partition sent the entire sub continent in a state of chaos the Late Vidyasagar Principal K. M. Kundnani and Late Barrister H.G. Advani, the founding fathers of the Board fought against the onslaught of time and established the debutant college - R. D. National College in Bandra in June, 1949 followed by Kishinchand Chellaram College in 1954.

The next 50 years saw the Board pillaring 27 more institutions.

Today, the H.(S.)N.C. Board under the guidance of Mr. Anil Harish, President - strides forward to be a centre of innovative teaching - learning process. This has led the colleges under the H.(S.)N.C. Board to be recognized internationally as institutions which nurture individual development and instill values for students being responsible members of society. With the blessings of the Late Senior Patron trustee Padmabhushan Dr. L. H. Hiranandani, the Board will continue to forge ahead with its yeoman service to society.

President of the H.(S.)N.C., Board, Mr. Anil Harish, is ably supported by the Immediate Past President (H(S)NC Board) Mr. Niranjan Hiranandani, Past President Mr. Kishu Mansukhani, Rector and Secretary Prof. J. K. Bhambhani and I/C Principal Dr Hemlata Bagla.

Several international exchanges, visits, tie-ups and programmes have been initiated by the Board. Besides, modernization, consolidation and expansion of all its programmes are also being carried out which are of great importance in the life of a student.

III. ABOUT K. C.

K.C.College has completed an illustrious journey of more than 60 years. It today boasts of a number of well known individuals as its alumni.

After having won several laurels like being accredited 'A' grade by NAAC three times in succession, winning the Best College in Urban Area award by University of Mumbai, having been awarded the Star College Status by the Department of Biotechnology - last year the college was also granted a huge fund under the FIST programme for post-graduate studies by the Department of Science & Technology, Government of India.

The college has always attracted a number of stalwarts and luminaries from different fields who visit the college and impart knowledge to students and faculty. This last academic year saw KC host national and international seminars and workshops that were attended by educators and activists.

KC festivals and events were organized with great pomp and show such as Kiran festival, Systematic Chaos, B4 Mall, Fiestron etc.

Our accomplishments merely reinforce our determination to continue providing quality education and to keep raising our benchmark.

IV. K.C.CAMPUS

A modern, well equipped infrastructure is provided to all courses to facilitate better learning. K.C. has refurbished lecture rooms and laboratories with Computers, OHP, and LCDs. This makes the teaching - learning process student-friendly and interactive. It has multimedia rooms, a swanky Auditorium, fully air-conditioned Library with a rich collection of books, journals and periodicals and a large airy Sports room.

A. JOTU KHUSHIRAM KUNDNANI LIBRARY

K.C. College's Library is one of the largest libraries in the city having a collection of more than 60,000 books, many e-books and e-journals through N-List. The Library is fully automated using an integrated library software "Librarian Suite" with various library operations computerized on LAN system. Web based Online Public Access Catalogue (WEB-OPAC) is accessible to the users by which they can browse the large collection of books in a very short time through the computer database.

The Library collection comprises of books, reference books, maps, CD ROMs, periodicals, and reports etc. Every year the collection is strengthened by addition of latest books and various other publications. The library also has a good collection of rare books.

The Library is open round the year except for national holidays. It has a book – bank facility where a set of books is issued to deserving students for the academic year at a nominal fees.

The library timings: from 8.00 a.m. to 7.00 p.m. on regular working days
from 8.30 a.m. to 4.30 p.m. on Sundays and Public Holidays.

LIBRARY RULES & REGULATIONS:-

- 1) It is mandatory for every student to always carry his/her identity card. Entry to the college premises will be refused if students do not have their identity card with them.
- 2) Every student has to produce his/her identity card with his/her photograph firmly attached to it and attested by the Principal to get the library card issued. The identity card should be shown whenever demanded.
- 3) Books are issued for the exclusive personal use of the applicant. Library facility may be denied to anyone found applying for books for another person.
- 4) It is the responsibility of the student to examine a book carefully when he/she receives it and report to the counter clerk any damage found there-in. Failure to do so makes the student responsible for any damage detected later.
- 5) If a book is lost or damaged, its cost must be paid by the reader in whose name it was issued. The value of the book will be assessed by the librarian.
- 6) A book is generally issued for a period of 7 days. When there is great demand, it may be issued for less number of days. No book will be issued for more than two weeks.
- 7) A fine of Re. 1/- per book, per day, (including Sundays and public holidays) will be levied on all books retained without renewal by a reader beyond the due date. Repeated failure on this score may lead to cancellation of library membership. Fine may be increased during the examination period.
- 8) The Librarian reserves the right to recall any book or periodical at any time.
- 9) All books borrowed are to be returned before claiming caution money.
- 10) Talking is not permitted within the library.
- 11) Smoking or eating is strictly forbidden in the library.

12) No electronic gadgets are allowed in the library viz: Music system, Radio, Mobile Phone, Pager etc.

13) Access to the library can be prohibited on grounds of misbehavior, indiscipline or disregard of library rules.

B. RAMA AND SUNDRIWATUMULL AUDITORIUM

The K.C. College Auditorium is one of the best in Mumbai. It is centrally air conditioned and is equipped with state of the art acoustics and light and sound facilities. It is technically superior and enjoys pride of place within the college premises with a capacity of 582 seats.

