



Shri Vile Parle Kelvani Mandal's
Mithibai College of Arts, Chauhan Institute of Science &
Amrutben Jivanlal College of Commerce and Economics
Vile Parle (W), Mumbai – 400 056.

Information Manual For Student Services

Compiled by Registrar & Office Team

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**Shri Vile Parle Kelavani Mandal's
Mithibai College of Arts, Chauhan Institute of Science &
Amrutben Jivanlal College of Commerce and Economics**



Vision

To be recognised as a premier educational institution that practises quality pedagogy, encourages innovation and research while instilling values and providing a vibrant environment for the holistic development of students into valuable global citizens.

Mission

By strengthening the teaching-learning process through innovative practices, the institution will stimulate the spirit of scientific enquiry and discovery in academics. By providing state-of-the-art institutional infrastructure and excellent human resources, the college will foster a better educational environment. The institute will also impart training in entrepreneurial and life skills for enhancing employability.

Objectives

- To hone students' focus and help them gain depth in their chosen area of study to achieve academic excellence.
- To enable them to prepare for lifelong learning by nurturing independent thinking.
- To sensitize the students towards the immediate environment and the society at large.
- To provide a platform to actualize students' talents and encourage them to mould their passion into profession.

**HIGHER STILL
AND HIGHER**

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*******HELP EVER HURT NEVER*******

JUNIOR COLLEGE
(Counter 7 & 8)

DUPLICATE MARK-SHEET- F.Y.J.C.

DOCUMENTS REQUIRED:

- Application form (available in college office on counter no. 7 & 8)
 - Attach xerox copy of mark-sheet if available
 - Fees - Rs. 50/- (payable at cash counter no. 2)
- (The duplicate mark-sheet will be issued within fifteen days)

DUPLICATE MARK-SHEET - S.Y.J.C.
(ISSUED FROM HSC BOARD OFFICE – VASHI)

DOCUMENTS REQUIRED:

- Application form from board office
- Written application from student for getting letter from the college to be submitted on counter no.4
- Affidavit on a stamp paper of Rs. 100/- (from lawyer)
- Xerox copy of HSC mark-sheet if available

Letter is issued from the college after one day

DUPLICATE LEAVING CERTIFICATE:

DOCUMENTS REQUIRED:

- Application From Student
- Affidavit On A Stamp Paper Of Rs. 100/- (From Lawyer)
- Xerox Copy Of F.Y.J.C. & S.Y.J.C. Mark-Sheet
- Xerox Copy Of Leaving Certificate If Available

Duplicate Leaving Certificate will be issued from the college in four days

LEAVING /DUPLICATE LEAVING CERTIFICATE FOR THE STUDENTS PASSED
BEFORE 2004:

DOCUMENTS REQUIRED:

- Application Form (Available In College Office On Counter No. 7 & 8)
- Xerox Copy Of F.Y.J.C. & S.Y.J.C. Mark-Sheets

EDUCATION VERIFICATION:

DOCUMENTS REQUIRED:

- Letter From Concern Company Or Institution On Their Letterhead
- Fee Of Rs.500/- Cash (Payable At Counter No. 2)

STUDENTS WITH LEARNING DISABILITY:

DOCUMENTS REQUIRED:

- Notice Will Be Displayed On College Website In The Month Of June
- Collect Form No. IV Duly Signed By Vice-Principal (Available In College Office Counter No. 7 & 8)
- Obtain Learning Disability Certificate From Government Hospital
- Get It Stamped From Hospital
- Last Date Of Submission Of Stamped Form To College – 31st August

ELIGIBILITY OF STUDENTS THOSE WHO HAVE PASSED SSC EXAMINATION FORM OTHER THAN MAHARASHTRA BOARD:

DOCUMENTS REQUIRED:

