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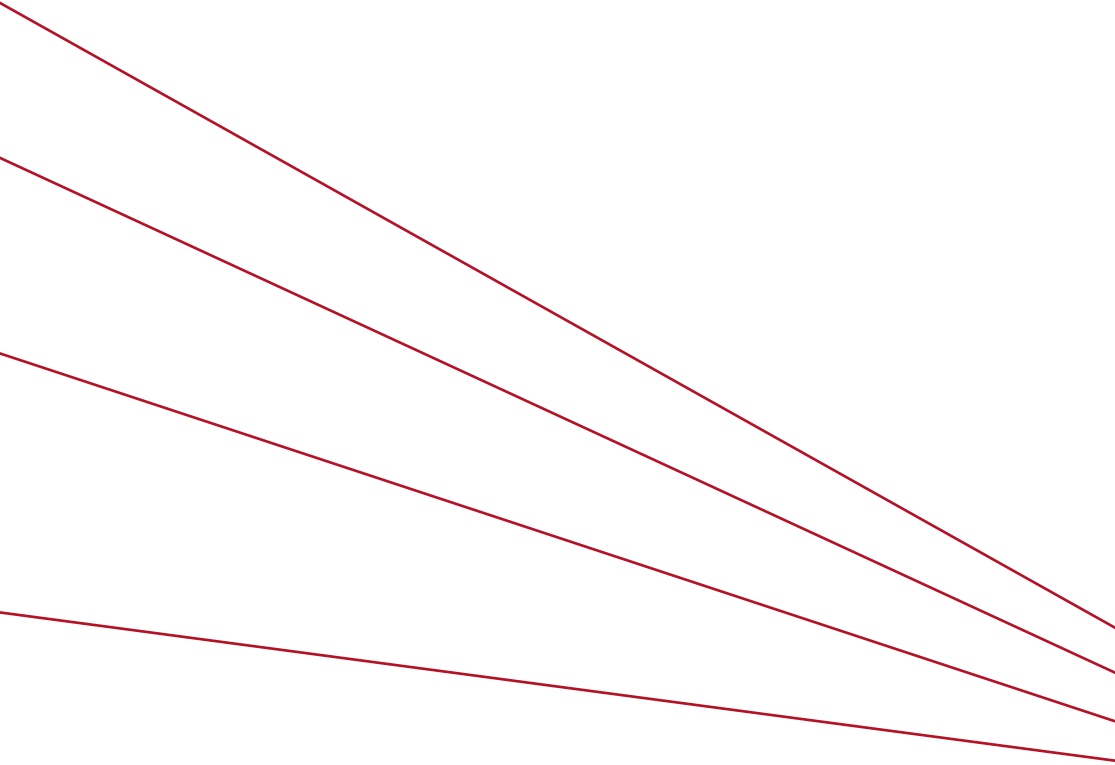
PROSPECTUS



N. L. Dalmia[®]
College of Arts, Commerce & Science

(A School of Excellence of N. L. Dalmia Educational Society)

(Affiliated to University of Mumbai and Approved by the Government of Maharashtra)





SHRI NIRANJANLAL DALMIA

(4th September 1915 - 26th September 2005)

**Founder - Chairman
Niranjanalal Dalmia Educational Society**

*यद्यदाचरति श्रेष्ठस्तत्तदेतेतरो जनः ।
सं यत्प्रमाण कुरूते लोकस्तदनुवर्तते ॥ २१ ॥
(भ. गी. ३. २१)*

Whatever actions a great man performs, common man follows.
And whatever standards he sets by exemplary acts, the world pursues.
(Bhagvad Gita - Ch 3 Verse 21)





CHAIRMAN'S ADDRESS

We live in a challenging world brimming with technological, social, virtual and economic innovations. Education imparted in academic institutions actively enables students to cope with the rapid, changing world around them by disseminating knowledge and values which will certainly mould the leaders of tomorrow. It has been my philanthropic father, late Shri Niranjantal Dalmia's vision and dream to create an educational institute that encourages the imparting of knowledge and wisdom, rather than just good academic results. We, at N. L. Dalmia College of Arts, Commerce & Science, strive to emulate his ideas and work toward realizing his dreams of imparting high-quality education and empowering our students to write their individual success stories.

I trust our students to rise as winners in this competitive world and embark on a journey to become ideal Indian citizens while preserving our values and shouldering the responsibilities of life with confidence, impeccable character and a discerning judgement.

Warm Regards,
Shivkumar Dalmia





HONORARY SECRETARY'S ADDRESS

The N. L. Dalmia College of Arts, Commerce & Science is the third School of Excellence from the N. L. Dalmia Educational Society, in addition to the very successful N. L. Dalmia High School (top 5 Schools in Mumbai) and the N. L. Dalmia Institute of Management Studies and Research (top 25 B-Schools in India).

An individual can flourish and develop to his or her full potential with proper guidance and motivation. We are here to help you achieve your dreams and aspirations by offering high quality education and holistic development by inculcating values like Compassion, Integrity, Dedication, Hard work & Sincerity, it will help you groom in to a committed citizen which will bring about positive changes and progress in the Society.