C. S &H MANSUKHANI MULTIPURPOSE HALL

S&H Mansukhani Multipurpose Hall, on the ground floor, is air conditioned. With a capacity for 110 people, it is equipped with excellent facilities for conducting lectures and AV presentations.

D. MULTI-MEDIA CENTRE

The air-conditioned multimedia centre on the fourth floor is open to all the staff members and students. It has a seating capacity of approximately 80 people. It is used for conducting seminars, workshops and guest lectures.

E. LABORATORIES

The Laboratories - Physics, Chemistry, Biology, Life Sciences, Microbiology, Computer Sciences, Statistics, Psychology, Polymer Chemistry, Nuclear & Radio chemistry are well equipped with latest apparatus and sophisticated equipments. The college has set up new state-of-the art M.Sc.I.T., B.Sc. I.T., Computer Science Laboratory, Tissue Culture Laboratory, Biotechnology Laboratory and a Central Laboratory. The laboratories and the science departments are well equipped with computers, required software and other apparatus.

F. ॐSHASLANGUAGE LABORATORY:

A Language Laboratory was started in March 2015 to help improve and enhance language skills amongst all students. This laboratory is open to all students of junior and degree college on payment of nominal fees. The software consists of 5000 lessons in elementary and advanced English language. Several modules are also available for competitive exams like IELTS, TOEFL etc. Apart from English, basic lessons in other languages like French, Spanish, Italian, German, Chinese, Greek etc are also available. Short-term Certificate Courses in Spoken French, Advanced English and Corporate English are conducted.

G. SPORTS ROOM

The College has a very good recreation hall. Students practice many indoor games such as, TT, Chess, and Carrom. Students also participate in University sports events and in University recognized open competitions. The college team has won prestigious awards in swimming, basketball and football.

Sports in-charge Mr. D.K. Chatterjee can be contacted in the sports room for all information relating to sports. Students representing the college at the university, state and national levels get marks of grace in their academic records as per the university rules.

H. K.C.CANTEEN - KOOLCAFETARIA

The spacious canteen offers hygienic food at affordable rates, providing the students the perfect place to relax, and interact.

I. KIBBOSH CORNER

This is an additional space for students, created for their relaxation, rehearsals and study.

V. K.C.CAMPUS at COLABA

KC's two highly popular departments - the Department of Mass Media and the Department of Information Technology are housed in this campus.

The Colaba Campus is situated in the KCCMS building, Mahakavi Bhushan Road, Colaba

This campus also offers excellent infrastructure:

- I. Air conditioned classrooms fitted with LCDs.
- II. KC Creative Media Studio which is a state of the art studio- for recording & editing video and audio tracks.
- III. A well equipped Conference room
- IV. An Auditorium to seat 100-125 people.
- V. A well equipped Library.
- VI. A canteen
- VII. A Recreation room.

VI. K.C. ACTIVITIES

A. KIRAN - THE INTER COLLEGIATE FESTIVAL

Ms. Neeta Dam - Convener

K.C.'s annual cultural festival 'Kiran' is a highly awaited event by all the students and staff. K. C Cultural Team, Scope, is dedicated to organizing a vibrant, colourful and spectacular Kiran each year. This festival provides a wonderful opportunity to students to display their talents and develop skills required to conceptualize, organize and manage a festival of this proportion.

Departmental Festivals

Apart from Kiran, individual departments of the college organize popular inter collegiate festivals, **Blitzkrieg** - Department of Mass Media, **Fiestron** - Department of Computer Science. **Bio-ethnica** - Department of Life Sciences, **Biogenei** - Department of Biotechnology, **Parnassus** - Literary festival, Department of English, **Joule** - Department of BAF / BBI / BFM / BMS, **Chem-Vision** - Department of Chemistry and **Systematic Chaos** - Department of I. T.

B. NATIONAL SERVICE SCHEME (N.S.S.)

Dr. Satish Kolte - Programme Officer - Department of Chemistry

The college offers opportunity to the students for personality development and self growth through N. S. S. The N. S. S. unit of the college has been very active for over two decades in serving the society. Through guidance of dedicated teachers and enthusiastically working student volunteers, N.S.S. has achieved the objective of Personality Development through community service and the N. S. S. Motto of "Not me but you".

Various programmes of NSS include Blood Donation camps, Environmental Awareness Projects and Literacy Programmes for under-privileged children, organizing 'Anandostav' a fun filled day for the under-privileged of the society, personnel devoted to public service like Traffic police persons, inmates from old age homes and cancer affected children.

The N.S.S. Unit adopted Karwale, a village near Saphale, and initiated the process of development by creating awareness towards literacy by building a community centre and distribution of reading & writing materials, initiating E-School education system. To ensure better hygiene, every household of the village has been equipped with a toilet which has been partly constructed by the students themselves. Women empowerment in the village is fostered through vocational training, given regularly to make utility articles, which are marketed by the students and proceeds given to the women. Health check-up camps are regularly conducted and assistance is provided to the patients for any further medical requirements. K.C N.S.S. unit keeps conducting free cataract operations for the villagers every year.

To express solidarity with the cause of social reforms, the college unit also participates in peace marches and rallies organized by the N.S.S. Cell, University of Mumbai.

K.C. NSS unit has also witnessed the participation of several of its volunteers in National Republic Day parade and State Republic Day Parade in the past few years. Hardworking volunteers also get opportunities to participate in various camps like adventure camp, personality development camp and cultural exchange programs. One of KC NSS students, Ms. Kasturi Apte, had gone to China on a youth exchange programme.