- Eligibility Form (Available In Schools Or Vashi Board Office)
- Deed Of Undertaking On Stamp Paper Of Rs.100/- (Format available in the admission form itself)
- Original & Attested Copy Of Migration Certificate
- Attested Copy Of Leaving Certificate
- Attested Copy Of SSC Mark-Sheet & Passing Certificate
- Fees Upto 15th September Rs.350/- , Upto 15th November Rs. 450/-
After 15th November Rs. 450/- & Rs.10/- Additional Fee on Daily Basis. (Payable at Counter No.2)

VERIFICATION OF MARKS (F.Y.J.C.): (UNIT TEST/TERM EXAM/FINAL EXAM)

DOCUMENTS REQUIRED:

- Application Form (Available In College Office On Counter No. 7 & 8)
- Xerox Copy Of F.Y.J.C. Mark-Sheet
- Fees – Per Subject Rs.50/-
 - Application format available on website
[url:-http://mithibai.ac.in/Junior-College/M_553](http://mithibai.ac.in/Junior-College/M_553)

VERIFICATION OF MARKS (S.Y.J.C.):

DOCUMENTS REQUIRED:

- Application Form (Available In College Office On Counter No. 7 & 8)
- Xerox Copy Of S.Y.J.C. Mark-Sheet
- Fees – Per subject Rs. 50/-.
- Application format available on website
[url:-http://mithibai.ac.in/Junior-College/M_553](http://mithibai.ac.in/Junior-College/M_553)

PRIVATE STUDENTS (FORM NO. 17):

DOCUMENTS REQUIRED:

- Form No. 17 (Available in college office on counter no. 7 & 8)
- Original & Attested Copy Of S.S.C. Mark-Sheet & Passing Certificate
- Original & Attested Copy Of F.Y.J.C. Mark-Sheet
- Original & Attested Copy Of Leaving Certificate
- Last Date Of Application – 15th July
- For Payment Of Fees Check College Website In Month Of June

TRANSCRIPTS - JUNIOR COLLEGE (Counter No. 3)

- Class - F.Y.J.C. / S.Y.J.C. – Arts/Science/Commerce
- Fee to be paid: 100/- PER COPY
- Application Form Duly filled should be submitted along with attested Xerox copies/original mark-sheets of each year of the course.
- Particulars like Class, Div. Roll No., academic year and subjects of each year, address, telephone/mobile numbers, should be written without fail.

The Transcript will be ready within 3 days from the receipt of application.

Application format available on website [url:-http://mithibai.ac.in/Junior-College/M_553](http://mithibai.ac.in/Junior-College/M_553)

SCHOLARSHIP/FREESHIP/GIRLS CONCESSION:

PLEASE SEE UNDER SCHOLARSHIP/FREESHIP TITLE SHOWN SEPERATELY.

Railway Concession:
(Arts and Science students)Counter No. 5
(Commerce students) Counter No. 6

Counter Timings: - Degree College: - 10.30 a.m. to 12.45 p.m. & 1.45 p.m. to 3.30 p.m.
Junior College: - 10.30 a.m. to 12.45 p.m. & 4.00 p.m. to 4.30 p.m.

Who can apply for Railway Concession?

- Students travelling by Train can avail this facility.
- The concession will be provided only from Residence to College.
- The age limit is upto 25 years of age.
- Class available – First and Second. Period – Monthly and Quarterly

All Girls are permitted to travel with free pass on monthly basis and for second class only.

Procedure for getting Railway Concession:

- New Railway Concession card Fee - Rs. 10/-.
- Documents Required: -
 - Address proof (Aadhar Card, Ration Card, Light Bill, Driving License, Rental or Property Agreement),
 - Date of Birth Proof (Leaving Certificate or birth Certificate) Or College ID Card.
- Long journey Concession: - Available for going to native place only either by Train or by Air during Vacation period (Summer, Diwali and Winter vacation).

The Railway form will be issued immediately on submission of application.