Our dedicated family and the pedagogy followed by our highly qualified & passionate faculties will inspire, encourage and motivate you to fulfil your ambitions. The state-of-the-art infrastructure that transmits positive energy and creates a conducive environment for learning along with your dedicated hard work will help you in laying a firm foundation to build your career.

We assure that your stay at the N. L. Dalmia College of Arts, Commerce & Science for the next three years will be a learning experience which will empower you to become responsible citizens with a right attitude as well as to become good leaders to face the diverse challenges of the ever-changing world.

I wish you all the very best and success in your future endeavour.

Warm Regards,
Shailesh Dalmia



CEO'S ADDRESS

Our deep commitment to undergraduate education, balanced with social responsibility ensures that students attain a first-hand understanding of the challenges faced by our economy at large and community in particular. Through case studies, research projects, coaching and mentoring, our students are encouraged to develop an acumen, which will enable them to become successful future ready professionals.

The College strongly believes in disseminating relevant knowledge that serves the requirement of the industry and society. The College provides the invaluable learning experience which is an essential and critical exercise in becoming successful leaders. I wholeheartedly welcome you to experience the learning excellence here.

Warm Regards,

Prof. Seema Saini



PRINCIPAL'S ADDRESS

The N. L. Dalmia College of Arts, Commerce & Science, founded in 2018-19, is a new addition to the School of Excellence of N. L. Dalmia Educational Society, arising on the horizon of higher education.

We are committed to meet the exacting demands of new generation for quality education at degree level. We appreciate young minds which are constantly facing cut-throat competitions and daring challenges for laying the foundation stone of their careers. We believe in empowering our students to come out as well-educated and well-groomed persons with strong sense of social commitments and exemplary moral values.

At the N. L. Dalmia College, you can dream to become an Astrophysicist, Synthetic Chemist, Lawyer, Investment Analyst, Economist, Psychologist, Marketing Honcho and the list goes on. You can also enhance and hone your skills to become an entrepreneur or a founder of a start-up. The sky is the limit to soar high in your careers, for which we will give strength to your wings to scale higher and higher altitudes in the competitive world.

In the present era, the technology is developing by leaps and bounds. We help our students to keep pace with the rapidly changing scenario around them and equip them to develop their own path of success through well-planned career growth. We give importance to all stakeholders, including parents, who are collectively contributing to the welfare, well-being and nurturing of our students to mould them into world-class citizens of the new millennium.

We whole-heartedly welcome you to the N. L. Dalmia College to make it a memorable mile-stone of your career.

Warm Regards,
Dr. Ganesh Pawar



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Introduction:

N. L. Dalmia College of Arts, Commerce & Science ("the College") has been established by the Niranjnlal Dalmia Educational Society (NLDES) which operates two centres of excellence in education, namely Niranjnlal Dalmia High School founded in 1991 and Niranjnlal Dalmia Institute of Management Studies & Research in 1995. The College aims to maintain the same commendable quality standards of education set by these two centres of excellence.

The NLDES received permission from the State Government in 2018-19 to setup a new Degree College affiliated to the University of Mumbai. The College offers courses in subjects that enhance the employability of students, offer wide range of career opportunities, open up avenues for entrepreneurship and increase the students competency for competitive examinations.

In future, the NLDES aims for the natural progression of the Degree College to the post-graduate and doctoral levels with emphasis on research in basic and applied areas; subject to permission from statutory bodies.

Admission Guidelines:

Parents and students are requested to go through the prospectus, admission notices and circulars put on the University of Mumbai website (www.mum.digitaluniversity.ac) and College notice boards before seeking admission in the College.

The Principal reserves the right to amend or modify the rules regarding admission, if and when any amendments/ revised guidelines are received from the University, Government or the Management. The Principal also reserves the right to refuse admission, if in his/her opinion, such an admission is likely to adversely affect the overall discipline of the College.

Admission preference will be given to students who have fulfilled the eligibility qualification criteria in the preceding academic year, and also to the inhouse students who have passed Std XII (ISC) exam from N. L. Dalmia High School.

First Year Admissions

Admission process for FYBA, FYBSc, FYBCom and FYBMS Courses as follows:

1. All the admissions are online and as per the University schedule given on the University website.
 2. The students should visit the University Website (www.mu.ac.in or www.mum.digitaluniversity.ac) open the link "Admissions" or "Admissions to FY Courses" to display the Pre-admission Enrollment Form, fill in the required details of Courses and take the printout. This step is mandatory.
 3. With the printout of the Pre-admission Enrollment Form, the student should report to the College Accounts Office, pay ₹ 100/- in cash and receive the College Admission Form and the College Prospectus.
 4. The students are required to fill in the College Admission Form and select the subjects or group of subjects as per their choice; the details of which are given in the College Prospectus. Students must affix 2 (Two) photographs on the College Admission Form in the boxes provided.
 5. The students must apply separately for each course, if he/she desires.
 6. Pre-admission: The student must submit the following in the College Office
 - (a) Duly filled in printout of the Pre-admission Enrollment Form downloaded from the University Website; and
 - (b) Duly filled in College Admission Form. He/she will receive token/receipt, which will be required for confirming his/her Admission after the Merit List.
- NOTE: No originals or photocopies of documents need to be submitted at this stage.
7. The merit list will be put up and displayed by the College as per the University of Mumbai schedule.
 8. Admission Confirmation: If a student's name appears in the College merit list, then he/she must immediately contact the College office to confirm the admission. For this, he/she must carry-
 - (a) Admission Token / Receipt;
 - (b) Original documents with the required number of photocopies; and
 - (c) The Demand Draft favouring "N. L. Dalmia College" for the required amount of fees; details of which are given in the College Prospectus. (Page No. 25)