The unit has also been recognized for its exemplary work by being awarded quite a few times at the University level and also at the state level. Dr. Satish Kolte has also been awarded at the University level and the State level as the 'Best NSS Programme Officer'. The '**Best Student Volunteer**' award has come to K.C **8 times in a row**. Ms. Ekta Kadam, Ms. Jahanara Shaikh and Ms. Kasturi Apte have also achieved State level awards for 'Best NSS Volunteer'. Ms. Kasturi Apte has been judged the 'Best NSS Volunteer' and for which she has been awarded **Indira Gandhi National Service Award** in 2011. K. C. NSS unit has also bagged the Best Road Campaign Award. The 2nd and 1st Runner up Awards have also come to KC NSS in 2014 & 2015 respectively from the Govt. of Maharashtra.

Students, who volunteer for this two-year programme of the University of Mumbai, are eligible for 10 grace marks in their final examinations. They have to put in 120 hours of work by participating in the above programmes to be eligible for the grace marks, and a Certificate from University of Mumbai.

C. SCIENCE HONORS PROGRAM (S.H.P.)

Dr. Sagarika Damle - Convener - Head, Department Life Sciences

Dr Sheela Valecha - Coordinator, Department of Chemistry

An In-house Certificate Course entitled 'Jigyasa' - Science Honors Program is offered to selected S.Y.B.Sc Science students. It is a two year course where students are selected on the basis of an entrance test in the second term of their F.Y.B.Sc course. Students are exposed to the basics of scientific temperament and personality development through its various modules. Research is an inherent part of this program and research skills are inculcated in all students through research projects.

D. STUDENT NURTURING PROGRAM

Convenors - Heads of Respective Departments

All the teachers of the Science Department take the responsibility of nurturing students from S.Y.B.Sc. and T.Y.B.Sc classes. These teachers and students have regular meetings during which doubts and problems faced by students on academic as well as personal fronts are discussed. Feasible solutions are provided to the student with respect to topics discussed. Students lagging in studies are given remedial teaching by calling for extra classes or one to one coaching. Also academically bright students are put in charge of the nurture group to facilitate improvement in the subject knowledge. The SNP has shown marked improvement in the results of the students. It has also improved the interpersonal relationship between student groups and teachers.

E. VIDYASAGAR LATE PRINCIPAL K.M.KUNDNANI MEMORIAL LECTURESERIES

An important event in the K.C. College 'Events Calendar' is the Vidyasagar Late Principal K. M. Kundnani Lecture Series. Eminent personalities are invited to address the students and staff so as to share their experiences and inspire the students.

Dr. R.A Mashalkar, Former Governor of Maharashtra, Shri. Abdul Fazal, Dr. Narayan Murthy, Dr. Jayant Narlikar, Dr. Swati Piramal, Dr. ShashiTharoor, Dr. KiranBedi, Dr. KiranMazumdar ShawDr. Srikumar Banerjee, Mr. Arun Jaitley, Mrs. Chanda Kochhar and Dada J. P. Vaswani, Mr Ram Jethmalani, Mr Ashok Wadhwa are some of the luminaries who have enlightened the students in these interesting and interactive sessions.

F. CERTIFICATE PROGRAMMEIN COMMERCE AND ARTS (C.P.C.A)

Mr. Smarajit Padhi& Dr. Shalini R. Sinha - Convenors - Vice-Principals

A One year Certificate Programme in Commerce & Arts has been started from September 2014 for a few selected students of the second year of Commerce and Arts. The objective of this programme is to help students in developing communication skills and analytical abilities. The three thrust areas of the programme are inculcating research capabilities, enhancing communication skills and building core competencies towards computer skills, personality development etc. Several modules are conducted throughout the year by experts from outside and within the college. Students hone their research abilities by researching on year-long projects under the mentorship of teachers. CPCA is already into its 4th Batch of students this year.

G. "KIRAN" MAGAZINE

Dr. Shalini R. Sinha &Mrs. Mehak Gvalani - Editors

The College Magazine "KIRAN" is an annual publication. It mirrors the functioning of the college and the growth and progress it has made in all aspects throughout the academic year. It contains articles on literary, academic, current affairs and topical subjects.

Student editors under the guidance of the Magazine Committeeare appointed every year and it is a medium by which students can express their views.

H. PARNASSUS - LITERARY FESTIVAL

Mrs. Jayashree Deshpande - Convenor - Department of English

Parnassus - The Literary Festival of the Dept of English is an annual event where students are made to look beyond the syllabi. Interaction with renowned national and International literary experts, playwrights, writersand poets enhances their understanding of different genres of literature. Besides these, several competitive events such as play-reading, short story writing etc hone their creative abilities.

I. THE HUMAN RIGHTS DAY CELEBRATION

Dr. Nivedita Rao - Convenor

The Human Rights Day Celebration was instituted by the Founder-Principal Vidyasagar Late K. M. Kundnani in the 1970s to inculcate social awareness, leadership and citizenship qualities amongst students. Human Rights Day is celebrated through a week-long plethora of programmes such as Poster & Essay Competition, Group Discussion, Workshops and a Public Debate on various Human Rights issues. The aim underlying such activities has always been to sensitize students towards issues such as – social exclusion, the development debate, environment degradation and climate change, gender justice and right to free speech and expression. Participation in such activities gives an opportunity to students to develop their creative and debating skills as well as learn to foreground social and economic needs of Modern India.

