



॥वसुधैव कुटुम्बकम्॥

SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

(An Autonomous College under Savitribai Phule Pune University)

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC

Where Education Meets Enthusiasm



**Prospectus
2017 - 2018**



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

(An Autonomous College under the Savitribai Phule Pune University)

- ☞ Conferred '**College with Potential for Excellence**' (CPE) status by UGC in 2016
- ☞ Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC



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Brief on Symbiosis College of Art and Commerce

Symbiosis is one of India's premier educational institutions, recognised globally for the finest quality of its education. Symbiosis also personifies Vasudhaiva Kutumbakam - the whole world being one family - through its nucleus of students from all across the globe, being privy to Indian culture and hospitality.

The Symbiosis College of Arts and Commerce, is a foremost institute under the aegis of Symbiosis, with several achievements to its credit. In the survey conducted by India Today-Nielsen, it has been ranked amongst the top 10 colleges in India and best in Pune city, consecutively for the last ten years. The college has been bestowed with autonomy by the University Grants Commission, New Delhi, however we continue to be under the Savitribai Phule Pune University, Pune which confers the degree to our students. We take immense pride in stating that our college has been conferred with College with Potential for Excellence (CPE) by UGC in 2016. To add to its laurels in March 2017, the college was accredited by NAAC (Bangalore) to secure A+ grade with CGPA 3.51(score), acknowledging its contribution to quality education.

In align with the mission and vision statement, Symbiosis College strongly believes in blending the wisdom of traditional education, with a practical knowhow, utilizing the contemporary global best practices in education. Our graduates are equipped with a firm theoretical foundation and relevant skill sets to put theories into practice. The autonomous status has given us the freedom to include the most relevant, contemporary and enriching curriculum ensuring that our students have an edge over others in the outside world. Overall development through a perfect blend of academics, co-curricular, and extra-curricular activities is the crux of the Symbiosis learning, which helps the students to build a confident position in the society and reach pinnacles of success.

Symbiosis College of Arts and Commerce offers specially modulated 3 year programs in Bachelor of Commerce and Bachelor of Arts. We also offer a 'Degree with Honours' Programme for the B.A./B. Com students. This is a unique programme which blends intense subject domain knowledge along with the practical skills required for enhancing employability and self-employability of students. The Honours Degree is offered in various subjects of specialisations. Besides this, the college is happy to offers M.Com and 2 new Post Graduate Programmes namely M.A. (English) and M.A. (Economics) for the graduates from the Academic Year 2016-17.

A Diploma and Certificate courses in Liberal arts, as well as the summer school program, are amongst the many value added courses offered along with the regular degree programs under the ageis of the Symbiosis Centre for Liberal Arts (SCLA) which is a part of Symbiosis College of Arts and Commerce.

The college also offers the ACCA (The Association of Chartered Certified Accountants) course alongside the graduation programmes to empower students with an international level certification. The course content and values are aligned to the needs of global employers in all sectors.

Studying at the Symbiosis College of Arts and Commerce gives you the advantage of belonging to both an internationally renowned institution and also to a multicultural, interdisciplinary, academic student community. The College has an extensive library with access to online resources, latest informational software and Wi-Fi Network, Gymnasium, Medical and Health Services and the Food Court.

Symbiosis creates an intellectually stimulating environment that helps students to realise their potential, developing their analytical and creative abilities. They are exposed to seminars, conferences, workshops, guest lectures, field visits which build their strengths and broaden

perspectives. International initiatives through student's semester abroad and student exchange programs leads to acquiring new skills and realising their dreams. Experts from commerce and business provide research orientation to enrich the learning experience of the students. Students are encouraged to participate in national and international conferences, competitions and symposiums to inculcate a healthy spirit of competition and team building.

At Symbiosis, we have embraced the power of technology to help our students learn in ways never possible before. Self-paced learning, online assessments, continuous evaluation processes, e-learning modules, technology enabled classrooms, virtual library etc. make for an unparalleled learning experience.

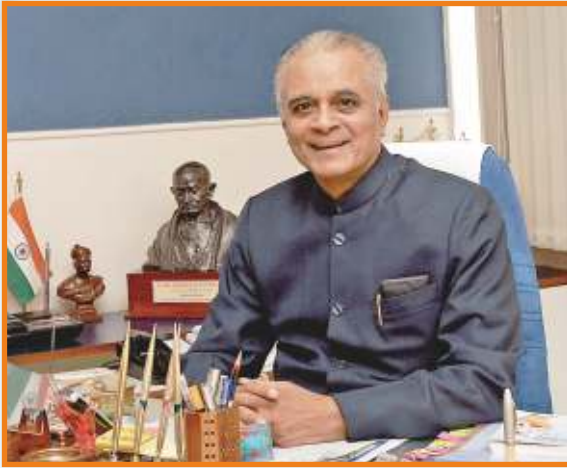
The highlights of our programmes under autonomy include –

- Academic freedom in framing syllabi
- Continuous evaluation
- Semester system
- Credit system and allowing transfer of credits
- Interdisciplinary approach
- Wide choices of courses for specialisation
- Intensive courses for specialisation in Commerce, Humanities and Social Sciences
- Preparation for careers in Private and Public sector, Banking, Finance, Media, Communication, Marketing, Consultancy, Management, New enterprise creation and academics.

There are innumerable reasons why Symbiosis College of Arts and Commerce, generates admiration, pride and loyalty. This is evident from the strong connect we have with all our stakeholders, especially alumni. Enabling integrated growth through vibrant blend of knowledge, wisdom and values, learning in Symbiosis is a unique experience, which can be cherished for a lifetime! We welcome you to the Symbiosis family.



Message



Dr. S. B. Mujumdar

President and Founder Director, Symbiosis.

Dear Students,

This is a special year for Symbiosis College of Arts and Commerce as it has been reaccredited by NAAC with an excellent score (CGPA 3.51/4), securing A+ grade and ranked 81st by NIRF, an initiative of MHRD. My heartiest congratulations to the staff and students.

I welcome you all to this college which believes in new ideas, innovative programs, vibrant environment and student centric approach.

Founded in the year 1983, the college has evolved to get its rank anchored in the top ten colleges of India. Adding to this, in the year 2016, the Symbiosis College of Arts and Commerce is granted with 'the College with Potential for Excellence (CPE)' status by UGC which paves way for many new developments. The autonomous status bestowed upon us by the UGC has leveraged its academic benchmarks. In addition, the two new post graduate programmes i.e. M. A. (Economics and English), the recently introduced Degree with Honours Program and ACCA have given a distinct recognition to the college making it unique amongst colleges offering conventional programs.

With the presence of highly qualified and skilled faculty as well as efficient non-teaching staff, I am certain that the students graduating from here will excel in their lives and outperform their counterparts in the corporate world.

I congratulate the college on its very successful path breaking journey.

Message



Dr. Vidya Yeravdekar

Principal Director, Symbiosis.

Dear Students,

Greetings! I am glad to welcome you all to the Symbiosis College of Arts and Commerce, one of our most prestigious institute. The college has carved a niche for itself in the education field and is moving ahead with novel endeavors to enable its students to excel. Its visionary actions, innovative and contemporary approach, updated curriculum and innumerable student centric programmes has made the college one of the most sought after colleges in Pune. Besides the regular B. Com and BA programs, the students taking admission here can add value to their learning through the Degree with Honours Program, ACCA and the Liberal Arts Courses.

The college has recently been reaccredited with A+ grade. The college has also been granted 'College with Potential for Excellence (CPE)' by University Grants Commission.

I welcome you to the Symbiosis College of Arts and Commerce and wish your joining in this college is memorable.

Message



Dr. Hrishikesh Soman

Principal, Symbiosis College of Arts and Commerce.

Dear Students,

On behalf of the Symbiosis family, I wholeheartedly welcome you to our college which has been reaccredited by NAAC with an excellent grade of A+. I am extremely glad to share that in the year 2016, the UGC has granted a status of College with Potential for Excellence (CPE) to our college. The credit of these achievements goes primarily to our students, teaching and non-teaching staff. The autonomous status has given us the freedom to design very innovative and contemporary courses for our students, along with instilling the right values and concern for the society.

I ensure you that the three years of your graduation in this institute will transform your personality and give you an unique identity.

We at Symbiosis believe that the learning beyond classroom is equally important as the classroom interaction. Therefore, students are encouraged to organize and participate in the various co-curricular, extra-curricular activities as well as sports. The classrooms are digitally equipped making learning more interesting and interactive. Our efforts are directed towards student development for employment and self-employment. The College attracts many top corporates for placement and the number of students getting placed is increasing year after year.

In addition to regular B.A. and B. Com under graduate and M. Com and M.A. (Economics and English) post graduate programmes, to make our students more competent we have some unique academic programmes such as:

- **Degree with Honours:** B. A. with Honours and B. Com with Honours.
- **Diploma in Liberal Arts:** A unique diploma in Liberal Arts which will enable the students to think critically and nurture his / her creativity.
- **ACCA:** The Association of Chartered Certified Accountants (ACCA).
- **Internationalisation of Education:** Student Exchange programmes, Joint academic programmes in collaboration with many Universities from USA, UK and Europe and South-East Asia.

Wish you all a very pleasant and meaningful educational experience in Symbiosis College of Arts and Commerce.

Message



Dr. Mrs. Sunayini Parchure

Vice Principal, Symbiosis College of Arts and Commerce.

Dear Friends,

The Symbiosis College of Arts and Commerce in the Academic year 2016-17 witnessed a number of landmark developments with the college being accredited with an A+ Grade by the NAAC in its third cycle of accreditation and also being Ranked 81 at the All India Level by NIRF. The college was conferred the 'Colleges with Potential for Excellence' (CPE) status by the UGC. These recognitions are an acknowledgement of our efforts in promoting Quality Education over the years.

We offer a Degree with Honours Programme in Arts and Commerce, ACCA, Courses in Liberal Arts along with the regular Undergraduate Programmes. We also introduced MA in Economics and English in 2016-17.

With rapid changes in the field of Higher Education in India and in the global context, it is necessary to continuously upgrade all aspects of teaching, learning and imparting education.

We therefore, in the coming Academic Year are planning to introduce a number of Skill Development and Value added courses and also enhance the use of e-learning modules and technology in the teaching-learning process.

Besides this, a number of exciting co-curricular and extra-curricular activities will keep you engaged throughout the year.

Welcome to the family of Symbiosis and looking forward to continuously working towards creating an exciting learning environment in future with you.

With best wishes,

Vision and Mission

Vision

Symbiosis College of Arts and Commerce will be a Centre of Excellence in developing global competencies through knowledge creation and dissemination, character building and social commitment.

Mission

Symbiosis College of Arts and Commerce is committed to offer academic programmes in conventional and in emerging fields incorporating technology, research and an interdisciplinary approach. This academic endeavor will be supported by relevant co-curricular and extra-curricular activities inculcating life-skills, values and social accountability enabling learners make meaningful contribution globally.

SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

Faculty - 2017-18

Sr. No.	Name	Designation	Qualification	Subjects
1	Dr. Hrishikesh Soman	Principal and Head, Department of Business Law and Practices	M.Com, Ph. D	Marketing and Finance
2	Dr. Mrs. Sunayini Parchure	Vice-Principal and Head, Department of Economics, Associate Professor	M.A., M.Phil., Ph. D	Economics and Banking
3	Dr. Shirish Limaye	Associate Professor and Head, Department of Accountancy	M.Com, M. Phil, Ph. D	Accountancy
4	Dr. Vivek Sane	Associate Professor and Head, Department of Marketing	B.Com, M.L.S., M.Com., M. Phil, Ph. D.	Marketing and Management
5	Mrs. Jasmina A. Kumar	Associate Professor and Head, Department of Business Practices	M.D.B.A, M. Phil.	Business Communication
6	Mrs. Marcelle Samuel	Associate Professor and Head, Department of Banking	M. A.	Economics and Banking
7	Dr. Vijay Behere	Associate Professor and Head, Department of Business Administration	M.Com, M. Phil, Ph. D	Business Management
8	Mrs. Ketki Kher	Assistant Professor and Head, Department of Mathematics	M. Sc, M. Phil.	Mathematics and Statistics
9	Dr. Mrs. Aarti Wani	Associate Professor and Head, Department of English	M.A., M. Phil, NET (JRF), Ph. D	English
10	Dr. Ms. Hilda David	Associate Professor	M.A., Ph. D	English
11	Dr. Mrs. Tessy Thadathil	Assistant Professor and Head, Department of Costing	M. Com, SET, Ph. D	Accountancy and Costing
12	Dr. Mrs. Sheena Mathews	Associate Professor	M.A., M. Phil., Ph. D	Economics and Banking
13	Dr. Mrs. Manjushree Sharma	Associate Professor and Head, Department of Political Science	M.A., Ph. D	Political Science
14	Mrs. Swati Dixit	Assistant Professor and Head, Department of Geography	M.A, B. Ed, SET	Geography
15	Mrs. Sandhya Tayade (On Study Leave)	Assistant Professor and Head, Department of Hindi	M.A, SET	Hindi
16	Mrs. Swati Chiney (On Study Leave)	Associate Professor	B.S.L., LL.B., LL.M, SET	Mercantile Law
17	Dr. Mrs. Alpana Vaidya	Associate Professor and Head, Department of Psychology	M.A, M. Ed, MPM, M. Phil, DPC, SET, Ph. D	Psychology
18	CA Mr. Umesh Kulkarni	Assistant Professor	M.COM, FCA, SET	Accountancy and Taxation
19	Dr. Mrs. Yogini Chiplunkar	Assistant Professor	M.Com ,M. Phil, Ph. D. SET	Accountancy
20	Dr. Mrs. Shubhada Tamhankar	Assistant Professor	M.Com, M. Phil, SET, Ph. D	Accountancy and Company Law
21	Dr. Ms. Neelofar Raina	Assistant Professor	M.A., B. Ed, Ph. D, NET, SET	Economics and Banking

Sr. No.	Name	Designation	Qualification	Subjects
22	Mr. Anil Adagale	Associate Professor	M.A., SET, NET	English
23	Mrs. Nalini Sakpal	Assistant Professor	M.A.,	Economics and Banking
24	CA Mr. Hemant Godbole	Assistant Professor	M.Com, FCA	Taxation
25	Mrs. Vaishali Vaidya	Librarian	M.L.I.S., SET	Library Science
26	Mr. Santosh Marwadikumbhar	Assistant Professor	M.Com, M. Phil, NET(JRF), SET	Accountancy
27	Mr. Nilesh Waghmare	Assistant Professor	M.Com, DTL, NET (JRF), M. Phil.	Costing and Management
28	Dr. Sharayu Bhakare	Associate Professor	M.Com, M. Phil, DCM, DTL, PGDBM, SET, Ph. D.	Entrepreneurship
29	Mrs. Zakira Shaikh	Assistant Professor	M.Com, PGDPM & HR, NET, SET	Commerce
30	Mrs. Sarika More	Assistant Professor	M.Com, SET	Commerce
31	Mrs. Jini Jacob	Assistant Professor	M.A.(Economics), B. Ed. NET	Economics
32	Ms. Kashmira Behere	Assistant Professor	M.A., SET, NET(JRF)	Economics
33	Mrs. Meenakshi Sengupta	Assistant Professor	M.A. (French)	French
34	Mrs. Shweta Kapoor	Assistant Professor	M.A. (English), NET	English
35	Mrs. Monica Parekh	Assistant Professor	M. Com, ICWA, ACCA	Mercantile Law
36	Dr. Mrs. Subarna Bhattacharya	Assistant Professor	M.A. (English), Ph. D.	English
37	Mrs. Ashwini Kothari	Assistant Professor	M. Com	Computer
38	Mrs. Alka Arora	Assistant Professor	M. Com, NET	Entrepreneurship
39	Mr. Anirudha Sharma	Physical Director	B. Com, B. Ed (Physical Education), M. Ed (Physical Education), SET	Physical Education
40	Mr. Sagar Vidwans	Assistant Professor	M.A., NET	Psychology
41	Mr. Jayram Gadekar	Assistant Professor	M.A., M.Phil., SET	Hindi
42	Ms. Simone Samuel	Counselor	M.A.	Psychology



Faculty of M. Com – 2017-18

Sr. No.	Name of the faculty	Designation	Qualification	Subject
1	Dr. Vijay Behere	Associate Professor and Co-ordinator	M.Com, M. Phil, Ph. D.	Business Administration
2	Mr. Santosh Marwadikumbhar	Assistant Professor	M.Com, M. Phil, NET (JRF), SET	Accountancy
3	Mr. Nilesh Waghmare	Assistant Professor	M.Com, DTL, NET (JRF), M. Phil.	Management
4	Dr. Narendra Parchure	Visiting Faculty	M. Com, Ph. D.	Business Administration
5	Mr. Deepak Powdel	Visiting Faculty	M.A.(Economics), SET	Industrial Economics
7	CA Rajesh Jain	Visiting Faculty	M.Com, FCA	Taxation
8	CA Amey Sane	Visiting Faculty	M.Com, FCA	Auditing
9	Dr. Ravi Ahuja	Visiting Faculty	M.Com, SET, GDC&A, MBA, Ph.D., CS	Business Administration

Faculty of M. A. (Economics) – 2017-18

Sr. No.	Name of the faculty	Designation	Qualification	Subject
1	Dr. Mrs. Sunayini Parchure	Associate Professor	M.A., M.Phil., Ph. D	Economics
2	Mrs. Marcelle Samuel	Associate Professor	M. A.	Economics
3	Dr. Sheena Mathews	Associate Professor and Co-ordinator	M.A., M. Phil., Ph. D	Economics
4	Dr. Ms. Neelofar Raina	Assistant Professor	M.A., B. Ed, Ph. D, NET, SET	Economics
5	Mrs. Nalini Sakpal	Assistant Professor	M.A.,	Economics
6	Mrs. Jini Jacob	Assistant Professor	M.A., B. Ed. NET	Economics
7	Mr. Vishal Gaikwad	Visiting Faculty	M.A., SET	Economics
8	Mrs. Shailaja Desai	Visiting Faculty	M.A., B.Ed., DFT, M. Phil., Ph. D.	Economics
9	Mr. Ashish Karnavat	Visiting Faculty	M.A., DITL, FCA	Economics
10	Mrs. Anjali Kulkarni	Visiting Faculty	M. Sc., M. Phil., PGDCASA	Statistics

Faculty of M. A. (English) – 2017-18

Sr. No.	Name of the faculty	Designation	Qualification	Subject
1	Dr. Mrs. Aarti Wani	Associate Professor and Head, Department of English	M.A., M. Phil, NET (JRF), Ph. D	English
2	Dr. Ms. Hilda David	Associate Professor	M.A., Ph. D	English
3	Mr. Anil Adagale	Associate Professor	M.A., SET, NET	English
4	Dr. Mrs. Subarna Bhattacharya	Assistant Professor	M.A. (English), Ph. D.	English
5	Mrs. Shweta Kapoor	Assistant Professor	M.A. (English), NET	English
6	Mr. Pankaj Lokhande	Visiting Faculty	M.A., SET, NET	English

ADMINISTRATIVE STAFF - 2017 - 18

Sr. No.	Name of the Staff	Designation
1	Mrs. Parulekar Gandhali	Registrar
2	Mrs. Mane Shubhangi	Head Clerk
3	Mrs. Purandare Seema	Senior Clerk
4	Mr. Subhedar Sanjay	Senior Clerk
5	Mr. Kulkarni Ramchandra	Junior Clerk
6	Mrs. Walimbe Pallavi	Senior Stenographer
7	Mrs. Thakur Archana	Junior Clerk
8	Mrs. Jadhav Sandhya	Junior Clerk
9	Mr. Phule Chandrashekhar	Junior Clerk
10	Mr. Gavhane Shankar	Assistant Librarian
11	Mrs. Pawar Renuka.	Junior Library Assistant
12	Mr. Manohar Zadane	Junior Library Assistant
13	Ms. Manjare Supriya	Junior Library Assistant
14	Mr. Ingulkar Sakharan	Senior Office Assistant
15	Mr. Pawar Sandeep	Accountant
16	Mr. Sayed Nazir	Senior Network Administrator
17	Mrs. Patil Sangeeta	Assistant Library Incharge
18	Mr. Bhise Nitin	Desktop Engineer
19	Ms. Budhner Varsha	Deputy Accountant
20	Mrs. Kothari Ashwini	Exam Co-Ordinator
21	Mrs. Apte-Khedkar Eera	Coordinator
22	Mrs. Taware Rupali	Office Assistant
23	Ms. Chandrasekaran Aparna	Assistant Coordinator
24	Mrs. Ganu Pooja	Office Assistant
25	Mrs. Korde Soniya	Coordinator
26	Mrs. Mujumdar Nivedita	Office Assistant
27	Mr. Dhotre Vishal	Office Assistant
28	Mrs. Snehal Kulkarni	Office Assistant



Sr. No.	Name of the Staff	Designation
29	Mr. Jadhav Sarjerao	Library Attendant
30	Mr. Deshmukh Hanumant	Library Attendant
31	Mr. Jondhale Dasharath	Library Attendant
32	Mr. Lambe Prabhakar	Library Attendant
33	Mr. Dalvi Vijay	Library Attendant
34	Mr. Londhe Deepak	Library Attendant
35	Mr. Mungase Sunil	Library Attendant
36	Mr. Chivhe Suryakant	Library Attendant
37	Mr. Bhosale Balasaheb	Library Attendant
38	Mr. Kadam Umesh	Library Attendant
39	Mr. Chikane Nivrutti	Peon
40	Mr. Bhojane Kondiba	Peon
41	Mr. Nindane Naresh	Peon
42	Mr. Dongare Vijay	Peon
43	Mr. Vairagar Ramesh	Peon
44	Mr. Vase Sudhkar	Peon
45	Mr. Sambarwal Ashok	Peon
46	Mr. Chaure Rajesh	Peon
47	Mr. Titkare Kaluram	Peon
48	Mr. Waghmare Madan	Peon
49	Mr. Joshi Sudhakar	Peon
50	Mr. Chavan Chandrakant	Peon
51	Mr. Bhide Saurabh	Peon
52	Mr. Kulkarni Shrikant	Office Attendant
53	Mr. Rasal Santosh	Senior Office Attendant
54	Mr. Khutwad Sunil	Senior Office Attendant
55	Mr. Raut Sanjay	Senior Office Attendant
56	Mr. Barmukh Kiran	Senior Office Attendant
57	Mr. Shedge Ananta	Driver Cum Office Attendant





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Programme Structure

F.Y. B. COM. Academic year 2017-18

SUBJECT	SEMESTER - 1	SEMESTER - 2
Accountancy	Financial Accounting – 1	Financial Accounting - 2
Economics	Micro Economics - 1	Micro Economics - 2
Mathematics / Computer	Mathematics & Statistics - 1 OR Business Computing – 1	Mathematics & Statistics - 2 OR Business Computing - 2
Compulsory English	English For Communication – 1	English For Communication - 2
Additional English	Individual and Society – 1	Individual and Society - 2
General Awareness - 1	An Insight into India	An Insight into the World
General Awareness - 2	Dimensions of Business Studies – 1	Dimensions of Business Studies - 2

Note: Physical Education Course is a Compulsory Graded Subject for Semester – 2.