9. On verification by the Admission Committee, the student should pay the required amount of fees in the Accounts Office and receive the Fee Receipt as the confirmation of admission. The original Fee Receipt must be carefully preserved.
10. If the student fails to confirm his/her admission as stated above, his/her name will not be considered in the subsequent merit lists.

Important: All admissions are provisional and done strictly on merit basis. The admission is confirmed on the basis of submission of original documents, scrutiny and approval of Admission Committee and payment of full amount of fee. The College has no Management Quota, and charges no Donation and no Capitation Fee for admission.

Note: The Admission Forms for FY Courses in N. L. Dalmia College of Arts, Commerce & Science and the Prospectus are also available on the College Website (www.nldalmia.co) for reference. Hard copy of the same will be issued at pre-admission.

Documents Required

- Printout of duly filled online Pre-admission Enrollment Form downloaded from the University Website
- Duly filled in College Admission Form
- Original Std XII Marksheet with 3 (Three) self-attested photocopies
- Original Junior College Leaving Certificate with 3 (Three) self-attested photocopies
- One self-attested photocopy each, of the Std X Marksheet and Passing Certificate
- Provisional Eligibility Certificate (Applicable for students from other than Maharashtra State Board)
- Migration Certificate (Applicable for students from other than Maharashtra State Board)
- One self-attested photocopy each, of Aadhaar Card and PAN Card
- Two passport size photographs of the student (Frontal view of the full face against white background)
- GAP Certificate (Joint Affidavit) of the student and either of the parents on a ₹100/- stamp paper, if there is a break of more than a year in the academic career after passing Std XII (Draft of GAP Certificate will be provided).

Courses offered and Intake Capacity (All Unaided Courses)

Faculty	Degree	Duration (Years)	Intake Capacity (Nos.)
Arts	BA	3	120 each for FYBA, SYBA and TYBA
Commerce	BCom	3	120 each for FYBCom, SYBCom and TYBCom
Science	BSc	3	120 each for FYBSc, SYBSc and TYBSc
Management	BMS	3	60 each for FYBMS, SYBMS and TYBMS

Subject Combinations & Electives

Important note:

1. The right of making subject combinations and the choice of electives mentioned in all faculties is vested with the Principal, depending on the demand of subject(s) and elective(s) from students.
2. The number of seats for different subjects and elective combinations will be decided by the Principal.
3. Subject(s) and elective(s), which do not have the minimum enrollment required by the Government/University, will not be offered.
4. Examinations of Sem I, II, III and IV will be conducted by the College on behalf of the University of Mumbai as per the University schedule, rules, regulations and guidelines, while examinations of Sem V & VI will be conducted by the University.

Undergraduate Degree Programmes (Unaided courses)

BA (Bachelor of Arts) Degree programme

ELIGIBILITY: [Extract of Univ Circular No UG/394 of 2004, dated September 6, 2004]

Semester I:

A candidate being eligible for admission to the three years degree programme leading to the degree of Bachelor of Arts (BA) must have passed the Higher Secondary School Certificate examination (Std XII) conducted by the State Board of Secondary and Higher Secondary Education, in the following subjects:

1. English (Higher or Lower level) carrying 100 marks
2. Any one of the modern Indian languages or modern foreign languages or any classical language (Higher or Lower level) carrying 100 marks
3. Four other subjects from among the subjects mentioned below carrying a total of 400 marks

OR

Three other subjects from among the subjects mentioned below carrying a total of 300 marks and one more subject remaining optional subjects carrying 100 marks as prescribed for the HSC (Std XII) examination.

OR

Must have passed an Examination of another University or Body or Board recognized as equivalent to the HSC (Std XII) examination conducted by the Maharashtra State Board of the Secondary & Higher Secondary Education.

Semester II:

A student is eligible to be admitted to Semester II irrespective of number of heads of failure in the Semester I.



ARTS FACULTY (SUBJECT COMBINATIONS)

A) FYBA (Sem I & II)

Compulsory Subjects:		
<ul style="list-style-type: none"> • Foundation Course I • Communication Skills in English • Language (Marathi or Hindi) 		
Select ANY ONE GROUP from the following		
Group I*	Group II*	Group III*
<ul style="list-style-type: none"> • Economics • Sociology • English Literature 	<ul style="list-style-type: none"> • Psychology • Politics • English Literature 	<ul style="list-style-type: none"> • Geography • History • English Literature

(*1 paper for each subject) (Total 6 papers: 600 Marks per Sem)

B) SYBA (Sem III & IV)