J. ASSOCIATIONS & CLUBS:-

The College has set up various Associations. Students desirous of joining any of these Associations should get in touch with the teachers concerned. Details regarding the activities of these associations are put up on the notice-board from time to time.

- E-Circle - Dr. Rama Vishvesh, Dept. of Economics
- Marathi Mandal - Dr. Rajesh Samant / Dr. Yogita Shinde, Dept. of Chemistry
- Psychology Association - Ms. Veena Kumar, Dept. of Psychology
- Rotaract Club - Dr. Shalini R. Sinha, Vice - Principal
- Sindhi Association - Mrs. Anita Ramsinghani, Dept. of Chemistry (Jr. College)
- The Cherub's Club - Ms. Sagarika Chattopadhyay, Dept. of English (Jr. College)
(English Association)
- Scope, the Culture Club - Mrs. Neeta Dam, Dept. of Mathematics (Jr. College)
- The Nature &
Environment Club - Dr. Sunetra Chaudhary, Dept. of Chemistry
- Zest - Mrs. Ritika Pathak, Dept. of BAF/BBI/BFM/BMS
- Initium - Mr. Smarajit Padhi, Dept. of Commerce
- Gender Issues Cell - Dr. Leena Pujari, Head, Dept. of Sociology
- N.S.S - Dr. Satish Kolte, Dept. of Chemistry
- Yoga Club - Ms. Veena Kumar, Head, Dept. of Psychology

K.SPECIAL ADVISORY CENTERS AND CELLS

1. Gender Issues Cell (Women's Development Cell.):

Dr. Leena Pujari - Convenor - Head, Dept. of Sociology

A gender just and enabling environment for both girls & boys is the sine qua non of a healthy democratic set up in any educational Institution. The everyday procedures and practices of the college reflect an explicit commitment to the principles of gender justice and equity. We have a policy of zero tolerance for sexual harassment in our college campus. The Women's Development Cell, rechristened the Gender Issues Cell in KC College, exists as a statutory mechanism to create awareness and to sensitise the students on issues of gender discrimination. The entire administrative apparatus including the Principal, Vice - Principals, Office and Library Staff, faculty members and Peons have been sensitized to the need for making the campus a safe and gender sensitive space. An Internal Complaints Cell (ICC) within the Gender Issues Cell has been formed to deal with cases of sexual harassment.

Any instance of sexual harassment, that is unwelcome behavior, whether physical, verbal or non verbal of a sexual nature, either by fellow students, teachers or non teaching staff may kindly be reported to the Convenor of the Women's Development Cell by sending an email to genderissuescell@gmail.com. Alternatively students may also use the Gender Issues Cell Drop Boxes, installed at prominent places in the campus, to lodge their complaints or give their suggestions to make the campus a space for equal opportunities for all the students. The complaints will be looked into in a time bound manner while assuring full anonymity to the complainant and the suggestions will be acted upon, wherever feasible.

2. REMEDIAL MEASURES CELL:

The College conducts a special programme of "Intensive Coaching" in the following areas for the benefit of students:-

- Communication Skills
- Special Assistance to students with Learning Disabilities
- Special Coaching to improve academic performance in a desired subject.

Students desirous of availing the above programme can contact the Vice-Principals.

3. PERSONAL AND CAREER COUNSELING CENTRE:

The college has appointed professional counselors for Personal counseling and Career guidance and they are available to the students for consultation on Fifth Floor and Ground floor. The centre is very beneficial to the students and it conducts Intelligence, Personality and Aptitude tests for college students as well for students of other colleges in the vicinity.

There is also available Counseling for higher Studies-Professional counselor for guiding students on higher studies as well as studies abroad.

4. PLACEMENT CELL:

Dr Rajesh Samant - Coordinator - Department of Chemistry

The Placement Cell functions under the able guidance of Dr Rajesh Samant. The cell provides various facilities to students.

- i) To take up career oriented courses.
- ii) To help the students to earn and learn.
- iii) To provide them internships during summer vacation, winter vacation and to place them in appropriate companies after the completion of their course.

Students have been able to get employment with Banks, IT Industries, Pharma Industries and other Corporate Sectors through the employment cell.

- iv) To conduct seminars on various career options including those in BPO (Call Centre), Insurance, Chartered Accountancy, Chemical Industries, Software technology, Fashion Designing, Hotel Management, Nautical Sciences, Engineering, Medicine and Media.
- v) To conduct Personality Development classes from time to time.

5. CONSULTANCY SERVICES:-

***Faculty Members of various departments offer their expertise in the following areas;**

1. Gender awareness related studies
2. Corporate English - Business Communication Technical Writing.
3. Guidance for Community Development.
4. Psycho Analysis and Personally Counseling.
5. Corporate Hindi
6. Software Development - web - based and stand - alone
7. Eco - friendly Chemical Synthesis
8. Life - Science; Plant and Animal Science, Taxonomy, Animal Physiology
9. Management Information System

6. MOU with Commonwealth of Pennsylvania Higher Educational Institutions:

The Hyderabad (Sind) National Collegiate Board has signed a Memorandum of Understanding with the Commonwealth of Pennsylvania's Higher Educational Institutions. This MoU will help to facilitate academic exchange between the colleges of the HSNC Board like K.C College and those institutions under the Commonwealth of Pennsylvania, like Drexel University and others. Students and faculty of all streams, Arts, Commerce and Science, can benefit from this collaboration.