**BONAFIDE, CONVOCATION CERTIFICATES, HSC MARK-SHEET, PASSING
CERTIFICATE, ATTESTATION OF DOCUMENTS**

**ARTS AND SCIENCE (COUNTER NO.5)
COMMERCE (COUNTER NO. 6)**

Issue of Bonafide Certificate Degree & Junior College

- Application in the prescribed format
- Attested Xerox copies of Mark-sheet/s (semester/class - which he/she studied in our College) or College ID
- Verification by the clerk
- Obtain signature from the Vice-principal
- Pay Fee of Rs. 20/- on counter no. 2 (Degree College Only)
- Junior College No Cost

Issue of Convocation Certificate

- Required Documents :- T. Y. Mark sheet, Hall Ticket or College ID or Any ID Proof

Issue of H.S.C. Mark sheet & Passing Certificate

- Required Documents :- H. S. C. Hall Ticket or Xerox of Mark- sheet

Attestation of College documents (Only from Original documents)

- Mark -sheet, Leaving Certificate, Passing Certificate

Passing Certificate/Attempt Certificate (First/Second)

Student can apply for above certificate to the college after passing from HSC Board-Mumbai/University of Mumbai Degree from our College. He/ She needs to submit Identity Card and a copy of Mark-sheet/s on counter nos. 5 & 6.

Medium of Instruction

Student can apply for above certificate to the college along with your Identity Card and a copy of your Mark-sheet on counter nos. 5 & 6.

Retention of Original documents by the College for Enrolment/Eligibility purpose

The original Mark-sheet and Transfer/Leaving Certificate are sent to University for confirmation of Eligibility of students from other than Maharashtra State Board. In all such cases where the student cancel their admission/change the college the above certificate is issued on submission of his/her application along with a copy of the mark-sheet(Counter Nos. 5,6 &10 (Self- financed)

Recommendation Letter

Students can apply for recommendation letters from their Teachers while applying for Higher Studies/Foreign Universities.

Alumni Association Registration Form

Students who pass out from our college can enroll themselves as alumni's and also apply for Life Membership. Registration Forms are available in the College Office counter No. 5, 6&10 (Self- financed) respectively.

NO OBJECTION CERTIFICATE - (Self-Financed Courses Counter No.10)

(Degree College Arts / Science / Commerce students on Counter no.4)

Documents required:

- Application in the prescribed format
- Attested Xerox copies of Mark-sheet/s (semester/class - which he/she studied in our College)
- Verification by the clerk
- Obtain signature from the Vice-principal
- Pay Fee of Rs. 20/- on counter no. 2

Preparation Time within one hour.

ATTESTATION OF DOCUMENTS: (Counter no. 4)

Sr. No.	Particulars	Charges per Copy (Rs.)	Preparation Time
1.	Transcript Attestation	5/-	Within 1 or 2 Day/s
2.	Principal's original Signature on Mark-sheet Attestation	5/-	Within 1 or 2 Day/s
3.	Syllabus Attestation	10/-	Within 1 or 2 Day/s
4	Charges for Attestation Sealed Envelopes	5/-	Within 1 or 2 Day/s

TRANSCRIPTS - DEGREE COLLEGE (Counter No. 3)

(F.Y.B.A./B.Sc./B.Com./ S.Y.B.A./B.Sc./B.Com./T.Y.B.A./B.Sc./B.Com.& M.Sc.- I/II)

- Application Form Duly filled should be submitted along with attested Xerox copies/original mark-sheets of each year of the course (All Semester for new syllabus).on counter no. 3
- Particulars like Class, Div. Roll No., academic year and subjects of each year, address, telephone/mobile numbers, should be written without fail
- Fee to be paid on counter no.2 : FIRST 5 COPIES Rs. 1000/- (Minimum copies)
- Additional copy Rs.50/- per copy

The Transcript will be ready within 3 days from the receipt of application.

EDUCATION VERIFICATION:

(Aided counter no.4, Self-financed Courses no.10)

- Documents required: Xerox copy of the Mark-sheet of the student
 - Fee Amount: Cash Rs. 500/- PER STUDENT/ PER MARK-SHEET
- OR**
- Demand Draft drawn in favour of,
'PRINCIPAL, MITHIBAI COLLEGE PER STUDENT / PER MARKSHEET

The Verification will be done within 3 days after the receipt of the application.