Compulsory Subjects:		
<ul style="list-style-type: none"> • Foundation Course II 		
Select ANY ONE GROUP from the following on the basis of FYBA		
Group I*	Group II*	Group III*
<ul style="list-style-type: none"> • Economics • Sociology • English Literature 	<ul style="list-style-type: none"> • Psychology • Politics • English Literature 	<ul style="list-style-type: none"> • Geography • History • English Literature
Applied Component	Applied Component	Applied Component
<ul style="list-style-type: none"> • Entrepreneurship • Development 	<ul style="list-style-type: none"> • Psychological of Adjustment 	<ul style="list-style-type: none"> • Demography

(*2 papers for each subject) (Total 8 subjects & 800 marks/sem)

C) TYBA (Sem V & VI)

Select ANY ONE SUBJECT on the basis of SYBA			
Subject I*	Subject II*	Subject III*	Subject IV*
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • English Literature 	<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • Geography

(*6 papers for each subject) (Total 6 papers: 600 Marks per Sem)

BSc (Bachelor of Science) Degree programme

ELIGIBILITY: [Extract of Univ Circular No UG/394 of 2004, dated September 6, 2004]

Semester I:

A candidate being eligible for admission to the three years degree programme leading to the degree of Bachelor of Science (BSc) must have passed the Higher Secondary School Certificate examination (Std XII) conducted by the State Board of Secondary and Higher Secondary Education, in the following subjects:

1. English (Higher or Lower level) carrying 100 marks
2. Any one of the modern Indian languages or modern foreign languages or any classical language (Higher or Lower level) carrying 100 marks
3. Four other subjects from among the subjects mentioned below carrying a total of 400 marks

OR

Three other subjects from among mentioned below carrying a total of 300 marks and one more subject remaining optional subjects carrying 100 marks as prescribed for the HSC (Std XII) examination.

OR

Must have passed an examination of another University or Body or Board recognized equivalent to the HSC (Std XII) examination conducted by the Maharashtra State Board of the Secondary & Higher Secondary Education.

Semester II:

A student is eligible to be admitted to Semester II irrespective of number of heads of failure in the Semester I.



SCIENCE FACULTY (SUBJECT COMBINATIONS)

(A) FYBSc (Sem I + II)

Compulsory Subject: Foundation Course I		
Select ANY ONE GROUP from the following		
Group I*	Group II*	Group III*
<ul style="list-style-type: none"> • Chemistry • Physics • Economics 	<ul style="list-style-type: none"> • Physics • Maths • Statistics 	<ul style="list-style-type: none"> • Economics • Maths • Statistics

(*2 papers for each subject) (Total 7 subjects: 700 Marks per Sem)

(B) SYBSc (Sem III + IV)

Compulsory Subject: Foundation Course II			
Select ANY ONE GROUP from the following on the basis of FYBSc			
Group I*	Group II*	Group III*	Group IV*
<ul style="list-style-type: none"> • Chemistry • Physics 	<ul style="list-style-type: none"> • Physics • Maths 	<ul style="list-style-type: none"> • Physics • Statistics 	<ul style="list-style-type: none"> • Economics • Statistics

(*3 papers for each subject) (Total 7 subjects: 700 Marks per Sem)

(C) TYBSc (Sem V + VI)

Select ANY ONE SUBJECT from the following on the basis of SYBSc			
Subject I*	Subject II*	Subject III*	Subject IV*
<ul style="list-style-type: none"> • Chemistry 	<ul style="list-style-type: none"> • Physics 	<ul style="list-style-type: none"> • Statistics 	<ul style="list-style-type: none"> • Economics
Select Applied Component corresponding to each subject			
<ul style="list-style-type: none"> • Drugs & Dyes (2 Papers) 	<ul style="list-style-type: none"> • Electronic Instrumentation (2 papers) 	<ul style="list-style-type: none"> • Computer Applications (2 papers) 	Not applicable (Total 6 papers)

(*6 papers for each subject) (Paper = Theory + Practical)

(Total 8 papers: 800 Marks per Sem)

BCom (Bachelor of Commerce) Degree Programme

ELIGIBILITY: [Extract of Univ Circular No UG/142 of 2010, dated July 1, 2010]

Semester I:

A candidate being eligible for admission to the three years integrated programme leading to the degree of Bachelor of Commerce (BCom) must have passed the HSC (Std XII) conducted by the different divisional boards of the Maharashtra State Board of the Secondary & Higher Secondary Education.

OR

Must have passed the HSC (Std XII) Examination with vocational subjects minimum competency based vocational programme conducted by the different divisional boards of the Maharashtra State Board of the Secondary & Higher Secondary Education.

OR

Must have passed an examination of another University or Body or Board recognized as equivalent to the HSC (Std XII) examination conducted by the Maharashtra State Board of the Secondary & Higher Secondary Education.

Semester II:

A student is eligible to be admitted to Semester II irrespective of number of heads of failure in the Semester I.