7. MOU with Kaivalyadham:

The college has an MOU with the well-known Yoga Centre, Kaivalyadham and this facilitates trained Yoga experts coming to the college to carry out Yoga workshops as well as our students visiting Kaivalyadham for special training sessions. A Yoga Club has been formed under this venture which is open to all students.

VII. K.C. OFFERS (COURSES)

Under Graduate Courses				
Bachelors of				
Commerce	Science	Arts	Mass Media	Management Studies
B.Com.(Financial Accounting & Auditing)	Physics	Psychology	B.M.M.	B.M.S.
B.Com in Accounting and Finance (B.A.F.)	Chemistry Microbiology	History Economics	Journalism OR Advertising	
B.Com. in Banking & Insurance (B.B.I.)	Life Science - Biochemistry Statistics	Commerce - Economics Hindi	B.A. in Film, TV, New Media and Production	
B.Com in Financial Markets (B.F.M.)	*Computer Science *Information Technology *Bio-Technology	English Sociology		

Post Graduate Courses					
M.Sc. (Papers)	M.Sc. (Research)	M.A	MA.	M.Com	Ph.D.
<ul style="list-style-type: none"> • Microbiology • Information Technology • <u>Chemistry</u> ➤ Organic Chemistry ➤ Inorganic Chemistry ➤ Physical Chemistry ➤ Analytical Chemistry 	<ul style="list-style-type: none"> • Microbiology • Chemistry ➤ Organic Chemistry ➤ Nuclear Radiochemistry 	<ul style="list-style-type: none"> • Hindi 	<ul style="list-style-type: none"> • Communication and Journalism • Entertainment, Media and Advertising 	<ul style="list-style-type: none"> • Advanced Accountancy 	<ul style="list-style-type: none"> • Hindi • Organic Chemistry • Nuclear Radiochemistry

N.B. Self Financing Courses (Biotechnology, Computer Science and Information Technology):

These are three- years comprehensive programme and no mobility is allowed to any other programme in the Second and Third year.

IX. COLLEGE RULES & REGULATIONS

1. It is mandatory to wear the college identity card within the college premises.
2. The college identity card should carry a passport size photo of student and should be duly complete in all respects.
3. Full fees have to be paid at the time of admission.
4. Attendance at all college lectures, tutorials, practicals, examinations etc is compulsory. A minimum attendance of 75% in each term is required from the student, failing which strict action will be taken, including the detention of the student and withholding permission to appear for examination.
5. Students must not cause any disturbance to anyone within the college premises. Strict action will be taken if students do not display exemplary behavior.
6. Smoking is strictly prohibited within the college premises. Students found smoking in the premises will be fined Rs. 500/-.
7. Students must not indulge in any activity that disrupts smooth functioning of the college.
8. No outsider should be invited to address the students in the college without prior permission from the Principal.
9. Students are not authorized to communicate any information or write to the press about any matter dealing with the College administration.
10. Students are expected to take proper care of the college property and to co-operate in keeping the premises neat and tidy. Any damage to the college building or property by disfiguring walls, doors or breaking furniture, apparatus, fittings etc., is a breach of discipline and will be strictly dealt with.
11. It is in the Principal's discretion to disallow a student to continue in the college, if for any reason, the continuance of such a student in the college is felt to be detrimental to the best interest or discipline of the college. No reason may be assigned for such a decision and the Principal's decision shall be final.

12. Government or College Scholarships or any remission in fees will be granted only to those students who show consistent good behavior and satisfactory academic progress.
13. Students should strictly adhere to a proper and appropriate dress sense within the college premises. Students wearing spaghetti tops or shorts shall be barred entry.

IMPORTANT

14. **Students are not permitted to carry mobile phones within the college premises and action will be taken against them if they are found to do so.**
15. **Wearing of identity cards by students within college premises is mandatory. Failure to comply will result in strict action.**

Matters not covered by the above rules will rest at the absolute discretion of the Principal.

The College offers a very safe and secure environment and the entire campus is under the surveillance of close-circuit cameras.

RAILWAY CONCESSIONS:

1. Bonafide students of the college (male students below 25 years and all lady students) are eligible for railway concession on their season tickets between the stations nearest to their home and Churchgate or Chhatrapati Shivaji Terminus. Prescribed forms for application are given and accepted between 10.00 a.m. and 1.00 p.m. on any working day from the railway concession counter, 1st floor. In case a student loses his railway pass, he / she will not be eligible for concession for the same period stated on the pass.
2. Long-journey railway concession is granted only for the vacation period according to rules published by the railway authorities, information about which is available in the office between 10.00 a.m. and 1.00 p.m. on any working day.

X. ADMISSION & EXAMINATION

A. ADMISISON

1. ELIGIBILITY FOR ADMISSION: (O2138, O2145, O2152)

Eligibility criteria for admission to the three-year integrated degree course, will be having passed the Higher Secondary School Certificate Examination conducted by different Divisional Boards of Maharashtra State Board of Secondary and Higher Secondary Education or an Examinations of any another University or Body recognized as equivalent thereof by the Senate of the University of Mumbai.

A student from another University or Board of Secondary or Intermediate Education or any other statutory Examining Body, seeking admission to this University shall apply to the College Office for Eligibility. Such students will not be admitted to any class, if they have not obtained the Provisional Certificate of Eligibility issued as per the various ordinances governing it and in force at the time of admission.