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Programme Structure

S.Y. B. COM. Academic year 2017-18

GROUP "A" - SPECIALIZATION IN COST ACCOUNTING /BANKING AND FINANCIAL SYSTEM/BUSINESS ENTREPRENUERSHIP			
SR. NO.	SUBJECT	SEMESTER - 3	SEMESTER - 4
1	Accountancy	Corporate Accounting-I	Corporate Accounting-II
2	Economics	Macroeconomics-I	Macroeconomics-II
3	Business Communication / Management	Fundamentals of Management	Managerial Communication
4	Company Law	Elements of Company Law- I	Elements of Company Law- II
5	Cost Accounting	Basics Of Cost Accounting - Spl-I	Basics of Cost Accounting Labour & Overheads Spl-III
6		Basics of Cost Accounting- Material - Spl – II	Methods of Costing - Spl - IV
5	Banking and Financial Systems	Financial System & Indian Banking Structure(Paper-I)	Indian Banking System and Central Banking Paper-III)
6		Financial Institutions in India (Paper-II)	Financial Markets (Paper-IV)
5	Entrepreneurship	Growth of Entrepreneurship	Stories in Entrepreneurship
6		Managing Innovation and Entrepreneurship	Environment for Entrepreneurship
GROUP "B" - SPECIALIZATION IN MARKETING MANAGEMENT			
4	Business Communication	Communication for Marketing	Contemporary Management
5	Marketing Management	Fundamentals of Marketing Management	Brand Management
6		Customer Value Management	Marketing and Social Responsibility
NOTE: Environment Awareness Course is a Compulsory graded Subject for Semester - 3.			



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Programme Structure

T.Y. B. COM. Academic year 2017-18

SUBJECT	SEMESTER - V	SEMESTER - VI
Accountancy	Advanced Accounting Paper 1	Advanced Accounting Paper 2
Economics	International Economics	Contemporary Indian Economic Issues and Policies
BTA	Income Tax Paper 1	Indirect Taxes Paper 2
M. Law	Foundation of Mercantile Law - I	Allied Concepts in Mercantile Law - II
Note: Subjects chosen in S.Y. B. Com. Will continue at T.Y. B. Com.		
Cost Accounting	Methods and Techniques of Costing – Spl. Paper V	Strategic Cost Management – Spl. Paper VII
	Techniques of Costing – Spl. Paper VI	Recent Trends in Cost Accounting – Spl. Paper VIII
Banking & Financial Systems	Banking law and operations – Spl. Paper V	Banking trends and practice – Spl. Paper VII
	Inclusive Financial System – Spl. Paper VI	International Financial System And Emerging Financial Markets – Spl. Paper VIII
Entrepreneurship	New Venture Creation	Marketing And Human Resource Management
	Financial Management For Entrepreneurship	Strategic Enterprise Management
Marketing Management	Marketing –An Indian Perspective – Spl. Paper V	Advertising Management – Spl. Paper VII
	Marketing of Services – Spl. Paper VI	Marketing-A Global Perspective – Spl. Paper VIII



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Programme Structure

M. COM. – Part - I Academic year 2017-18

Semester	Subject Head	Title
Semester - I	Compulsory Subject -1	Management Accounting
	Compulsory Subject -2	Contemporary Strategic Management
	Spl. Subject Group (A)	
	Advanced Accounting and Taxation	Advanced Accounting -1
		Income Tax-1
	Spl. Subject Group (B)	
	Business Administration	Advanced Production and operation Management
Financial Management-1		
Semester - II	Compulsory Subject -1	Financial Analysis & Control
	Compulsory Subject -2	Business Research Methodology
	Spl. Subject Group (A)	
	Advanced Accounting and Taxation	Specialised Area in Accounting-I
		Advanced Studies in Business Tax Assessment and Planning-II
	Spl. Subject Group (B)	
	Business Administration	Advanced Marketing Management
New Financial Policies & Practices		



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Programme Structure

M. COM. – Part - II Academic year 2017-18

Semester	Subject Head	Title
Semester - I	Compulsory Subject -1	Business Finance
	Compulsory Subject -2	Industrial Economics
	Spl. Subject Group (A)	
	Advanced Accounting and Taxation	Advanced Auditing -2
		Specialized Auditing -2
	Spl. Subject Group (B)	
	Business Administration	Human Resource Management
Organizational Behaviour		
Semester - II	Compulsory Subject -1	Capital Market and Financial Services
	Compulsory Subject -2	Global Economic Environment
	Spl. Subject Group (A)	
	Advanced Accounting and Taxation	Recent Advance in Accounting ,Taxation and Auditing
		Project Work in Accounting
	Spl. Subject Group (B)	
	Business Administration	Recent Advance in Business Administration
Project Work in Business Administration		





SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University

Programme Structure

F.Y. B. A. Academic year 2017-18

SUBJECT	SEMESTER - 1	SEMESTER - 2
GROUP "A"(COMPULSORY)		
English	Individual and Society - 1	Individual and Society - 2
Economics	Introduction to Contemporary Issues in the Indian Economy	Introduction to Indian Banking
Psychology	Foundations of Psychology -1	Foundations of Psychology -2
Politics	Introduction to basic Concepts of Political Science	Indian Polity
Geography	Understanding Earth System - 1	Understanding Earth System - 2
Additional English	Beginning Literature	Indian Writing in English.
Group "B"(Select Any One)		
Hindi	Gadya Sansar (TEN STORIES) and GRAMMAR	Kavya Saurabh (DAS KAVITA) and GRAMMAR
French	French for Beginners - 1 or *French Advanced - 1	French for Beginners - 2 or *French Advanced - 2

NOTE:

1. Group "A" is Compulsory
2. Group "B" Choose Any One Subject
3. * French Advanced can be chosen only if the student has offered French in 12th Standard.
4. **Note:** Physical Education Course is a Compulsory Graded Subject for Semester – 2.





SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University

Programme Structure

S.Y. B. A. Academic year 2017-18

SUBJECT	SEMESTER - 3	SEMESTER - 4
GROUP "A"(COMPULSORY)		
Compulsory English	Language Through Literature - 2A	Language Through Literature - 2B
GROUP "B" (# A student must choose 3 subjects of which one subject must be as per your Specialisation)		
Economics (General) #	Indian Banking System and Financial Markets	Economics of Development
English (General) #	Literature in Translation	Popular Fiction
Psychology (General)#	Social Psychology - 1	Social Psychology - 2
Political Science	Political Ideologies	Public Administration
Geography	Geography of Human Resources - 1	Geography of Human Resources - 2
Hindi	Gadya ki Vibhinna Vidhaye & Grammar	Aadhunik Kavya & Grammar
GROUP "C"(Select any one subject for specilization)		
Economics	Microeconomics; Theory and Application - 1	Microeconomics; Theory and Application - 2
	Macroeconomics; Theory and Application - 1	Macroeconomics; Theory and Application - 2
English	Renaissance Literature	Neo-classical Literature
	Romantic Literature	Literary Criticism - 1
Psychology	Health Psychology (Spl.1)	Therapeutic Interventions (Spl.3)
	Life Span Development (Spl.2)	Life Span Development-II (Spl.4)

- **NOTE:** Environment Awareness Course is a Compulsory graded Subject for Semester - 3.



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University

Programme Structure

T.Y. B. A. Academic year 2017-18

SUBJECT	SEMESTER - V	SEMESTER - VI
GROUP "A" (COMPULSORY)		
Compulsory English	Language through Literature 3A	Language through Literature 3B
GROUP "B" (Student must choose 3 subjects, 1 must be out of Specialization Subjects)		
Economics (General)	Human Development Issues and Analysis	Indian Economic Environment: Issues And Policy
English (General)	Indian Literature In English Translation	Communicative English
Psychology (General)	Human Resource Management (HRM)	Organizational Development
Political Science	Political Thinkers—Eastern and Western	International Relations and Politics
Geography	Contemporary Issues in Geography - 1	Contemporary Issues in Geography -2
Hindi	Sahitik Nibandha	Khandakavaya - Suryaputra
GROUP "C" Note : Subjects chosen in S.Y. B. A. will continue at T.Y. B. A.		
Economics	International economics and policy framework	Economic Thinker
	Mathematical Techniques for Economic Analysis	Statistical Techniques for Economic Analysis
English	An Introduction to Language & Linguistic	English Grammar for Today
	Modernism: Themes and Forms	Literary Criticism – 2
Psychology	Experimental Psychology	Doing research in Psychology
	Experiments (Practical)	Psychological testing (Practical – which will also include group testing project)



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University

Programme Structure

M. A. (ECONOMICS) – Part - I (Academic year 2017-18)

SUBJECT	SEMESTER – 1	SEMESTER – 2	
Core Courses			
Economics	Micro Economics: Theory and Applications	Advanced Micro Economics	
	Macro-Economic Analysis - I	Macro-Economic Analysis - II	
	India in the World context	Statistical Methods for Economics	
	Mathematical Methods for Economics	Optional Courses (Select any one subject)	
		Indian Banking Sector: Performance and Policy Environment	
	Transport Economics		

M. A. (ECONOMICS) – Part - II (Academic year 2017-18)

SUBJECT	SEMESTER – 3	SEMESTER – 4
Core Courses		
Economics	International Economics and Trade Policy	Financial System
	Economic Growth and Development Theories	Public Finance
	Research Methodology	Dissertation
	Optional Courses (Select any one subject)	
	Econometrics and Computer Applications in Economics	Economics of the Social Sector
	Agricultural Economics	Demography





SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University

Programme Structure

M. A. (ENGLISH) – Part - I Academic year 2017-18

SUBJECT	SEMESTER – 1	SEMESTER – 2
Core Courses		
English	Literature of the Renaissance	Literature of the Romantic Period
	Literature of the Neoclassical Period	Literature of the Victorian Period
	Indian Literature	Literary Criticism and Theory - I
	Introduction to Language Studies	Literature and Society

M. A. (ENGLISH) – Part - II

SUBJECT	SEMESTER – 3	SEMESTER – 4
Core Courses		
English	Twentieth Century Literature (1900-1945)	Twentieth Century Literature (1945-2000)
	Literature and Gender Studies	American Literature
	Literary Criticism and Theory II	Contemporary World Literatures
Optional Courses (Select any one subject)		
English	Introduction to Film Studies	Writing for Academics, Editing and Publishing
	Anatomy of Drama	Travel Literature

Admission Policy



- **Donation and Capitation is not required to be paid for admission to any programme of Symbiosis College.**
- **New Admission**
 - All admissions will be based on Merit and as per the Reservation policy of Govt. of Maharashtra.
 - 10% seats will be reserved for NRI (Except Gulf & S. E. Asia).
 - 15% seats will be reserved for Foreign Students (Foreign National, P.I.O., Children of workers in Gulf & S.E. Asia). These are over and above the sanctioned strength and will be done under International Student Centre of Savitribai Phule Pune University, Pune.
 - 2 seats will be reserved for students from Jammu and Kashmir State for each course.
 - 1 seat in Arts stream and 2 seats in Commerce stream are reserved for each of the eight North-East Indian States.
- **Reservation for various categories in Maharashtra:**

Category	Percentage
SC	13%
ST	7%
VJNT	3%
NT-B	2.5%
NT-C	3.5%
NT-D	2%
OBC	19%
SBC	2%



Admission Process (First Year) - 2017-18

1. Admission process will start only after the XIIth std. results of H.S.C. Maharashtra Board examinations are declared (i.e. by June 1st week).
2. Student has to register by filling Pre-Merit application form online. The form will be available on our website.
3. While filling the Pre-Merit application form, student has to enter total marks of all subjects (Aggregate percentage) and the required information. We do not consider percentages based on best of 4 or best of 5 subjects.
4. Pay the Pre - Merit fees online or by cash in HDFC Bank (any branch across the world)
5. Send Pre - Merit form along with duly paid Challan to the college office by post or submit the same in person.
6. Then the student has to check the schedule on our website for Merit List.
7. If the student's name appears in the Merit List:
8. Student has to come personally to the College in Pune for admission within the prescribed working days from the date of declaration of particular Merit List.
9. Student should provide at the time of admission all original documents for verification along with two attested photocopies.
10. After the verification procedure is over, the student has to fill the on-line admission form.
11. Then the student has to pay the annual fees within the next 2 days.
12. If the fees are not paid within the given time, the admission may be cancelled.
13. The student finally has to submit the admission form, duly paid fee Challan and related documents to the office immediately.
14. The student must be present in person at the time of admission. Without the student, no parent or guardian will be entertained for admission process.
15. No student will be entertained after the given time for admission is expired.
16. International students should visit the International Students Cell, Savitribai Phule Pune University, Pune for their admission.
17. NRI students from South East Asia and Gulf counties should visit the International Students Cell, Savitribai Phule Pune University, Pune for their admission.