COMMERCE FACULTY (SUBJECTS)

A) FYBCom (Sem I + II)

- Foundation Course (I + II)
- Accounting & Financial Management (I + II)
- Commerce (I + II)
- Business Economics (I+II)
- Business Communication (I + II)
- Environmental Studies (I + II)
- Mathematical and Statistical Techniques

(Total 7 papers: 700 Marks per Sem)

B) SYBCom (Sem III + IV)

- Foundation Course (III + IV)
- Accountancy & Financial Management (III +IV)
- Commerce (III+ IV)
- Business Economics (III + IV)
- Business Law
- Company Secretarial Practical (I + II)
- Financial Accounting and Auditing - Introduction to Management Accounting

(Total 7 papers: 700 Marks per Sem)

C) TYBCom (Sem V + VI)

- Financial Accounting
- Cost Accounting
- Management Accounting
- Commerce (V+VI)
- Business Economics (V+VI)
- Investment Analysis & Portfolio Management
- Direct & Indirect Taxation

(Total 7 papers: 700 Marks per Sem)



BMS (Bachelor of Management Studies) Degree Programme

ELIGIBILITY: [Extract of Univ Circular No UG/80 of 2010, dated April 27, 2010]

Semester I:

A candidate being eligible for admission to the BMS degree programme shall have passed HSC Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination or Diploma in any Engineering branches with two years or three years duration after SSC conducted by the Board of Technical Education, Maharashtra State or its equivalent examination by securing minimum 45% marks for the General Category (in one attempt) at the respective examination and securing minimum 40% marks for the Reserved Category (in one attempt).

Semester II:

A student is eligible to be admitted to Semester II irrespective of number of heads of failure in the Semester I.

MANAGEMENT FACULTY (SUBJECTS)

A) FYBMS (Sem I & II)

Sem I	Sem II
<ul style="list-style-type: none">• Business Communication I• Business Statistics• Business Economics I• Business Law• Introduction to Financial Accounting• Foundation of Human Skills• Foundation Course I	<ul style="list-style-type: none">• Principles of Marketing• Industrial Law• Business Mathematics• Business Communication II• Business Environment• Principles of Management• Foundation Course II* (* Value Education & Soft Skills)

(7 Subjects: 700 Marks per Sem)

B) SYBMS (Sem III & IV)

Sem III

- Business Planning & Entrepreneurial Management
- Accounting for Management Decisions
- Strategic Management
- IT in Business Management I
- Foundation Course (Contemporary Issues) III

Electives (**ANY TWO** subjects from any one group)

Finance (Group A)	Marketing (Group B)	HR (Group C)
<ul style="list-style-type: none">Basics of Financial ServicesIntroduction to Cost Accounting	<ul style="list-style-type: none">Consumer BehaviourAdvertising	<ul style="list-style-type: none">Motivation & LeadershipOB & HRM

(7 Subjects: 700 Marks per Sem)

Sem IV

- Business Economics II
- Business Research Methods
- Product and Total Quality Management
- IT in Business Management - II
- Foundation Course (Contemporary Issues) - IV

Electives (**ANY TWO** subjects from the following Groups as per Sem III)

Finance (Group A)	Marketing (Group B)	HR (Group C)
<ul style="list-style-type: none">AuditingStrategic Cost Management	<ul style="list-style-type: none">Rural MarketingTourism Marketing	<ul style="list-style-type: none">Human Resources Planning & Information SystemTraining & Development in HRM

(7 Subjects: 700 Marks per Sem)

(C) TYBMS (Sem V + VI)

Sem V

- Logistics & Supply Chain Management
- Corporate Communications & Public Relations

Electives (**ANY FOUR** subjects of the following Groups as per Sem III & IV)

Finance (Group A)	Marketing (Group B)
<ul style="list-style-type: none"> • Investment Analysis & Portfolio Management • Financial Accounting • Risk Management • Direct Taxes 	<ul style="list-style-type: none"> • Services Marketing • E-Commerce & Digital Marketing • Industrial Marketing • Strategic Marketing Management

HR (Group C)

<ul style="list-style-type: none"> • Finance for HR Professionals & Compensation Management • Strategic Human Resource Management & HR Policies • Performance Management & Career Planning • Industrial Relations

(Total 6 papers: 600 Marks per Sem)

Sem VI

- Operation Research
- Project Work

Electives (**Any FOUR** subjects of the following Groups as per Sem III, IV & V)

Finance (Group A)	Marketing (Group B)
<ul style="list-style-type: none"> • International Finance • Project Management • Strategic Financial Management • Indirect Taxes 	<ul style="list-style-type: none"> • Retail Management • International Marketing • Sports Marketing • Marketing of Non-Profit Organization

HR (Group C)

<ul style="list-style-type: none"> • HRM in Global Perspective • Organizational Development 	<ul style="list-style-type: none"> • Human Resource Accounting & Audit • HRM in Service Sector Management
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(Total 6 papers: 600 Marks per Sem)

EXAMINATION SCHEME:

1. Credit Based Semester and Grading System (CBSGS) has been introduced for FY, SY and TY Classes in UG programmes.
 - a. As per the new system the examination in each paper (theory and practical) have two components. 25 per cent marks for internal assessment and 75 per cent marks for semester-end examination. Internal assessment in theory is of 25 marks and consists of class test and overall performance of the learner.
 - b. The semester-end examination is of 2½ hours duration for 75 marks. For some courses, each examination theory paper will carry 100 marks at semester-end examination and will have no internal assessment and theory paper will be of 3 hours duration.
2. Passing Standard for each course/paper there is minimum passing for internal assessment as 40% (10 out of 25 marks), for semester end examination 40% (30 out of 75 marks) & Total 40% (40 out of 100 marks.) A learner will be said to have passed the course if he/she passes the internal assessment and the semester-end examination separately with the aggregate total of both being minimum 40 marks. Whenever practicals are prescribed, minimum 40% of the marks are required to be scored for passing in each head of practicals. Wherever theory paper carries 100 marks, minimum 40% of the marks (40 marks out of 100) are required to be scored for passing in each head of theory paper, which is of 3 hours duration.