1. A student seeking admission to any class is required to apply online on the prescribed form which is available on the college website www.kccollege.edu.in.
2. Application forms complete in all respect should be submitted to the college office along with the supporting documents as required.
3. Admission will be granted purely on the basis of merit and list of such students who are shortlisted for admission will be put up on designated dates as prescribed by the University of Mumbai.
4. A student has to present himself/herself in person at the time of admission and no authorization in any form will be entertained. Photos and documents in original have to be submitted at the time of admission.
5. Once the admission is granted full fees will have to be paid on the same day. The admission will not be valid on the subsequent days.
6. Students not intending to continue with the college in the Second term of an academic year must inform the Principal in writing to this effect before 20th October of that year.

2. ADMISSION OF STUDENTS FROM OTHER UNIVERSITIES AND ALLIED BODIES

A student from another University or Board of Secondary or Intermediate Education or any other statutory Examining Body, seeking admission to this University shall apply to the College Office for Eligibility. Such students will not be admitted to any class, if they have not obtained the Provisional Certificate of Eligibility from the office.

After being admitted to the college on the basis of the provisional eligibility certificate, the students have to obtain final confirmation and eligibility for which they should submit the following certificates in original along with a photo copy:

1. Original Marksheet

2. Original Passing Certificate
3. Original Migration Certificate

Those students whose admission is provisional should note that if their admission is not finally confirmed by the University, their terms kept for the academic year will be treated as “Null and Void” and they will not be allowed to appear for the final examination. Foreign students will have to show documentary evidence of conversion of their visa in addition to the above mentioned conditions for eligibility.

3. TRANSFERENCE CERTIFICATE

- 0.106 No student shall at any time be admitted to any other College unless he/she produces Transference Certificate from the College he/she leaves.
- 0.120 The Principal shall be entitled to charge a fee of Rs. 100/- for issuing a Transference Certificate more than a month after the opening of a term. He/She may levy additional fee of Rs. 20/- for each term that has lapsed since the applicant last attended a College. Provided however that the fee charged under the Ordinance shall not exceed Rs. 200/- in the aggregate.
- 0.131 If, as a result of a student leaving one College to join another, it will be necessary for him/her to count the Attendance kept by him/her in more than one College to enable him/her to make up the necessary number of Attendance. A transference Certificate shall not be granted except for reasons which appear to the Executive Council to be sufficient and except with the written permission of the Principal of the College which the student wants to leave and the Principal of the College which he/she intends to join.
Provided however that in the event of a student leaving one College to join another after the completion of terms or term, it will be necessary for him/her to obtain the written permission from the Principal of the college which he/she intends to join.
- 0.132 Application for Transference Certificate shall be made by students without unnecessary delay through the Principal of the College to which they wish to be transferred.

4. RULES FOR REFUND OF TUITION FEES (O.2859)

Candidates who wish to cancel their admission have to apply on the prescribed format and submit the same in the college office. The rules for refund of fees are as under:

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

Table - 1: Fee Deduction on cancellation of admission

Period and Percentage of deduction charges						
	(i)	(ii)	(iii)	(iv)	(v)	(vi)

	Prior to commencement of academic term and instruction of the course	Upto 20 days after the commencement of academic term of the course	From 21st day upto 50 days after commencement of the academic term of the course	From 51st day upto 80 days after the commencement of academic term of the course or August 31st whichever is earlier.	From September 1st to September 30th.	After September 30th
Deduction Charges	Rs.500/- Lump sum	20% of the total amount of fees	30% of the total amount of fees	50% of the total amount of fees	60% of the total amount of fees.	100% of the total amount of fees

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

- I. All the fee items chargeable for one year are as per relevant University circulars for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities).
- II. The fee charged towards group insurance and all fee components to be paid as University share (Including Vice-Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam. fee and Enrollment fee) are non-refundable if payment is made by the college prior to the date of cancellation.
- III. Fee collected for Identity card and Library card, admission form and prospectus, enrollment and any other course specific fee **are not refundable** after the commencement of the academic term.
- IV. All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned after producing original receipt.

B. EXAMINATION

1. RULES OF ATTENDANCE AND PROMOTION

- 0.119 The minimum Attendance necessary for keeping Terms for the Students, attending regular classes in the faculties of Arts, Science and Commerce is Three-Fourths of the days on which lectures are delivered in each term.
- The student may not be sent for the University Examination if he/she has failed to keep 75% attendance in each semester of the academic year.
- 0.123 Principals of Colleges are empowered to excuse absence of students who are required to leave the town where the college is situated for the purpose of taking part in sports held under the auspices of the University for the period during which they are unavoidably absent from the college.
- 0.125 Besides attendance, to keep a term at a College or recognised institution an undergraduate must complete to the satisfaction of the Principal or the Head of the Institution the course of study at the College or Institution prescribed for such term for the class to which such graduate then belongs i.e. satisfactory performance at the various examinations conducted during the year.

2.(a)DETAIL OF CREDIT & GRADING SYSTEM OF F.Y. /S.Y. B.A, B.Sc. AND B.Com.

A student after satisfying the conditions of attendance and term work becomes eligible for the term end / semester end examinations.

The examinations for First year and Second year in all three streams will be Semester End examinations carrying 100 marks at the end of every semester. The internal assessment will be only in the subject of Foundation course.