TRANSFER CERTIFICATE:

(Aided Counter no. 3, Self-financed Courses Counter no.10)

(For obtaining Transfer from Mithibai College to another college)

- Submit duly filled-in Transfer form from the college where the student has secured admission.
- Duly attested Xerox copies of FY/SY/TY Degree College mark-sheet with date of birth and Div. Roll no. written on the TY mark-sheet.
- Transfer Certificate Fee - Pay Rs.100/- on the cash counter.
- Transfer Certificate will be sent directly to the new college within 10 days

MIGRATION CERTIFICATE:
(Aided Counter no. 3, Self-financed Courses Counter no.10)

Documents Required:

- ✚ Duly attested Xerox copies of FY/SY/TY (All Semesters) Degree College mark-sheets
- ✚ Xerox copy of Identity Card of the last class attended.
- ✚ Attested Xerox copy of HSC Mark-sheet
- ✚ Duly filled in Migration Form (Available in Migration Section, University of Mumbai, Kalina, Santacruz (E), Mumbai – 400 098) Also available on the University of Mumbai website – [www. mu.ac.in](http://www.mu.ac.in)
- ✚ Student should mention the Class last attended, Div. Roll No. and academic year as well as date of birth on last year's Xerox copy of mark sheet
- ✚ Fee Amount: Demand draft of Rs.220/- in favour of 'Finance and Accounts Officer, University of Mumbai' OR you can pay cash (Rs.220/-) in the Migration Section, University of Mumbai, Kalina, Mumbai – 400 098.
- ✚ Rs.100/- Migration Processing Fees to pay in Accounts Dept. Counter No.2
- ✚ Verification & Preparation by office: 2 Days and Migration Certificate will be delivered by the University at Student's address mentioned in Migration Form within 30 days.

CASTE VERIFICATION/VALIDITY

Caste Verification/Validity of Students (Science): The students who have secured admission in Medical College and Engineering College/Architecture College / Pharmacy College and need caste verification /validation certificate will be required to fill the form online on barti.maharashtra.gov.in. Website and submit the print out of the application form along with the following documents to the college office counter no. 3 by first week of September.

- ✚ Student Caste Certificate (Attested Xerox copy)
- ✚ Students Father Caste Certificate/School Leaving Certificate Xerox Copies or Uncle and Aunt's Documents.
- ✚ Students Grand-Father Caste Certificate or School Leaving Certificate.
- ✚ Native Place proof 7/12 Utara.

The college then verifies all the above documents and forwards to the concerned office for verification/validation.

ADMISSION (F Y DEGREE COLLEGE)

A. The admission procedure is basically divided into two components As stated below:

- (i) Pre-Admission Online Registration on the University Website And**
- (ii) Online Admission Application Form at the College Website.**

Pre Admission Online Registration at University Website

<http://mum.digitaluniversity.ac>

1. Please install Microsoft Silverlight on your computer, if you are using Windows Operating System 7 or lower version. The software is also available for free download from the University website <http://mum.digitaluniversity.ac>
2. Please go through the prospectus of the college to know about the courses and/or subject combination(s) offered by the college, rules, regulations etc. before you fill the PRE-ADMISSION ONLINE REGISTRATION FORM.
3. One form can be used to apply for multiple courses i.e. more than one course and multiple colleges for every course i.e. the applicant can fill one form to opt for more than one course like B.Com./BA/B.SC., B.M.S., B.A.F. etc. in more than one college for every course.
4. Applicants are requested to keep the following ready before they start filling the forms
 - a. Photocopy of the mark-sheet of the SSC / X Class and HSC / XII Class or its equivalent examinations
 - b. Scanned copy of the Photograph of max. 80 x 107 pixels size and max. file size of 10 KB
 - c. Scanned copy of the Signature of max. 80 x 35 pixels size and max. File size of 10 KB.
 - d. Photocopy of any other certificate/s as required.
 - e. Valid e-mail id and mobile phone number for receiving mails and SMS from the University of Mumbai regarding the status of the application form.
 - f. Internet Connection with Internet Explorer ver.7.0 or higher.
5. Now log on to the University of Mumbai website <http://mum.digitaluniversity.ac> . Click on the link “Pre Admission Online Registration” (available on the row below University of Mumbai on the home page).
6. The first screen seeks confirmation from the applicant that he has all the necessary documents ready. On confirmation, the applicant moves to the second screen. Click on “Proceed” button.
7. The next screen i.e. the third screen, is the registration page where the candidate is required to enter The applicants name as it appears in the mark sheet of HSC (or Its equivalent) examination, Gender, date of birth of the applicant and the Mobile Number and email-id on which the candidate wishes to receive communications from the University. Click on “Register” after ensuring that the information provided is correct and true.
8. The student will get a login id and four digit alpha-numeric codes on submission of the form.
9. The student shall get a confirmation from Maharashtra Knowledge Commission Ltd. (MKCL) on the mobile number and mail on the e-mail id provided by the student about the acceptance of the form.
10. The applicant will be required to verify his/her registration and then change the password.