ATKT RULES:

1. **From Sem I to Sem II**

Eligible for admission to Sem II irrespective of the number of heads of failure in the Semester I.

2. **From FY to SY (Sem III)**

Eligible for admission to Sem III with not more than 2 (Two) ATKTs in each of the Semester I and Semester II and the total number of ATKTs not exceeding 4 (Four).

3. **From Sem III to Sem IV**

Eligible for admission to Sem IV irrespective of the number of heads of failure in the Semester III.

4. **From SY to TY (Sem V)**

Eligible for admission to Sem V with not more than 2 (Two) ATKTs in each of the Semesters III and IV and the total number of ATKTs not exceeding 4 (Four) (No ATKTs from Sem I & Sem II).

5. From Sem V to Sem VI

Eligible for admission to Sem VI irrespective of the number of heads of failure in the Semester V, however all the previous ATKTs from Sem I to Sem IV must have been cleared to be eligible for appearing at the University Sem VI Examinations.

RESULTS:

Results will be declared after every semester in November and April every year. Students can apply for verification of marks in one or more papers within 7 (Seven) days of the declaration of result by paying ₹ 100/- (Rupees One Hundred only) per answer paper. Verification will be done with respect to:

- Totalling of marks - question wise and overall.
- Transfer of marks from paper to mark sheet and final compilation.
- Question left uncorrected or unassessed, if any.

RE-VALUATION:

As per University Circular No. Exam NCD/College (RefNER) 1603 of 2005, dated September 29, 2005 students are allowed to get photocopies of their answer books by submitting the prescribed application and paying fees of ₹ 100/- (Rupees One Hundred only) per answer book. Students can make such application not later than 1 (One) week of declaration of result. Students will receive a photocopy of answer book(s) after 10 (Ten) days from the date of payment of Re-Valuation Fee.

If they desire, they can apply for re-valuation with the photocopy of answer book through a prescribed form and by paying fees of ₹ 500/- (Rupees Five Hundred only) per paper/ answer book.

UNFAIR MEANS: (Ordinance 0.5050)

Students who are reported to indulge in using unfair means during the examinations, will have to face Unfair Means Committee appointed for assessing the cases. The Unfair Means Committee after scrutinizing the evidence and report of Junior and Senior Supervisors and statements of such student, will take decision about the student according to rules set by University of Mumbai.

FEE STRUCTURE (Rupees):

(For Academic Year 2019-20)

FYBA	₹ 11,660/-
FYBCom	₹ 11,660/-
FYBSc	₹ 18,060/-
FYBMS	₹ 22,060/-

Fees are charged as per the University Fee Structure.

- Detailed break up of the fees will be indicated in the Fee Receipt.
- Laboratory/Library/Caution Money deposits are refundable within 6 months after leaving the College against production of the original Fee Receipt(s).
- Fees are likely to be revised by the University of Mumbai/State Government in the subsequent academic year(s).
- The difference due upon upward revision of fees by the University of Mumbai/State Government during the given academic year, will have to be paid immediately.
- Fees for ATKT examinations will have to be paid separately depending on the number of subjects involved.
- Fees must be paid by Demand Draft (DD) only, drawn in the name of "N. L. Dalmia College" on a Nationalized/ Scheduled Bank, payable at Mumbai.
- Students belonging to the reserved and economically backward categories are eligible to receive Scholarships/ Freeships as advised by the Social Welfare Department of the Government of Maharashtra from time to time.
- Fees for Bonafide Certificate, Transfer Certificate, Transcripts and Document Verification will be extra as per University Norms.

MODE OF REFUND OF FEES:

The candidates who take admission in under-graduate programmes may request for refund of the fees after applying in writing for cancellation of their admission to the programme. The refund of fees as applicable shall be made within 30 (Thirty) days after date of cancellation and thereafter. The percentage of fees for the programme shall be refunded to the candidate after deducting charges as follows.

Table for fee deduction on cancellation of admission.

Time Span	% of Fees Refunded
• Within 15 days from the last day of the admission	90%
• After 15 days of the last day of admission	80%
• Between 16 to 30 days after the last day of admission	50%
• After 30 days of the last day of admission	NIL

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

1. All the fee items chargeable for one year are as per relevant University Circulars for different faculties (Excluding the programmes for which the total amount fixed by other competent authorities).
2. The fee charges towards group insurance and all fee components to be paid as University share are non-refundable, if payment is made by the College prior to the date of cancellation.
3. Fees collected for identity card, library card, admission form, prospectus and enrollment are non-refundable after the commencement of the academic term.
4. All refundable deposits (Laboratory, Caution Money, Library etc.) shall be fully refunded at the time of cancellation.
5. While applying for the refund of fees, the 'Original Fee Receipt' must be attached to the application, otherwise the claim for refund of fees will be rejected.
6. The refund of fees will be paid by NEFT directly to the Bank Account of the student who is cancelling his/her admission.