Admission Process (First Year) - 2017-18

Procedure for Cancellation of Admission Academic Year – 2017-18

1. In case the student wants to cancel his or her admission, he / she is required to take the admission cancellation form from the Students' Help desk, take Principal/ Registrar's signature, then get **No Dues** remarks from library and College Account Section and submit the form to the Registrar. The Student has to attach the original student copy of the fees Challan to it. The student has to mention reason for cancellation in the application.
2. The original documents submitted to the college at the time of admission are given to the student on the same day of cancellation of admission.
3. The refund of fees is as per rules of refund of Savitribai Phule Pune University, Pune and it takes approximately 15 days. The fee is refunded by cheque only in the name of student. In case the refund is required in the name of parent, the student should clearly mention about the same in the application for cancellation of admission.
4. If admission is cancelled before commencement of course, Rs. 520/- will be charged as cancellation charges.

5. Rules of refund of fees for cancellation of admission for the year 2017-18

Days of cancellation after Commencement of course	Amount will be deducted
01 - 10 days	20% of the total fees
11 - 20 days	40% of the total fees
After 30 days	100% of the total fees



Fee Structure - 2017-18

Fee for the 2017-18

PARTICULARS	F.Y. B.A.	F.Y. B.COM	S.Y. B.A.	S.Y. B.COM	T.Y. B.A.	T.Y. B.COM	M.COM - I	M.COM - II	MA - I	MA - II
COLLEGE FEES										
CATEGORY	11500	11500	11100	11100	9100	9100	12130	12130	12130	12130
MAHARASHTRA STATE	13300	13300	12900	12900	10900	10900	18330	18330	18330	18330
OTHER STATE	14300	14300	13900	13900	11900	11900	25530	25530	25530	25530
SAARC COUNTRY	14400	14400	14000	14000	12000	12000	31830	31830	31830	31830
OTHER COUNTRY	16000	16000	15600	15600	13600	13600	45830	45830	45830	45830
MEDICAL INSURANCE										
CATEGORY	3605	3605	3605	3605	3605	3605	3605	3605	3605	3605
MAHARASHTRA STATE	4995	4995	4995	4995	4995	4995	4995	4995	4995	4995
OTHER STATE	4995	4995	4995	4995	4995	4995	4995	4995	4995	4995
SAARC COUNTRY	4995	4995	4995	4995	4995	4995	4995	4995	4995	4995
OTHER COUNTRY	4995	4995	4995	4995	4995	4995	4995	4995	4995	4995
TOTAL FEES										
CATEGORY	15105	15105	14705	14705	12705	12705	15735	15735	15735	15735
MAHARASHTRA STATE	18295	18295	17895	17895	15895	15895	23325	23325	23325	23325
OTHER STATE	19295	19295	18895	18895	16895	16895	30525	30525	30525	30525
SAARC COUNTRY	19395	19395	18995	18995	16995	16995	36825	36825	36825	36825
OTHER COUNTRY	20995	20995	20595	20595	18595	18595	50825	50825	50825	50825

IN ADDITION TO ABOVE FEES, STUDENTS HAVE TO PAY THE FOLLOWING FEES :-

- FOR S.Y. & T.Y. B.A. PSYCHOLOGY SPECIAL FEES RS.7000/- PER STUDENT.
- Rs.5000/- ONLY FOR F.Y.B.COM Div-- "A" (COMP.CONCEPT & PROG.)
- For French (Adv. & Beg.) Subject Rs.1500/- Additional Fees to be paid.
- Fees for Honours Rs.20000/- per student per year.
- Fees for ACCA Rs.26500/- (Tuition Fee 14,000/- Book Charges Rs.2,500/- Exam fees Rs.10,000/-) per student per subject, student can take 3 to 5 subjects per year.

Examination Pattern Under Autonomy

EXAMINATION PATTERN FOR UNDER GRADUATE AND POST GRADUATE DEGREE PROGRAMMES

General Rules

- There shall be a Semester pattern of examination.
- Degree course of B.A. and B.Com. of three years shall be divided into 6 Semesters.
- The First year (F.Y.) will have 2 Semesters – Semester I and II.
- The Second year (S.Y.) will have 2 Semesters – Semester III and IV.
- The Third year (T.Y.) will have 2 Semesters – Semester V and VI.
- The medium of answering the examination shall be English only.

About Evaluation

- There shall be continuous assessment and evaluation of the students during each semester.
- There shall be total of 100 marks evaluation per subject / course during each semester.
- Out of these total 100 marks, internal evaluation would be of 40 marks and external (Semester end) evaluation would be of 60 marks. (40 + 60 pattern).
- Internal 40 marks would comprise of -
 - a) 20 marks for Assignments,
 - b) 20 marks for Mid-Semester examination.
- A student shall be allowed to keep terms (ATKT) for second year, if he/she has a backlog of up to maximum of four (4) subjects of first year which consists of semester I and II.
- A student shall be allowed to keep terms (ATKT) for the third year, if he/she has no backlog of the first year.
- A student shall be allowed to resubmit the assignment of a subject for a particular semester if he/she has scored less than 16 marks out of 40 in his /her internal (semester end) assessment/evaluation and has less than 8 marks in assignment and has a backlog for that subject.
- For the rules and regulations of Grade Improvement Scheme, Please inquire with Examination Department.
- All Semester-end examinations are proposed to be conducted every 6 months, allowing a failed student to clear his backlog.
- For any backlog examination, extra fees shall be charged per subject/course.



Examination Pattern Under Autonomy

- However, for M.Com. and M.A. Students, ATKT is allowed for all subjects. If a student does not clear all the papers in semester I, he can appear for semester I backlog along with regular semester II papers and so on.
- From the academic year 2017 - 18, Student's marks sheet will show SGPA and CGPA score.

Examination Rules for the "B.A/B.Com Degree with Honours Programme:

- The total credits" will be 147 credits i.e.125 credits for Regular B.Com/B.A.and 22 credits for additional components of Degree with Honours Programme (1 Credit = 15 Hours).
- For B.Com, students securing an aggregate of 65% marks and For B.A, students securing an aggregate of 60% marks in the regular 3 years degree Programme and an aggregate 'B' grade in the academic components of the Honours programme will qualify for the ' Degree with Honours'.
- A student would have to complete mandatorily the course in Life Skills in order to acquire the required 3 credits for the completion of the course, along with his S.Y. & T.Y.
- A student who qualifies for the 'Degree with Honours 'Programme will get the mark sheet reflecting a record of all the additional courses, marks and the subject of specialization.
- The grade system of awarding of grade will be similar to B.A/B.Com Degree grade system is as follows:

Sr. No.	Letter Grade	Points	Marks
1	O	10	80-100
2	A+	9	70-79.99
3	A	8	60-69.99
4	B+	7	55-59.99
5	B	6	50-54.99
6	C	5	45-49.99
7	P	4	40-44.99
8	F	0	0-39.99
9	AB	0	0

- A student has to complete Project for 3 credits consisting of 100 marks in semester VI.

Discipline Rules

- No student is allowed to use any copy material during the examinations or indulge in any forgery, impersonation or any other unfair practices during any of the examinations or submission of assignments: failing which he will be liable for a strict Disciplinary action taken by the College Authority.

Examination Pattern Under Autonomy

- Use of mobile phones or any other electronic gadget by a student in the examination hall is strictly prohibited, failing which the student shall be liable for a strict Disciplinary action.
- The College Authority reserves the right to take any fair, just and appropriate decision required in any situation and the decision taken by the College Authority shall be final and binding on the students.
- The College Authority also reserves the right to take any appropriate disciplinary action in any other situation not set out in these rules and the decision of the College Authority shall be final and binding on each student.
- **Examination form filling, payment of examination fees and completing all the necessary formalities is mandatory, without which no permission will be granted to appear for examination.**



Credit System Under Autonomy

BACHELOR DEGREE PROGRAM (B. A. and B. Com.)

SEMESTER	GENERAL SUBJECTS	CREDITS	TOTAL	SPECIAL SUBJECTS	CREDITS	TOTAL	TOTAL CREDITS
1	7	3	21	0	0	0	21
2	7	3	21	0	0	0	21
3	4+1*	3	15	2	4	8	23
4	4	3	12	2	4	8	20
5	4	3	12	2	4	8	20
6	4	3	12	2	4	8	20
GRAND TOTAL							125

- **NOTE:** Physical Education Course is a Compulsory graded Subject for Semester - 2.
- **NOTE:** Environment Awareness Course is a Compulsory graded Subject for Semester - 3.

MASTER OF COMMERCE

SEMESTER	GENERAL SUBJECTS	CREDITS	TOTAL	SPECIAL SUBJECTS	CREDITS	TOTAL	TOTAL CREDITS
1	2	4	08	2	4	8	16
2	2	4	08	3	4	8	16
3	2	4	08	2	4	8	16
4	2	4	08	2	4	8	16
GRAND TOTAL							64

MASTER OF ARTS (ECONOMICS AND ENGLISH)

SEMESTER	GENERAL SUBJECTS	CREDITS	TOTAL	OPTIONAL SUBJECTS	CREDITS	TOTAL	TOTAL CREDITS
1	4	4	16	-	-	0	16
2	3	4	12	1	4	4	16
3	3	4	12	1	4	4	16
4	3	4	12	1	4	4	16
GRAND TOTAL							64

Honours Degree Programme S.Y. B. Com / B. A.

CLASS	SEMESTER	PAPERS/COURSE	CREDITS
S.Y. B. A. / B. Com	3	Core Paper – I	4
	4	Core Paper – II	4
		Interdisciplinary Paper - I	3
T.Y. B. A. / B. Com	5	Course for Life Skill	3
		Research Methodology	2
	6	Core Paper – III	4
		Project	2
Total			22

Honours Degree Programme S.Y. B.A. (Psychology Specialisation)

CLASS	SEMESTER	PAPERS/COURSE	CREDITS
S.Y. B. A. (Psychology)	3	Core Paper - I (Psychological Testing)	4
	4	Core Paper - II (Criminal Psychology)	4
		Interdisciplinary Paper - I	3
T.Y. B. A. (Psychology)	5	Course for Life Skill	3
	6	Core Paper – III (Abnormal Psychology)	4
		Core Paper - IV (Internship)	4
Total			22





Grant of Additional Marks for NSS / NCC / Sports

- a) Notwithstanding anything contained in any other Ordinance, additional maximum 15 marks may be granted to candidate appearing for Semester 2, 4 and 6 examination and any degree, diploma or certificate, as an incentive, for his participation in any one or more of the following activities.
- b) National Cadet Corps:
- c) National Service Scheme:
- d) International / National / Inter-University, Sports tournaments/debating /elocution / dramatics & such other competitions subject to approval by the Academic Council of Symbiosis College from time to time:
- e) National Physical efficiency drive:
- f) Adult Education Programme of Savitribai Phule Pune University

1. The additional marks shall be added

- a) To any heads of passing or to any subject/s, as case may be, in the examination if the student has failed in such head/s of passing/ subject/s & if such additional marks enable the student to get necessary passing marks **OR**;
- b) To any subject if such additional marks enable the student to get benefits of exemption. Such additional marks only as are required for examination shall be given. If after the grant of additional marks under clauses (a) and (b) above, if there is any balance of marks, it shall be added to the total number of marks of the examination. **OR**
- c) To the total number of marks, secured by the candidate in the examination. Provided that the additional marks shall not be taken into consideration for the purpose of award of any prize, scholarship, and merit list or for such other similar purposes.