2.(b) STANDARD OF PASSING

The learners in First year and Second year in all three streams appearing for semester end examination of 100 marks have to obtain a minimum score of 40 out of 100 and a minimum grade of D in each course to be declared as pass in a particular semester.

2.(c) The PERFORMANCE GRADING OF THE LEARNERS SHALL BE ON THE TEN POINT RANKING SYSTEM AS UNDER

Grade	Marks	Grade Points
O	80 & above	10
A+	70 to 79.99	9
A	60 to 69.99	8
B+	55 to 59.99	7
B	50 to 54.99	6
C	45 to 49.99	5
D	40 to 44.99	4
F	Less than 40	0

2. (d) DETAIL OF CREDIT & GRADING SYSTEM OF T.Y.B.A, B.Sc. AND B.Com.

A student after satisfying the conditions of attendance and term work becomes eligible for the term end / semester end examinations. As per university circular UG/ 69 of 2011, 18/04/2011, Semester based Credit and Grading Systems has been introduced from the A.Y. 2011- 12. The notification and details are available at www.mu.ac.in.

The performance of the learners shall be evaluated under two components. The learner's performance shall be assessed by Internal Assessment with 25% marks in the first component by conducting the Semester End Examinations with 75% marks in the second component. The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below:

a) Internal Assessment - 25 Marks

Sr. No.	Particulars	Marks
1	One periodical class test held in the given semester	20 Marks

2	Overall conduct as a responsible learner, mannerism and articulation and exhibition of leadership qualities in organizing related academic activities	05 Marks
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b) Semester End Examinations – (75 Marks)

The semester end examination will be of two and a half hours duration and based on the syllabus prescribed by the respective Board of Studies.

The assessment of Part ‘A’ i.e. **Internal Assessment** as mentioned above for the **Semesters V & VI** shall be processed by the **Colleges / Institutions** of their learners admitted for the programme while the University shall conduct the assessment of **Part ‘B’ i.e. Semester End Examination** for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades.

2.(e)STANDARD OF PASSING

The learners shall have to obtain a minimum of 40% marks in aggregate for each course, to pass a course, where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E in each course to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

2 (f)CARRY FORWARD OF THE MARKS IN CASE IF THE LEARNER GETS ‘F’ GRADE IN ONE OR MORE SUBJECTS:

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

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

Note: For other details refer to www.mu.ac.in.

Evaluation of Projects (Wherever Applicable)

1. A learner who **PASSES IN ALL COURSES BUT DOES NOT** secure minimum grade of E in project as applicable has to resubmit a fresh project till he/she secures a minimum of grade E. His/her marks in the theory papers that the learner has passed will be carried forward and he/she shall be entitled for grade obtained by them on passing.
2. The evaluation of project and viva-voce examination shall be by awarding grade in the seven point scale.
3. A learner shall have to obtain minimum of grade E (or its equivalent marks) in project evaluation and viva/voce taken together to obtain 40% marks in project work.

2.(g) PERFORMANCE GRADING

The **PERFORMANCE GRADING** of the learners shall be on the **SEVEN** point ranking system as under:

Grade	Marks	Grade Points
O	70 & above	7
A	60 to 69.99	6
B	55 to 59.99	5
C	50 to 54.99	4
D	45 to 49.99	3
E	40 to 44.99	2
F (Fail)	39.99 & below	1

Note:

The marks obtained by the student/s to be converted in to grade points and accordingly graded by the concerned teacher/s.

The total credit covers the core, elective, field work or extension activities, soft skills etc.

GPA is calculated at the end of each semester after grades are processed and after any grade is upgraded or changed. Same criteria are to be followed for internal assessment/test etc.

C. PROCEDURE FOR INVESTIGATION IN CASE OF MALPRACTICES SHALL BE AS FOLLOWS:-

UNIVERSITY OF MUMBAI

1. ORDINANCE 5050:

- (a) On receipt of a report regarding use of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a College or Recognised Institution or in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship held by him/her or by cancellation of the award

of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.

- (b) Where the examinations of the University courses are conducted by the constituent Colleges /Recognized Institutions on behalf of the University, the Principal/Head of the concerned constituent College/Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any University course in any College/Institution either permanently or for a specified period or by cancellation of the result of the student in the College/Institution examination for which he/she appeared or by deprivation of any College/Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.

2. **COMPETENT AUTHORITY:**

- (i) **The Board of Examinations of the University** constituted under the provisions of Section 31(3) shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating unfair means at the examination conducted by the University.
- (ii) **The Principal of the constituent College or Head of the Recognized institution shall be** the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution on behalf of the University.

3. **PUNISHMENT:**

The Competent Authority concerned i.e. the Board of Examinations in the cases of University examination, the concerned Principal in the cases of College examination, and the Head in the cases of examination held by the Recognized Institution, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means :

- (a) Annulment of performance of the student in full or in part in the examination he/she has appeared for.
- (b) Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.

- (d) Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- (e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment / penalty as it may deem fit.
- (f) As far as possible the quantum of punishment should be as prescribed (category wise) in Appendix-A.
- (g) The student concerned will be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized by it in this behalf, under intimation to the College/Institution he/she belongs to.