ATTENDANCE RULES: (Ordinance 0.6086)

According to University Circular No. UG/01 of 2014 dated May 5, 2014 and Ordinance 0.6086 of the University for granting the terms in each subject, the minimum attendance of 75% of the theory lectures, practicals and tutorials (taken together) will be required out of the total number of lectures, practicals and tutorials in each subject conducted in the term. Therefore, if the student fails to achieve the required attendance, his/her examination form will not be accepted /or forwarded to the University for Annual or Sem-end Examination.

To keep a term at a College, the learner must complete to the satisfaction of the Principal, the course of study at the College prescribed for such terms for the class to which such

Tentative Calendar For The Academic Year 2020-21

[To be Announce Later] | 4th working Saturday of every month in the academic year

Month	Activities
June	<ul style="list-style-type: none">• Admissions as per the University Schedule for FY Courses• Regular lectures, practicals and tutorials commence for SY & TY Classes
July	<ul style="list-style-type: none">• Orientation Program for FY Classes on July 1• Regular lectures commence from July 2, regular practicals from July 8 and regular tutorials (wherever prescribed) from July 15• Parents-Teachers-Students Meeting in the last week of July for FY Classes
August	<ul style="list-style-type: none">• Mid-semester/Mid-term exams (Unit Tests I) from August 19 to 24 for Odd Semesters*
September	<ul style="list-style-type: none">• Declaration of Unit Test I results by August 31• Odd Semesters syllabi completion in lectures, practicals and tutorials by September 30
October	<ul style="list-style-type: none">• ATKT and Odd Semester/term end theory and practical examinations from Oct 1 to 26 as per the University Schedule

Month	Activities
November	<ul style="list-style-type: none"> • Declaration of ATKT and Odd Semester examinations results by November 23 • Educational tour/industrial visit in the last week of November
December	<ul style="list-style-type: none"> • Annual Sports Meet on December 20 & 21 • Annual Day and Cultural Activities on December 23 & 24
January	<ul style="list-style-type: none"> • Mid-semester/mid-term exams (Unit Tests II) from January 27 to January 31 for Even Semesters*
February	<ul style="list-style-type: none"> • Declaration of Unit Test II results by February 8
March	<ul style="list-style-type: none"> • Even Semester syllabi completion in lectures, practicals and tutorials by March 31
April	<ul style="list-style-type: none"> • ATKT exam for previous Semesters from April 1 to 4 • Even Semester/term-end theory and practical examinations from April 6 to 18 as per the University Schedule • Declaration of results of ATKT and Even Semester examinations by April 25 • Admission to SY/TY Courses for the next academic year from April 25 to 30 and payment of fees. • Academic year ends on April 30
4th working Saturday of every month in the academic year	<ul style="list-style-type: none"> • Open House for Parents

- The above schedule and dates are tentative and indicative. The exact dates will be announced from time to time.
- The exact dates for the submission of the practical journals for certification, submission of projects/reports/assignments and class/practice tests will be fixed by the respective departments.
- Cultural, sports, co-curricular and extra-curricular activities will be continuously on-going activities and the exact dates for such activities will be declared from time to time.

(*Odd semesters - Sem I, III & V *Even semesters - Sem II, IV & VI)

FACILITIES, COMMITTEES AND ASSOCIATIONS:

LIBRARY: The College Library has a spacious and well-ventilated reading room. It has a rich collection of books on various subjects, which is continuously updated. The working hours of the Library are from 8.00 am to 5.00 pm on all working days.

CLASSROOMS: All classrooms are state-of-the-art equipped with LCD projectors and smart boards.

SEMINAR HALL: It is designed as a sectional hall depending on the requirement of the event planned. It can accommodate 250 people and is fully air conditioned. The Seminar Hall is a great asset for the institution as we hold all our meetings, workshops and competitions in this vibrant facility.

AUDITORIUM: One of the main highlights of the College infrastructure is our Auditorium. It is fully air conditioned with a seating capacity of 300 people, equipped with an advanced acoustic system. The auditorium features a stage, where all the cultural and educational programmes are showcased.

COLLEGE GYMKHANA: Well-equipped gymkhana for the well-rounded physical health and nurturing of the students.

CCTV: CCTV cameras are installed at various places in the College campus for the safety, security and smooth running of the College activities

COLLEGE CANTEEN: The College infrastructure has a special area designated as a Canteen. It can accommodate 150 students and serves wholesome food in a hygienic environment. The ambience is perfect for the students.

LABORATORIES: The College has well-equipped Computer, Chemistry and Physics labs. The Psychology lab is under construction.

STUDENTS' GRIEVANCE CELL: It has been set up to create a harmonious environment by redressing the grievances of the students concerned with academic and other related matters.

STUDENTS' COUNSELLING CELL: Counselling is done by professionals who look after the welfare of the students by helping them to cope with stress and developing confidence among them to overcome and face highs and lows of the life.