2. The additional marks will be granted to the candidate only for that examination during the course of which the candidate has participated in the activities mentioned in Clause No.1.

Note: The candidate shall be eligible to get maximum five additional marks only once, for any of the activities mentioned above, if performed by him in any year, and only for an examination of one course.

3. The additional marks shall be granted to the student subject to the conditions mentioned Here under:

- a) **NCC:** Candidate enrolled in NCC must have passed 'B' and/or 'C' certificate examination.

[And or candidate enrolled in NCC must have attended 75% parades out of total No. of parades and one camp prescribed for NCC.]

- b) **NSS:** Candidate enrolled in NSS must have completed 120 hours of effective work and attended the necessary number of camps, as required under NSS Programme.
 - c) **National Physical Efficiency/Drive:** Candidate enrolled in National Physical Efficiency Drive must have acquired three stars under the programme.
 - (d) **Inter-University Tournaments/Competition:** Candidate must have participated in the Inter-University Tournaments/Competition as a Representative of this University.
 - d) **National International Tournaments/Competition:** Candidate must have participated as a Representative of State of Maharashtra/India.
 - e) **Adult Education Programme, SPPU:** A candidate must have completed at least 200 clock hours work to the satisfaction of the project in-charge and secured necessary certificate of the course.
4. A student shall submit an application before the date of commencement of his examination along with fee of Rs.20/- for the grant of additional marks along with necessary original certificate or copies thereof countersigned by the Principal of the College / Head of the Recognised Institution. No application received after commencement of examination shall be entertained by the College.

If any difficulty arises in giving effect to provisions of this ordinance, the Principal may in consultation with the Head of the concerned department or Chairperson of the concerned activity give his decision in such a particular case. The decision of the Principal shall be final and binding in such matters.





Honours Degree Programme



The Symbiosis College of Arts and Commerce is offers a 'Degree with Honours' Programme for the B.A/B.Com students in order to strengthen the Undergraduate Programme from the Academic Year 2014 - 2015.

This programme aims a creating a unique educational problem which blends intense subject domain and knowledge along with practical skills required for enhancing employability of students.

The student can opt for the 'Degree with Honors' Programme along with the Regular degree programme. This Programme has additional academic inputs as well as additional credits. There are prescribed norms for entry to this programme and also norms for qualifying for the 'Degree with Honours.' The Programme is for duration of two years and is offered at the Second Year of the B.A and B.Com Course. The Degree with Honours' Programme is offered in all the subjects of specialization in the Commerce as well as Arts Streams as given below:

I) Subjects of Specialisation:

- **Faculty of Commerce**
 1. Banking
 2. Costing
 3. Business Entrepreneurship
 4. Marketing
- **Faculty of Arts**
 1. Economics
 2. English
 3. Psychology

II) Duration of the Programme

4 Semesters i.e. 2 years.

III) The 'Degree with Honours' Programme in the respective specializations will be offered subject to a minimum enrollment of students.

IV) Entry Level Eligibility

- **For B.Com Students:**
 - Aggregate 65% marks at First Year B.Com .
- **For B.A. Students:**
 - Aggregate 60% marks at First Year B. A.

Note: Students with Backlog (due to any reason) will not be admitted to the 'Degree with Honours' Programme.

V) Credits and Qualifying Grades:

1. **The total credits for the Programme is 147 credits i.e.:**

- 125 credits (Regular B.Com/B.A.)
- 22credits for Additional Components of 'Degree with Honours' programme.

2. **For B. Com Students**

- Students securing an aggregate of 65% marks in the regular 3 years degree programme and an Aggregate 'B' grade in the Academic components of the Honours' Programme will qualify for the 'Degree with Honours'

3. **For B. A Students**

- Students securing an aggregate of 60% marks in the regular 3 years degree Programme and an Aggregate 'B' grade in the Academic components of the Honours' Programme will qualify for the 'Degree with Honours.'

4. The Course in Life Skills will not be graded; however the student would have to mandatorily complete the Course in order to acquire the required credits for the completion of the course.

5. For students who have opted for the Honours' but not able to obtain the qualifying marks / grade as stated above will get the regular B.A. / B.Com degree and will get separate Certificates for the completion of the additional courses that have been part of the Degree with Honours' Programme.

6. Students who have opted for Degree with Honours Program will get the Honours Degree Program only after successful completion of 147 credits **(125 regular degree credits + 22 Honours Degree Credits)**. In case if a students fails or remains absent in any paper of Degree with Honours program, then he/she will have to appear for subsequent examination to clear backlog paper of Honours and get Honours Degree. However, in such case the student will have a choice of not opting for Honours Degree and accepting regular B.A./B.COM degree (Provided he/she has successfully completed 125 credits of regular course) and relinquishing the right to receive Honours Degree. This will be applicable from Academic Year 2016-17.

VI) **Mark sheet / Degree / Certificates:**

1. The student who has acquired the qualifying marks and grades will get the Degree with Honours' mentioning also the Subject of Specialization. e.g. B.A Honours' in Economics.
2. The student, who qualifies for the 'Degree with Honours' Programme will get the mark

sheet reflecting a record of all the additional courses, marks and grades obtained in the 'Degree with Honours' Programme.

VII) Structure of the 'Degree with Honours' Programme'

The student can opt for the 'Degree with Honours' Programme along with the Regular degree Programme. This Programme will have additional academic inputs as well as additional credits. The structure of the 'Degree with Honours' Programme is given below.

VIII) Fee structure:

Total fees: (INR) 40,000/-

IX) The Structure of the Honours Degree Programme:

A) For S.Y. B. A. / B. Com

Class	Semester	Papers / Course	Credits
S.Y. B. A. / B. Com	3	Core Paper – I	4
	4	Core Paper – II	4
		Interdisciplinary Paper - I	3
T.Y. B. A. / B. Com	5	Course for life skill	3
		Research Methodology	2
	6	Core Paper – III	4
		Project	2
Total			22

B) For S.Y. B.A. (Psychology Specialisation)

Class	Semester	Papers / Course	Credits
S.Y. B. A. / B. Com	3	Core Paper - I Psychological Testing	4
	4	Core Paper - II Criminal Psychology	4
		Interdisciplinary Paper - I	3
T.Y. B. A. / B. Com	5	Course for life skill	3
	6	Core Paper - III Abnormal Psychology	4
		Core Paper - IV Project & Internship	4
		Total	22

Symbiosis College of Arts and Commerce is happy to introduce Choice Based Credit System for Honours Degree Programme. Students have a choice to select 1 subject from interdisciplinary subjects and life skills subjects. The list of interdisciplinary subjects and life skills subjects is given below;

A. Interdisciplinary Subjects

1. Introduction to Philosophy
2. Living Past
3. Indian and Global Corporate Sector
4. Appreciating Theatre
5. Philosophy of Entertainment
6. Scientist and Inventions
7. Dissolve the Boundaries
8. Basic Logic
9. Cyber Law
10. Science and Sustainable Development
11. Comparative mythology
12. Markets and Capital

B. Life Skills Subjects

1. Unlock your mind
2. Legal Awareness
3. Soft Skills and Personality Development
4. Team Building and Leadership
5. Value Education
6. Creative Writing
7. Public Speaking
8. Problem Solving and Decision making Skills
9. Non-verbal Communication





Liberal Arts Education involves a focused study in the Liberal arts disciplines i.e. Humanities, Language and Literature, Social Sciences and Performing Arts. It aims at encouraging creativity and the ability to think out of the box. An important element, therefore, would be the experience with the contrasting thoughts represented by the arts and the sciences merging harmoniously with business studies/ traditional subjects.

❖ List of the Courses under SCLA

HUMANITIES AND SOCIAL SCIENCES

- HS01: 20th Century: Bloodiest Century in Human History (History)
- HS02: Advertising and Contemporary Culture (Media/Culture Studies)
- HS03: Introduction to Philosophy (All Philosophies)
- HS04: Comparative Mythology (Mythology)
- HS05: Sports Psychology
- HS06: Hypnotherapy and Other Parapsychological Therapeutic Modalities
- HS07: Cyber Law (Law)
- HS08: Making of a Global Political Economy
- HS09: International Economic Co-operation (Economics)
- HS10: Contemporary Economic Issues
- HS11: Mentioning Unmentionables (Psychology)
- HS12: The Living Past: Comprehending India (History)
- HS13: Unlock Your Mind: Intelligent Reading and Critical Thinking
- HS14: Introduction to Anthropology
- HS15: Introduction to Marxism
- HS16: Legal Awareness
- HS17: Philosophy of Entertainment
- HS18: Verily Food is Life: The Story of India through its Food
- HS19: Religio Indica: Indian Religions and Perspective
- HS20: Film Studies
- HS21: Logic
- HS22: Health and Wellness Management
- HS23: Introduction to Art History: India and the West
- HS24: Indian and Global Corporate Sector
- HS25: Unearthing Peer Therapy
- HS26: Problem Solving and Decision Making Skills
- HS27: Archaeology
- HS28: Greek Philosophy
- HS29: Happiness and Freedom
- HS30: The Enlightenment
- HS31: Statistics for Management
- HS32: Introduction to Behavioural, Identity and Gender Economics
- HS33: IPR- Intellectual Property Rights
- HS34: Ethnography and Studying Cultural Phenomena
- HS35: Design Thinking for Innovation

LITERATURE AND LANGUAGE

- LL01: Advanced Creative Writing (Creative Writing)
- LL02: Cutting Edge Communication (Communication Studies)
- LL03: Non Verbal Communication
- LL04: Literature and Gender
- LL05: Theatre Appreciation
- LL06. Public Speaking
- LL07. Literary Lust (Literature and Censorship)
- LL08. From the Word to the World: Literature of South Asia
- LL09. Dissolve the Boundaries
- LL10. The World of Shakespeare
- LL11. Haiku
- LL12. Basic Hindi

- LL13. The Supernatural in Literature
- LL14. History of the Book
- LL15. Allo? Ici Paris.": (" Hello? Paris on the line")
- LL17: The True Voice: Introducing English Poetry
- LL.18: Netzwerk Deutsch- English

SCIENCES

- SC01: Natural Resource Management
- SC02: Science and Sustainable Development
- SC03: Scientists and Inventions (Science/History)
- SC04: Society and Science (Science/Critical Thinking)
- SC05: Ecological History of India

- SC06: Environmental Outdoor Studies
- SC07: Decoding the Genetically Modified
- SC08: In/Tolerance-A Biological Spin on a Sociological issue
- SC09: Bio-cultural Diversity and Sustainability

PERFORMING ARTS

- PA01: Dance (Contemporary, Salsa)
- PA02: Drumming (West African Drumming Module)
- PA03: Drumming Second Level-
- PA04: Music and Poetry
- PA05: Performing Shakespeare
- PA06: Photography
- PA07: Strings and Music (Guitar)
- PA08: The Paint Basket (Basic Painting)



ACCA CERTIFICATION ALONG WITH B. COM. AT SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

ACCA (Association of Chartered Certified Accountants), the global body for professional accountants, supports 162,000 members and 428,000 students in 173 countries, helping them develop successful careers in accounting and business by working through a network of 91 offices and centres and more than 8,500 Approved Employers worldwide. Its qualifications and values are aligned to the needs of employers in all sectors.

We tied up with the Association of Chartered Certified Accountants (ACCA) an international professional Accounting body registered in the UK on 28th August 2013 and under that MOU we offer a certification program of ACCA which can be completed by our students along with their B. Com. Our first batch of 10 students started with their classes on 2nd Dec 2013. 2016-17 witnessed our fourth batch and we saw an enrollment of over 60 students. Classes are conducted for almost all of the papers. Slade Alexander from the third batch scored above 85 in F1, F2, F3, F4 which is a world rank. He also obtained the first rank in India in F7 which is Financial Reporting and 10th rank in the world in the year 2016. Two of our students Ms. Akshara Venketagiri and Ms. Harsha Badlani completed their ACCA even before they secured their Bachelor's degree. Highly qualified and professional faculties guide the students all through the certification programme.