XI.SCHOLARSHIPS, FREESHIPS & OTHER CONCESSIONS

There are a number of Scholarships and Freeships available to needy and deserving students in the college. These are offered by the Central and State Governments, the College and other private bodies and individuals. Full particulars about these are furnished from time to time and guidance is also given about the same by the college office between 10.00 a.m. and 1.00 p.m.

Applications for scholarships and remission in fees or other concessions will be considered only after the applicant has been admitted into the college.

No student will get double concession i.e. two scholarships or scholarship and fee concession simultaneously.

Students, who do not apply online for Scholarships or Freeships for which they are eligible will under no circumstances, be considered for remission in fees by the college.

THE LIST OF SCHOLARSHIPS & CONCESSIONS THROUGH THE GOVERNMENT			
No.	Name of the Concession	Requirements	Last date of application
1.	National Merit Scholarship	At least 85% marks in the last examination and income not to exceed Rs.25,000/- per annum	25 th July
2.	State Government open merit scholarship	For F.Y.J.C. Science & Commerce students who have secured above 85% marks in the examination held in the immediately preceding year	25 th July
3.	Freeships to Children of Primary and Secondary school Teachers	70% marks	25 th July
4.	Scholarship for the study of Hindi	For students coming from non-Hindi speaking states not taking up Hindi at all levels	25 th July
5.	Government of India Scholarship & Freeships to	For Scheduled castes, Scheduled Tribe, Special Backward Class, Other Backward	31 st Dec

	SC/ST/SBC/ OBC/ VJNT students	Class, VimuktaJat Nomadic Tribes students.	
6.	E.B.C. Freeships	Income of the family not to exceed Rs.1,00,000/- as on 31 st March of the year immediately preceding	25 th July
7.	Minority Scholarship (Online Submission)	For Sikh, Parsi, Muslim, Christen and Buddhist	15 th Sept.

8. Students' Aid Fund for needy and deserving Students. 25th July

9. Handicapped Scholarship 15th Sept.

10. Rajashree Shahu Maharaj Scholarship 15th Sept.

Note: ST / SC/ OBC/ SBC/ VJNT, Minority Scholarship, Rajashree Shahu Maharaj Scholarship. The students are required to apply online, take the print out and submit it to College Office along with relevant documents.

11. **SCHOLARSHIPS AWARDED BY THE COLLEGE**

The College provides a number of Scholarships to deserving and needy students. The relevant information is put up on the notice board time and again which students are requested to refer to.

***XIII. LIST OF EDUCATIONAL INSTITUTIONS IN MUMBAI AND
ULHASNAGAR MANAGED BY H(S)NC BOARD***

**THE HYDERABAD (SIND) NATIONAL
COLLEGIATE BOARD**

Mr. Anil Harish
President

Dr. Niranjana Hiranandani
Immediate Past President

Mr. Kishu Mansukhani
President Incumbent

Prof. J. K. Bhambhani
Rector & Secretary

1. Rishi Dayaram National College & W.A. Science College, Bandra, Mumbai - 400 050.
2. Kishinchand Chellaram College, Mumbai - 400 020.
3. Kishinchand Chellaram Law College, Mumbai - 400 020.
4. Hassaram Rijhumal College of Commerce & Economics, Mumbai - 400 020.
5. K. C. College of Management Studies, Churchgate, Mumbai - 400 020.
6. Smt. Mithibai Motiram Kundnani College of Commerce & Economics, Bandra, Mumbai 400050.
7. Smt. Chandibai Himathmal Mansukhani College, Ulhasnagar - 421 003.
8. Bombay Teachers' Training College, Colaba, Mumbai - 400 039.
9. Principal K. M. Kundnani College of Pharmacy, Cuffe Parade, Mumbai - 400 005.
10. Principal K.M. Kundnani Pharmacy Polytechnic, Ulhasnagar - 421 003.
11. Gopaldas Jhamatmal Advani Law College, Bandra, Mumbai - 400 050.
12. Watumull Institute of Electronic Engineering & Computer Technology, Worli, Mumbai - 400018.
13. Thadomal Shahani Engineering College, Bandra, Mumbai - 400 050.
14. S. H. Mansukhani Institute of Technology Ulhasnagar - 421 003.
15. Dr. L. H. Hiranandani College of Pharmacy, Ulhasnagar - 421 003.
16. Nari Gursahani Law College, Ulhasnagar - 421 003.
17. Shri Hashmatrai & Gangaram Himathmal Mansukhani College, Ulhasnagar 421 003.

XIII. LIST OF POST GRADUATE EXTENSION COURSES

Diploma Courses

(All Extension Courses are under the auspices of K.C.College)

1. Post Graduate Diploma in Business Management
2. Post Graduate Diploma in Human Resource Management
3. Post Graduate Diploma in Financial Management
4. Post Graduate Diploma in Business Finance & Investment Studies
5. Post Graduate Diploma in Advertising & Public Relations
6. Post Graduate Diploma in Advertising, Marketing & Sales Management
7. Post Graduate Diploma in Journalism (in English, Hindi & Marathi)
8. Post Graduate Diploma in Hospital Administration
9. Post Graduate Diploma in Pharmaceutical Management
10. Diploma in Retail Management
11. Diploma in Export & Import Management
12. Diploma in Trading in Financial Market
13. Advanced Diploma in T V Journalism
14. Post Graduate Diploma in Higher Management
15. Post Graduate Diploma in Advanced Management
16. MBA- Media and Entertainment
17. Executive Programme in Digital Media Marketing