11. The applicant will log to the website and start filling the form by uploading his photograph and signature and enters the personal details, contact details and educational qualifications.
12. The applicant is required to take a printout of the e-Suvidha Kit and enters the confirmation code in the system and select and upload the documents he/her wishes to upload based on the requirement.
13. The applicant selects the college/s and course/s offered by the college/s. Applicant can opt for more than one college and/or one or more than one courses offered by the colleges from amongst the colleges selected and after verification submits the form. Once the form is submitted the student will NOT be able to make any correction in the form.
14. Print the e-Suvidha ticket and note the Application Number generated and printed on the e-Suvidha ticket. The Application number will be generated only after printing the e-Suvidha ticket.
15. Enter the application number generated on the e-Suvidha ticket on your application form and complete the process.
16. The student is then required to take the hardcopy of the uploaded “Pre Admission Online Form” and submit the copy of the form to college/s, which is has opted for. The student is required to submit two copies of the “College Copy” to the college concerned. Please Note That the Application Form will be Printed Separately for every College and for every course opted by the Student for the college concerned.
17. University of Mumbai has instructed the colleges NOT TO GRANT admission to any student who has not registered on the university website.

ONLINE ADMISSION PROCES S AT SVKM ’s MITHIBAI COLLEGE.

1. The ONLINE ADMISSION PROCESS the College is in addition to the Pre-admission Registration Process of University of Mumbai.
2. Applicants can fill the on-line form from his/her residence or cyber café or any other location where computer, internet and printer facilities are available.
3. Applicants are required to fill separate form for each category under which he/she wishes to apply i.e. if a candidate belonging to Gujarati Speaking Linguistic Minority wishes to apply under Gujarati as well as Open Category, he/she will have to submit two separate application forms one for Gujarati Speaking Linguistic Minority Category and other for Open Category.
4. Applicants are requested to keep the following ready before they start filling the forms
 - a. Photocopy of the mark-sheet of the SSC / X class and HSC / XII class. of its equivalent examinations
 - b. Scanned copy of the Photograph of max. 80 x 107 pixels size and max. file size of 10 kb
 - c. Scanned copy of the Signature of max. 80 x 35 pixels size and max. file size of 10 kb
 - d. Photocopy of any other certificate/s as required.
 - e. Adobe Reader installed on your machine. If not please download from the link provided.
 - f. Internet Connection.
 - g. Your browser may ask you to allow blocked Pop-Ups or to run active contents. Please choose Allowed Blocked Contents / Popup.

B. For students who have passed their qualifying examination from any other Indian board other than Maharashtra board (but from Boards in India) and students who have passed the Diploma (in Engineering) must apply for PROVISIONAL STATEMENT OF ELIGIBILITY (separate for every course) to any of the college affiliated to University of Mumbai PREFERABLY before they submit the application form for admission to the First Year Courses i.e. FY.B.Com. / FYBA/ FYB. Sc./ BMS/BAF/BFM/BBI/BMM but not later than the date of securing admission.