The classes are run on campus to facilitate easy access, and it is held immediately after the B.Com classes. The course costs approximately INR 3, 75, 000/- for 14 papers. This fee is to be paid by the student in subparts, across a period of 3 years. The breakup for each paper is as follows,

Fee Structure (Per Subject)

- A.** Tuition Fees - Rs. 14,000/-
- B.** Books Charges - Rs. 2500/-
- C.** Exam Fees - Rs. 10,000/-

For more details on the professional course structure, detailed syllabi, relevance and benefits, kindly visit us on www.symbiosiscollege.edu.in or contact the program in-charge Mrs. Tessy Thadathil.



International Initiatives 2016-17

International initiatives have been encouraged at the Symbiosis College of Arts & Commerce since the summer of 2007, when two of its senior faculty went to study the Liberal Arts format in a number of US Universities.

It has been our belief that International Initiatives will give exposure to our faculty and students to look at education from a global perspective. It will expose them to international educational practices, methodology and pedagogy along with knowledge of varied courses. It will help international students and faculty to bring their own global experiences, to Symbiosis while enjoying the many benefits that Symbiosis Education has to offer. This has become easier since the college went in for autonomy from the academic year 2012 onwards. Autonomy gives us greater freedom in terms of designing curriculum from a global perspective, offering courses that appeal to foreign students, arrange for faculty and student exchange programs as also granting of credits.

In the academic year 2016-17 following were the international initiatives carried out

- **Kedge Business School, France**

Two of our teachers Dr. Sharayu Bhakare and Ms. Sarika Wagh went to Kedge Business School in Marseille, France in November 2016 and conducted a 30 hour session each at the international seminar 'Digital Economy & Innovation' for post graduate students

- **Hildesheim University, Germany**

Three professors Thomas Mandl, Dr. Francis Jarman and Dr. Joachim Griesbaum from Hildesheim university were scholars in residence at Symbiosis and conducted sessions on areas such as Intercultural Communication and Online Marketing, Search and Social Media Marketing



- **Pennsylvania Universities, USA**

Two of our students got admission into Indiana University of Pennsylvania & Westchester University for postgraduate programs. Dr. Soman our principal was selected on the higher education committee of Commonwealth of Pennsylvania, USA

- **Association of Chartered Certified Accountants (ACCA), UK**

We tied up with the Association of Chartered Certified Accountants (ACCA) an international professional Accounting body registered in the UK on 28th August 2013 and under that MOU we offer a certification program of ACCA which can be completed by our students along with their B. Com. Academic year 2017-18 will witness our fifth batch of new ACCA students. Slade Alexander from the third batch obtained the first rank in India in F7 which is Financial Reporting and 10th rank in the world in the year 2016. Two of our students Ms. Akshara Venketagiri and Ms. Harsha Badlani completed their ACCA along with their Bachelor's degree. Two of our faculty Ms Monica Parikh and Mr. Aniruddha Malhotra also completed their ACCA. Dr. Hrishikesh Soman was nominated as an expert on higher education by ACCA UK on their global education forum.



One Year Psychology Diploma Course

“Healing The Mind, Through Knowing The Mind”

One Year Diploma By Department of Psychology

About the Course:

From Sigmund Freud to the makers of Anti-Depressants, scientists have sought to purge the mind of harmful emotions like anger, fear and depression. Mind training is a method that implants a set of ideas, perspectives, and experiences that work to dismantle habituated patterns of behavior, emotionality, and perception. The mind training plants the seed of compassion and nurtures its growth into the tree of awakening mind and self-realization.

Outline:

One Year Autonomous Diploma consisting of Two Semesters - 45 Hours (3 Credits) Per Semester. Total 90 Hours (6 Credits).

Objective:

This course aims to introduce the traditional Nalanda University approach of - “Understanding Wisdom (Correct Theory, Concepts, View), Mind-Training (based on wisdom), and Action (applying these to problems of modern daily life).” The course does not aim to provide a formal pedagogy of western psychology but it will use this to understand the Indian perspective on knowing The Mind.

- To gain an introductory level understanding of Psychology and its applications for balanced mental health.
- Understand concepts in the study of Mind from Indian perspective.
- Studying the ethical framework of Bodhichitta, Paramitas and Mindfulness.
- Developing a context for ethics in daily life thereby, improving inter-personal skills, social skills and achieve purpose of life.
- To elaborate and contemplate on a secular system of Ethics as proposed by H.H. Dalai Lama in his book “Ethics for new Millennium”.

Creative Teaching Methodology:

The course will be taught using creative arts-based approaches and practical projects. Stories, movies, music will be incorporated in lectures. Course will include formal meditation practices, book reviews, contemplation on poetry and practical projects (student debates, developing programs to help others). Tibetan Buddhist Teachers and Scholars will serve as visiting faculty. Fifteen hours will be assigned to Theory Course and 10 hours will be assigned to Practicals (including meditation session).

Evaluation Pattern - 40 + 60 (**Internal Examination** - 40 Marks; **External examination** - 60 marks.)

Eligibility - Std. 10 + 2 from any faculty (Arts, Science and Commerce)

Course Fee - Rs. 25,000/- (including the Study Material and Examination Fees).



❖ POINTS TO BE NOTED:

- Students must preserve the admission fees and other fee receipts.
- Remember your login ID and Password. It is required for admission and other activities throughout the year.
- Refer the College website “www.symbiosiscollege.edu.in” for updating the college-related information.
- Students must wear the I-Card whenever they are on the College campus.
- Student should strictly follow the office and cash timings – **10.30 a.m. to 1.00 p.m.**
- The office is closed on SECOND and FOURTH Saturday.
- **Cash transactions are closed on all Saturdays.**
- Students should refer the notifications displayed on the notice board and LCD Screen.
- Student should preserve copies of each document before submitting the originals with two photocopies to the office.
- The student should refer scholarship notices and the following websites from time to time for availing various Scholarships / Freeships.
 - <https://mahaeschol.maharashtra.gov.in>
 - www.maharashtra.gov.in
 - www.jdhepune.org
 - www.unipune.ac.in
 - www.dirhe.org.in
 - www.education.nic.in
 - www.iccrindia.net
 - www.momascholarship.gov.in

Certain important procedures for Students

Procedure to get Transference Certificate from College office

Application Forms for T.C. are available at the Students Help Desk on the ground Floor (at the entrance).

Attach a photocopy of mark-sheet of all the three years of Senior College

Obtain 'No Dues' stamp from the Library behind the prescribed T.C. Application form

Obtain 'No Dues' stamp from the Accounts Department behind the prescribed T.C. Application form and submit the filled form with TC Fees to the Cashier

T.C. will be issued after 10 days from the date of payment of T.C. fees and the student (in person) has to produce T.C. fees receipt & I-Card at the time of collection of T.C.

Procedure for Migration Certificate (if change in University)

Obtain the application for Migration certificate from the website of University of Pune i.e. “www.unipune.ac.in”



Student applying for the Migration Certificate will have to pay double fees, required for Two (2) Copies of T.C.

Procedure to obtain Bonafide Certificate (for Indian Students)

Pay Rs.50/- at the Cash Counter after showing student I-Card to obtain a copy of Bonafide Certificate

Submit the Bonafide Certificate fee receipt to the office.

Bonafide Certificate will be issued next day

Procedure for Bonafide Certificate (for Foreign Students)

Collect prescribed form from Office

Fill the form properly with your details, get it verified

Pay Rs.50/- (for Each Bonafide Certificate) at the Cash Counter after showing student I-Card and submit the receipt

Bonafide Certificate will be issued next day

Procedure for Duplicate Fee Receipt

Apply with handwritten application to the Cash Counter

Pay the necessary fees to Cashier. Show the receipt in the College office.

Collect Duplicate Fee Receipt on the next day.

Library



SCAC Library has a good infrastructure and pleasant ambiance. Central library is at the ground floor, having 1250 sq. ft. of stack area and administrative blocks and 1250 sq. ft. of reading room. E-library section is at the basement and a section for relaxed reading (Awning) is on 4 floor. The library has Wi-Fi connectivity. Our Library has a diverse and rich collection of books and periodicals supplemented by electronic resources. Every year latest books and journals and electronic documents are added to the collection of the library. Library provides facility of OPAC (Online Public Access Catalogue), which enables students, to browse through library collection online.

A bonafide student of Symbiosis College of Arts & Commerce can become a member of the Library. To become a member of the library, students must fill the form given to them at the time of the admission & submit it in the library. More information about the library can be found at <http://symbiosiscollege.edu.in/library/about-library/>

Library Collection: At a Glance

• No. of Books (Reference and Texts)	38,064
• No. of Journals	46
• No. of Magazines	27
• No. of Newspapers	20



Highlights

- **Open Access System**
- **Automated Operations**
- **e-library**
- **Electronic Resources:** CDs, VCDs, DVDs, Databases (CMIE, EBSCO, JSTOR, EPW, N-List), e-Journals, e-books etc.
- **Library Timings:** 9.00 a.m. to 5.30 p.m. (Monday to Saturday)



Sports

Symbiosis College of Arts and Commerce offers following indoor as well as outdoor games for the Students as per the Guidelines of Savitribai Phule Pune University.

- | | | |
|------------------|--------------------|------------------------------|
| 1. Hockey | 10. Basketball | 19. Wrestling |
| 2. Cricket | 11. Swimming | 20. Fencing |
| 3. Squash | 12. Athletics | 21. Softball |
| 4. Badminton | 13. Weight Lifting | 22. Cycling |
| 5. Chess | 14. Judo | 23. Archery |
| 6. Table Tennis | 15. Kabaddi | 24. Mallakhamb and Gymnastic |
| 7. Best Physique | 16. Rifle Shooting | 25. Softball |
| 8. Football | 17. Boxing | |
| 9. Volleyball | 18. Kho-Kho | |

Facilities: Sports Equipments, Entry Fees, Track Suits, T- Shirts, Shorts, Hiring the ground for the major game, Coaching and Training.



Health and Medical Facilities

Symbiosis Centre of Health Care

Symbiosis is committed to provide comprehensive promotive, preventive & curative health care services to its student community as well as to its faculty. The following primary health care services are provided by the Symbiosis Centre of Health Care (SCHC):

- 1. Annual Health Checkup:** Annual health checkup is conducted by Consultants/ Specialists from different disciplines (Physician, Ophthalmologist, ENT specialist & Dentist) including Lab investigation and a detailed electronic health record (EHR) is maintained for students.
- 2. Out Patient Department (OPD) services:** As the primary Health Care Centre on campus, SCHC offers OPD services for students at Symbiosis. These OPDs are conducted by Consultants/ Specialists from different disciplines (Physician, Ophthalmologist, ENT specialist & Dentist) and Medical Officer. Medications are dispensed if required on a case to case basis.
- 3. Medical Insurance:** Every student at Symbiosis is covered under a unique group medical insurance scheme for hospitalization up to Rs.50, 000/- in case of non-accidental/ illnesses (as per the Mediclaim Insurance Policy) & Rs.1, 00,000/- in case of Rail / Road traffic accidents. Details of the policy are available with MO, Insurance cell, SCHC @ 9552525015 or can be accessed on www.schcpune.org
- 4. Diet Counseling by Nutritionist:** To address the Diet Related Disorders (DRD), one to one counseling of the students is also carried out by a qualified Nutritionist with prior appointment.
- 5. Advice on Life style management:** Qualified Nutritionists at SCHC provide expert advice on Life style management to all students of Symbiosis thereby promoting healthy lifestyle amongst the student community.
- 6. Health Education:** Health education is an integral part of the SCHC activities. The health education programs are implemented to create health awareness for health maintenance and self-care information on relevant topics for student community.
- 7. Online Health Counseling:**
 - § Online health counseling is available to students between 1:00 pm to 3:00 pm on all working days at health@schcpune.org on Skype.
 - § Nutrition advice is available on nutritionadvice@schcpune.org
- 8. Campus Health Advisory Committee:** Campus Health Advisory Committees (CHAC) have been constituted at all campuses to look into diverse health aspects of students and to review the students' communication strategy on health matters. It advises management on health requirements of the students.
- ❖ **Recreation and Wellness Programmes:** SCHC has an ultramodern, state of art recreation and wellness facilities which include a Gymnasium, Aerobics Studio, and Yogashala with Meditation Hall. Designed by wellness professionals, the innovative fitness programme is a blend of the finest Eastern & Western techniques. These facilities are provided by trained experts and are aimed to increase the strength, stamina & suppleness of an individual.