STUDENTS' COUNCIL: It consists of student representatives who look after and promote the productive involvement of the students in the day to day activities of the College.

WOMEN'S DEVELOPMENT CELL: It is a special cell to inculcate self-reliance, courage and confidence in girl students.

PLACEMENT CELL: It is a well-established facility in our Management Institute and has a 100% track record of placement. We will extend the same facility to our graduating students from the Degree/Senior College. We are the first among a few to offer this facility to our students right from the first year of inception of the College.

RULES & REGULATIONS:

1. **Punctuality and attendance:** Students must attend lectures, practicals and tutorials according to the timetables of their respective classes on all days when the College is working. They must appear for all the College examinations (practical and theory). Absence from any of these or unsatisfactory performance will lead to loss of terms and detention. Every student has to complete the course of study prescribed for the examination for which he/she is studying, including tutorials, to the satisfaction of the Principal. A minimum attendance of 75% in each term is required from the student, failing which strict action will be enforced or student may be detained. A student remaining absent for three lectures in a row, will not be allowed in class unless either parent meets the concerned subject teacher/s with an explanation.
2. **Identity Card:** After admission, each student will be given his/her identity card which must be worn by the student throughout the stay in the College premises. Entry to the College premises, lectures, practicals, College functions or access to the Library, College Office, Laboratories, Canteen and Gymkhana is strictly based on a valid identity card.
3. **Dress Code:** Every student must always be decently and neatly dressed, befitting the academic environment.
4. **Conduct and discipline:**
 - Students must not loiter in the corridors when classes are going on.
 - Students must read and follow the notices displayed on the notice boards from time to time. Ignorance of any information put up on the notice board will not be accepted.
 - If, for any reason, the continuation of a student in the College is in the opinion of the Principal, detrimental to the interests or discipline of the College, she/he may dismiss such a student from the College without assigning any reason for her/his decision which shall be final. Insubordination and unbecoming language or misconduct are sufficient reasons for suspension or dismissal of a student.
 - Students shall not communicate any information to the press/media about the matters concerning the College administration.
 - Students are not permitted to bring outsiders into the College campus without prior permission.
 - No society must be formed, no meeting must be held and no person should be invited to address the students in the College without prior permission from the Principal.

- No student shall take private tuitions from any teacher of the College without the written permission of the Principal.
- Students applying for any certificate, testimonials, concession forms etc. and those requiring the Principal's signature on any kind of document or application, should contact the College Office at least 2 (Two) days in advance. No papers should be brought by any student directly to the Principal for signature.

5. **Respect for College property :**

- Students are expected to take proper care of the College property and cooperate in keeping the premises clean. Any damage to the College building or property by disfiguring walls, tables, benches, doors or breaking furniture, apparatus, fittings etc., is a breach of discipline and will be strictly dealt with imposing penalty/ suspension/ dismissal.
- Smoking, chewing of tobacco, narcotics, paan and spitting is strictly prohibited in any part of the College building, including the canteen. This is a punishable offence under the Mumbai Police Act.
- Drinking and eating is strictly prohibited in classrooms.

6. **Mobile phones & I-Pods are restricted:** Use of mobile phones and I-Pods are strictly prohibited in the classroom. If found, the same will be confiscated and not be returned.

7. **Library:** 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 therein. Failure to do so makes the student responsible for any damage detected later.

8. **Library rules:**

- The library will remain open from 8:00 am to 5:00 pm on all working days.
- Entry to the library will only be allowed using a valid ID card.
- A penalty of ₹ 5/- per day will be levied on the delay of returning/renewing the issued books.
- If the issued book(s) is/are damaged (in any manner whatsoever) or lost, the student has to either replace it or pay its full cost.
- Silence must be maintained in the library at all times.
- Reference books/ journals are only for reading in the library and not for taking home.
- Students may recommend course-related book titles to their teachers to be added to the library.
- Students must turn off or keep their phones on silent mode in the library.

CODE OF CONDUCT:

The College expects every student to strictly abide by the following Code of Conduct at all times.

1. Identity Card (ID):
 - Students must have their identity card duly filled in and signed. Students must wear their identity card when they are in the College premises.
 - Transfer of ID cards is a criminal offence. The student will be liable to expulsion from the College for such an offence.
2. Littering in the classrooms, corridors and the campus is prohibited. Please use the dustbins provided all around. Offenders will be penalized.
3. Sitting on the vehicles in the College compound is strictly prohibited.
4. Loitering or crowding is also prohibited. Students are required to remain in the College campus during their free hours.
5. Mobile phones if carried by the students should be switched off while in classroom, library and corridors of the College. If these instructions are not followed, the instrument will be confiscated and the concerned student will also be charged a fine.
6. Anti-Ragging Act: Ragging is banned in the College. A student involving in any such act will be expelled from the College, not withstanding other consequences under applicable law.

ANTI-RAGGING POLICY:

The College strictly adheres to the provisions of the "Rules of Prohibiting Ragging" framed under the "Maharashtra Prohibition of Ragging Act, 1999" [Maharashtra Act No XXXIII of 1999].

This Act strictly prohibits "Ragging" within or outside any institution and imposes penalty/suspension/dismissal of any student(s) convicted under Section 4 of the Act.





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