❖ Contact:

Medical Superintendent, SCHC

Cell No. : 9552525651 / Email-ID: medicalsuperintendent@schcpune.org

Financial Aid to Students

The College offers different types of Scholarships, Freeships and free studentships scheme. These Schemes are controlled by the various Central and State Governments, Non-Government departments for the Welfare of the students during their Educational Tenure.

The details are as follows

Schemes	Eligibility Criteria
Government of India Post Matric e-Scholarship & Freeship (Online System)	Reservation caste Category Student- Maharashtra State only. Scheduled Caste, Scheduled Tribe, Other Backward Class, Special Backward Class, Vimukta Jaties & Nomadic Tribe Website:-https://mahaeschol.maharashtra.gov.in Schedule Tribe:- https://etribal.maharashtra.gov
State Open Merit Scholarship	Students achieving more than 60% marks in HSC exam are eligible for applying for this scholarship for FY.B.COM/BA. Eligible student has to collect the Prescribed application form, from the scholarship section
** Primary Teacher Free-Studentship ** Secondary Teacher Free-studentship ** Defence Service Personnel ** Ex-Servicemen	Eligible student has to collect the Prescribed application form, from the scholarship section
Economically Backward Class (Online System)	Parents' Income limitation upto to 250000/- (Two lakh fifty thousand) Parents' Income Certificate from Tahsildar Office. Website:- www.ebc.dhemaharashtra.in
Minority Scholarship (Online System) NATIONAL SCHOLARSHIP PORTAL	Eligible for Muslim, Sikh, Parsi, Christian, Bouddha & Jain community. Website:- http://www.scholarship.gov.in
Central Sector Scheme of Scholarships (Online System) NATIONAL SCHOLARSHIP PORTAL	for College and University Students (12th std scoring percentage base) For brief guidelines student has to refer the following Website: http://www.scholarship.gov.in www.dhepune.gov.in

Schemes	Eligibility Criteria
Umbrella Scheme For Education Of ST Children (Online System) NATIONAL SCHOLARSHIP PORTAL	Post Matric Scholarship(PMS) for ST Students Website:- http://www.scholarship.gov.in
Prime Minister's Special Scholarship Scheme	NOTE:- This scheme applicable to the Students who seek admission under PMSSS scholarship Scheme.(J&K State) Helpline for J&K students under PMSSS:- JK16-1@aicte-india.org Phone- 011-26131574
Physically Handicapped Scholarship	Eligible for physically challenged students. Student has to collect the Prescribed application form, from the scholarship section or download from the website :- www.unipune.ac.in
Arthik Durbal Ghatak Scholarship	For brief guidelines student has to refer the following website:- www.unipune.ac.in
Krantijyoti Savitrimata Phule Scholarship	NOTE:- This scheme is only for the Girls Students For brief guidelines student has to refer the following website:- :- www.unipune.ac.in
Rajarshi Shahu Maharaj Scholarship	NOTE:- This scheme is only for the Reservation Category Students For brief guidelines student has to refer the following website:- :- www.unipune.ac.in
Eklavya Arthik Sahayy Yojana	NOTE:- This scheme is only for the eligible students of Post-Graduation website:- :- www.unipune.ac.in
ICCR Scholarship	Mainly for the foreign national For brief guidelines student has to refer the following website:- www.iccrindia.net
Bhutan Scholarship	For students of Bhutan
Various State Backward Class (Assam, Meghalaya, Mizoram, Nagaland Tripura, Manipur)	For the students of concerned states

- o These Schemes are controlled by the various Governments, Non-Government departments for the Welfare of the students during their educational tenure.
- o **Note:-** Students has to refer the given Websites, scholarship Notice Board Or Contact (Scholarship Section) for the following Scholarship Schemes.

Various Concession Schemes for the Students

Concession	Eligibility
Railway Concession Long Journey	Journey to native place in vacations Collection of prescribed application form from the Student Help Desk located on the ground floor. Submission of the same to the scholarship section.
Daily Train Concession	For daily journey to attend the college Submission of application to scholarship section
Air Travel Concession	Only in vacation for visiting native place Certification from scholarship section
Bus Pass Concession	Endorsement on the prescribed form, from scholarship section

IT Infrastructure

IT Summary for the Academic Year 2017 -18

Sr. No.	Item	Descriptions	Total
1	Total No. Computers	Server & Computer + Ncomputing	274
2	Laptop	HP 4110/HP6710b/Dell Latitude 3540	3
3	Digital Notice Board	LG 42" Plazma	4
4	Firewall	Cyberoam 300ing /Sonicwall	2
5	Total Wi-Fi	Wi- Fi Speed 12 Mbps	All Floor
6	Total No. Switch	HP 24 Port D-Link 24 Port	17
7	Printer	LaserJet /Inkjet & Dot-matrix	41
8	Rack	42" Rack	1
9	LCD Projector	All Class Room	43
10	Scanner HP	Scanner G3010	4
11	Xerox Machin Duplicator	Riso KZ30	1
12	Total No. UPS	20KVA, 20KVA, 6KVA, 15KVA	4
13	Diesel Generator	Backup Within 15 Seconds	For All Campus
Internet Leased Line			
	Service Provider	Bandwidth	
1	Net-4 India	Leased Line 8 Mbps (Primary)	8 Mbps
2	Aircel	Leased Line 4 MB (Backup)	4 Mbps
		Total	12 Mbps



Symbiosis goes virtual

Symbiosis College of Arts and Commerce (SCAC), Pune has pioneered the use of technology based learning in graduation as well as post-graduation education.

Through the effective use of a highly interactive and engaging platform, SCAC proposes to launch the first of its kind e-learning program which will broaden knowledge horizons of students through a blended, self-paced learning methodology. SCAC has also fully WI-FI campus.

Over the years, SCAC has been striving to keep pace with the industry requirements and has been delivering high performing human resource to the industry. Taking this forward, the e-learning programme is an initiative to introduce concepts, industry developments, and value-added material in line with the regular courses to increase the industry interface in an online learning environment.

The e-learning environment platform is an endeavor to make core technical and theoretical content into a format which involves participants not only to learn and understand complex concepts but also effectively apply them in an online environment.

The program is designed to ensure highest retention of online learning content through the effective use of graphics and various application tools which makes adult learning highly engaging and effective.

Considering the level of the participants, the program will follow a higher component of practice with the use of tools like online assessment, quiz, exercises, references, online library amongst others. This will help to make curriculum more practical and it will guarantee overall development through inter-disciplinary academics. The components like quizzes and exercises will reinforce the idea of continuous evaluation.

Welcome to the world of technology-based learning!



Academic Year – 2017-18

List of Association

- A. Arts Circle
- B. Drama Circle (Marathi)
- C. Drama Circle (English)
- D. Hindi Mandal And Drama Circle
- E. Elocution And Debating
- F. Film Club
- G. Foreign Club
- H. N.S.S.
- I. Placement Cell
- J. Staff Academy
- K. Alumni Association
- L. Medical Check-Up
- M. Trekking Club
- N. Environmental Awareness
- O. Magazine
- P. Research Journal
- Q. Centre For Human Excellence
- R. Time-Table Committee
- S. Endowment Committee
- T. Symbiosis Social Involvement Programme



Disciplinary Rules

Disciplinary Rules

1. An admission to the College carries with it the presumptions that students will conduct themselves as responsible members of the academic community. Every student should behave with discipline and must reflect a sense of responsibility within and outside the College campus. Academic misconduct as well as behavioural misconduct is strictly prohibited and any student indulging in the same shall face strict disciplinary action.
2. Each student shall be bound by all the rules and regulations made by the College, the Governing body, UGC and by the Savitribai Phule Pune University from time to time.
3. Ragging is strictly prohibited. Any student found indulging in ragging in any form, directly or indirectly, within or outside the campus will face strict disciplinary actions as per the Maharashtra Prohibition of Ragging Act, 1999 and UGC Regulations on Curbing the Menace of Ragging, 2009, and shall also be liable to be rusticated from the College.
4. Each student is required to apply for the issuing of Identity Card and the Library Card from the Library, immediately after confirmation of his / her admission.
5. No book from the library will be issued without the Library Card and the Identity Card.
6. Each student should wear the Identity Card round the neck while on the campus and should produce it when demanded by authority.
7. Each student should wear the Identity Card while participating in any event like, sports, co-curricular and extra-curricular activity, industrial visits, competitions, seminars, workshops, conferences etc. at intra as well as intercollegiate level.
8. Any student found misbehaving on the campus or behaving arrogantly, violently towards the faculty, staff or fellow students will be liable for disciplinary action and shall be severally punished.
9. Smoking, use of alcohol or narcotic drugs, illegal possessions or use of weapons is strictly prohibited in campus. Any student found indulging in any such acts shall face disciplinary action which may extend to rustication of the student from the College.
10. Students are required to take good and reasonable care of the College property. Any student found guilty of damaging or misusing the property, infrastructure, furniture, vehicles on the campus, books, equipment, computers etc. shall be liable to disciplinary action as well as reimbursement to the College for any loss or damage caused thereby.
11. No student is allowed to paste, stick or put any notices, brochures, posters etc. on the notice board, walls, staircases etc. of the College without the prior permission from the concerned authority.
12. No student or group of students can form any club, association etc. or organize event, activity etc. or collect any funds or subscription without prior permission of the Principal.
13. No student or group of students can invite any person to address or entertain the students of the College, or interact with media on behalf of, or about the College without prior permission of the Principal.
14. No student or group of students is allowed to enter into verbal or written agreements or contracts that support to bind, obligate or create liability of any kind for the College. The College will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized acts.
15. Recording of any electronic images in the form of photographs, audio or video recording of any person without the person's knowledge; when such recording is likely to cause injury,

- distress, or damage the reputation of such person; is prohibited in any part of the College and hostel premises. The storing, sharing or distributing of such unauthorized records by any means is also prohibited, failing which the student will be liable for disciplinary action.
16. No student is allowed to use any mobile phone or any other electronic gadget in the classroom, library, laboratory or Audio-Visual Hall without prior permission of the concerned authority.
 17. Carrying any valuables, or expensive mobiles, vehicles etc. on the College campus will be at the risk of the students and the College authority will not accept any responsibility of any loss or damages of such valuables of the campus.
 18. Each student should be aware that the College shares the premises with other Symbiosis Institutes situated in the same campus and therefore it is the duty of each student not to cause disturbance to the lectures, programmes, activities or exams of such Institutes failing which the student shall be personally held responsible for such misconduct and the College authority will not accept any responsibility on his behalf and such student will be liable for disciplinary action.
 19. Every student should read the notices displayed on the College notice boards, LCD screens, and College website from time to time. Each student should strictly follow the deadlines with respect to form-filling, application-submission, class attendance, examination schedules, class assignments etc., failing which the College will not be responsible for any loss incurred by the student thereby.
 20. The College also reserves the right to take disciplinary action in any other appropriate situation not set out in these rules and the decision of the College authority shall be final and binding on each student.
 21. Admission of a student will be cancelled at any point of time in case of –
 - a) Not submitting the required documents in time.
 - b) Failing to fulfill required eligibility criteria of the programme.
 - c) Submission of fake or incorrect documents.
 - d) Admission gained by resorting to fraudulent means, illegal gratification or any unfair practice detected at any stage during the entire program.
 - e) Not paying the stipulated fees on time.
 22. Students are required to apply 3 days in advance to obtain certificates or documents, such as, Bonafide Certificate, Transference Certificate, Concession forms etc. This will enable the College office to prepare and keep it ready.
 23. The College authorities or Teacher will provide recommendation letter only to those students who have been regular in classroom and participating in various College co-curricular and extra-curricular activities.

Rules for Attendance

1. Each student must have attended **at least 75% of the total number of the lectures** conducted in the class. The student will not be eligible to appear for the Semester-end Examination if he fails to put in the required attendance.
2. Each student should be punctual and must be in the classroom at the commencement of the lecture.
3. Stipulated attendances, completion of assignments, mid-term Examination are mandatory components for becoming eligible to appear for the Semester-end Examination.

Important Committees

Anti-Ragging Cell

A. Anti-Ragging Measures:

Ragging is strictly prohibited at Symbiosis College of Arts and Commerce. Any student found indulging in ragging in any form, directly or indirectly, actively or passively, or being a part of conspiracy to promote ragging, within or outside the campus, would face strict disciplinary action by the College, and will be liable to be punished as per the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 (U/S 26(1) (g) of the UGC Act, 1956) and The Maharashtra Prohibition of Ragging Act, 1999, as well as under the provisions of any other penal law for the time being in force and shall also be liable to rusticate from the College.

Ragging in all its forms shall be totally banned in the entire College premises, including its departments, constituent units including academic, residential, sports, canteen etc., whether located within the campus or outside and in all means of transportation of students whether public or private.

Symbiosis College of Arts and Commerce is an educational institute and is committed to maintaining a learning environment free of discrimination, exploitation and harassment. To achieve these objectives, the Anti-Ragging Cell has been constituted by the College comprising of Anti-Ragging Committee and the Anti-Ragging squad.

B. Meaning of Ragging:

'Ragging' constitutes any of the following acts

- a) Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student
- b) Indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher / junior student or any other student
- c) Asking any student to do any such act which the student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique of a fresher / junior student or any other student.

C. Punishable Ragging Offences:

1. Abetment to ragging
2. Criminal conspiracy to rag
3. Unlawful assembly and rioting while ragging
4. Public nuisance created during ragging
5. Violation of decency and morals through ragging
6. Injury to body, causing hurt or grievous hurt
7. Wrongful restraint
8. Wrongful confinement
9. Use of criminal force

10. Assault as well as sexual offences or unnatural offences
11. Extortion
12. Criminal trespass
13. Offences against property
14. Criminal intimidation
15. Attempt to commit any or all of the above mentioned offences against the victim(S)
16. Physical or psychological humiliation
17. All other offences following from the definition of 'Ragging.'

D. Disciplinary Action in the event of Ragging

The Anti-Ragging Committee may, depending upon the nature and gravity of the offence established, impart to those found guilty of ragging, one or more of the following punishments -

- a) Suspension from attending classes and academic privileges
- b) Withholding / withdrawing scholarship / fellowship and other benefits
- c) Debarring from appearing in any test / examination or other evaluation process
- d) With-holding results
- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- f) Suspension / expulsion from the hostel
- g) Cancellation of admission
- h) Rustication from the institution for a period ranging from 1 – 4 semesters
- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- j) The committee further reserves the right to take any other disciplinary action in appropriate circumstances as may be deemed fit in the given situation
- k) Fine ranging between Rs. 25,000/- to Rs. 1,00,000/-
- l) Collective punishment – when the person committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment
- m) The committee further reserves the right to take any other disciplinary action in appropriate circumstances as may be deemed fit in the given situation.

E. The Anti-Ragging Cell for the Academic Year 2017-18

- | | |
|-------------------------|------------------------|
| 1. Dr. H. M. Soman | Chair Person |
| 2. Dr. S. R. Parchure | Senior Faculty Member |
| 3. Mrs. Ketki Kher | Senior Faculty Member |
| 4. Mr. Anil Adagale | Senior Faculty Member |
| 5. Dr. Vijay Behere | Senior Faculty Member |
| 6. Mrs. Pallavi Walimbe | Administrative Staff |
| 7. Mr. Swapnil Latpate | Student Representative |
| 8. Ms. Prajakta Bhosale | Student Representative |

F. The Anti-Ragging Squad for the Academic Year 2017-18

- | | |
|-----------------------------|-----------------------|
| 1. Dr. Vijay Behere | Senior Faculty Member |
| 2. Mr. Anil Adagale | Senior Faculty Member |
| 3. Mr. Umesh Kulkarni | Senior Faculty Member |
| 4. Dr. Mrs. Tessy Thadathil | Senior Faculty Member |

Cell For Prevention Against Sexual Harassment

A. Objective of the Cell

Sexual Harassment is a form of discrimination, exploitation and harassment prohibited by the Anti-Sexual Harassment Act, 1995. In keeping with the Supreme Court guidelines of 1997, the Symbiosis College of Arts and Commerce, has established a CELL FOR PREVENTION AGAINST SEXUAL HARASSMENT. Sexual harassment is strictly prohibited by the College and anyone who is found indulging in such acts would face strict disciplinary action by the College and will be liable to be punished as per the provisions of the above said laws as well as under the provisions of any other penal law for the time being in force.

Symbiosis College of Arts and Commerce is an educational institute and is committed to maintaining a learning environment free of discrimination, exploitation and harassment. The College therefore adopts the policy of condemning all acts which would constitute sexual harassment related to work, education, training or employment. The Cell shall be a complaint center for the members of the faculty, staff and students of the College.

B. Meaning of Sexual Harassment

Sexual Harassment is any unwelcome words or actions of sexual nature such as

1. Physical contacts and advances
2. Demand or request for sexual favours
3. Sexually coloured remarks
4. Display of pornography
5. Any other unwelcomed physical, verbal or non-verbal conduct of sexual nature

C. General guidelines for the Cell

The Cell would undertake following measures

1. To promote awareness about sexual harassment through educational initiatives that encourages a safe campus environment
2. Dissemination of information about the Cell through distribution of printed material, hand-outs etc.
3. Conducting workshops for women students and staff about awareness of Sexual Harassment
4. To provide confidential Counseling Services for the victim of sexual harassment. Confidential counseling is an important service as it provides a safe space to speak about the incident and how it has affected victim
5. To provide supportive, neutral and confidential environment for members of the campus community who may have been sexually harassed

6. To advise the complainant about the method of lodging complaint
7. To accept a written and signed complaint from the complainant
8. To give a fair hearing to the complainant and the respondent
9. To take an appropriate disciplinary action against the respondent
10. To submit a written report to the appropriate higher authority
11. If the complaint falls outside the purview of the Cell, to advise the complainant accordingly
12. Since such cases are sensitive issues and are rarely reported, total confidentiality to be maintained during the proceedings of such cases
13. To follow the rules and procedures as laid down in the Anti-Sexual Harassment Act, 1995, guidelines of the Supreme Court, and the resolutions passed by the Symbiosis College of Arts and Commerce, the Governing Body and the Savitribai Phule Pune University from time to time
14. The cell further reserves the right to take any other disciplinary action in appropriate circumstances as may be deemed fit in the given situation.

D. The Prevention Against Sexual Harassment Cell for the Academic Year 2017-18

- | | |
|--------------------------------|-----------------------------|
| 1. Dr. Sunayini Parchure | Chair Person |
| 2. Mrs. Swati Chiney | Senior Faculty Member |
| 3. Dr. Alpana Vaidya | Senior Faculty Member |
| 4. Dr. Mrs. Shubhada Tamhankar | Senior Faculty Member |
| 5. Mrs. Suchitra Date | Counselor and Social Worker |
| 6. Ms. Anushka Upadhyay | Student Representative |
| 7. Ms. Ankita Jadhav | Student Representative |

E. Grievance Redressal Cell

There is also a Grievance Redressal Cell of the College for dealing with any type of grievance. It consist of,

- | | |
|-------------------------|-----------------------------|
| 1. Dr. H.M. Soman | Chair Person |
| 2. Mr. Anil Adagale | Senior Faculty Member |
| 3. Mrs. Swati Chiney | Senior Faculty Member |
| 4. Mrs. Pallavi Walimbe | Senior Administrative Staff |

College Helpline Number: 9011059219

ANNEXURE - I - Anti-Ragging Affidavit

AFFIDAVIT BY THE STUDENT

I, _____ (full name of student with University Roll Number) s/o d/o Mr./Mrs./Ms. _____, having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ___ day of _____ month of ____ year.

Signature of deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at -----(place) on this the -----(day) of -----(month), -----(year).

Signature of deponent
Solemnly affirmed and signed in my presence on this the -----(day) of -----(month), -----(year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE - II - Anti-Ragging Affidavit

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent /guardian) father/mother/guardian of _____, (full name of student with University Roll Number), having been admitted to _____ (name of the institution) , have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ___ day of _____ month of ____ year.

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month) , (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Constituents of Symbiosis International University

- Symbiosis Law School, Pune
- Symbiosis Institute of Business Management, Pune
- Symbiosis Institute of Computer Studies and Research
- Symbiosis Centre for Management and Human Resource Development
- Symbiosis Institute of International Business
- Symbiosis Institute of Telecom Management
- Symbiosis Institute of Management Studies
- Symbiosis Institute of Media and Communication
- Symbiosis Institute of Operations Management, Nashik
- Symbiosis Center for Information Technology
- Symbiosis Institute of Geoinformatics
- Symbiosis Institute of Health Sciences
- Symbiosis Institute of Design
- Symbiosis Institute of Technology
- Symbiosis Law School, Noida
- Symbiosis Centre for Management Studies, Noida
- Symbiosis Institute of Business Management, Bengaluru
- Symbiosis Law School, Hyderabad
- Symbiosis Institute of Business Management, Hyderabad

Departments of Symbiosis International University

- Symbiosis School of Banking and Finance
- Symbiosis Centre for Management Studies, Pune
- Symbiosis Centre for Corporate Education
- Symbiosis School of Biomedical Sciences
- Symbiosis College of Nursing
- Symbiosis School of Photography
- English Language Teaching Institute of Symbiosis
- Symbiosis School of Economics
- Symbiosis School of Liberal Arts
- Symbiosis Institute of Foreign & Indian Languages

- Symbiosis Centre for International Education
- Symbiosis Centre for Waste Management and Sustainability
- Symbiosis Centre for Health Skills
- Symbiosis Centre for Extension Studies
- Symbiosis Centre for Media and Communication
- Symbiosis School of Media and Communication, Bengaluru
- Symbiosis School of International Studies
- Symbiosis Teaching Learning Resource Centre
- Symbiosis Centre for Entrepreneurship and Innovation
- Symbiosis Centre for Research and Innovation
- Symbiosis School of Sports Sciences
- Symbiosis School of Culinary Arts

Institutes of Symbiosis Society

- Symbiosis College of Arts and Commerce
- Symbiosis International Cultural Centre
- Symbiosis Centre of Health Care
- Symbiosis Society's Dr. Babasaheb Ambedkar Museum & Memorial
- Symbiosis Society's Afro Asian Cultural Museum
- Symbiosis Institute of Teacher Education
- Symbiosis SPA
- Symbiosis Nursery School
- Symbiosis Primary School
- Symbiosis Secondary School
- Symbiosis International School
- Symbiosis Open School
- Symbiosis School, Harali, Kolhapur
- Symbiosis Kindergarten, Nashik
- Symbiosis School, Nashik
- Symbiosis Day Care Centre
- Pune Police Public School



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under the Savitribai Phule Pune University

College Address:

Symbiosis College of Arts and Commerce,

Senapati Bapat Road, Pune - 411 004.

Tel: 020 - 2565 3903 **Fax:** 91-20-25651850

Email: contact@symbiosiscollege.edu.in

Website: <http://www.symbiosiscollege.edu.in>

College Office Timings: 10.30 a.m. to 1.00 p.m.

Cash Transactions: Monday to Friday - 10.30 a.m. to 1.00 p.m.