For Students Who have passed their Qualifying Examination From IB/ Any Other Foreign Board are required to apply Directly to the Eligibility Section of University Of Mumbai for the Provisional Statement Of Eligibility Preferably before they submit the application form for admission to the First Year Courses i.e. FY.B.Com. / FYBA/ FYB. Sc./BMS/BAF/BFM/BBI/BMM but not later than the date of securing admission.

C. ADMISSION PROCEDURE FOR INTERNATIONAL / FOREIGN STUDENT

Foreign Students and/or N.R.I. are treated as International Student.

A student holding the passport issued by a foreign country including people of Indian origin who have acquired the nationality of a foreign country will be treated/defined/included as foreign student. NRI students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as "International Students".

Student who has studied and passed the qualifying examination (equivalent to HSC Examination of Maharashtra State Board) from school or college in foreign countries (other than India) will be included as "International Student". This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries.

SEPARATE QUOTA FOR INTERNATIONAL STUDENTS:

There is separate quota for International Students. All recognized colleges / institutes affiliated to University of Mumbai can admit 15% International Students in addition to the sanctioned intake of students.

FEE PAYABLE BY INTERNATIONAL STUDENTS:

The fees payable by the International Student will be five times the total prescribed fees payable for the course/program by the regular student and fees has to be paid in Indian Rupees only.

ADMISSION PROCESS FOR INTERNATIONAL STUDENT:

Given below is the procedure for admission for International Student:

a. All International students including children of workers in Gulf & Southeast Asia and PIO/OCI are requested to obtain detail information on fees, courses available at the college before confirming their admission.

b. Student will have to:

1. Collect the application form and the prospectus for the course to which the applicant wish to seek admission from the Institute / from the website of the institute.
2. The applicant must also collect the information regarding the eligibility requirements and admission procedure of the institute.
3. Fill up the admission form in detail and submit all the documents listed below along with the form.
 - A valid student visa or document of PIO (person of Indian origin).
 - A RRO clearance certificate from the SB2 Crime Branch.
 - A permanent address or residential proof in the foreign country.
 - A prima facie letter from the University of Mumbai for eligibility.
 - Xerox copy of their passport
 - A complete body checkup profile and blood report of the student.
 - Original mark sheets, transfer certificate, migration certificate, a letter from the Consulate (in case of NRI students).
4. The forms will be scrutinized before being accepted. Also the student will be informed about the requirement of any other information or document. The student is required to submit the information / documents within the stipulated time period.
5. The duly completed forms must be submitted within the time frame prescribed by the College. Incomplete application forms will be rejected and will not be considered for admission.
6. Admission to the First Year Courses is strictly based on the merit of the marks of the applicants.

Once the name of the applicant appears in the merit list, the applicant will have to confirm the admission by paying the stipulated fees within the time frame prescribed by the college failing which the applicant will lose his/her option of admission.

REFUND OF CAUTION MONEY, LABORATORY DEPOSIT AND LIBRARY DEPOSIT: DEGREE COLLEGE

- Application for refund: Students can apply for the refund amount in the months of July and January.
- **Submit:** Entry Point Fee Receipt (Xerox copy) i.e. for the year in which student first took admission i.e. First Year B.A./B.Sc./B.Com. /Second Year B.A./B.Sc./B.Com. /Third Year B.A. /B.Sc./B.Com./M.Sc.-I/II &
- Xerox copy of Identity Card/Each year attested mark-sheet Xerox copies
- Payment will be made by cheque in the months of September and March respectively).

EXAMINATION (DEGREE)
COUNTER NOS. 11 & 12

Filling up of I Semester and III Semester Regular and ATKT Examination Form.

- Month – July
- Documents: Xerox copy of mark-sheet
- Two Photographs
- College Exam Fee: Rs. 650/- without Late Fee, Rs. 750/- with Late Fee.
- Repeater students need to fill on-line Exam Form.
- September & October – Examinations
- Online Hall Ticket Distribution for TYBA/B.Sc./B. Com.
- Result Declaration: November
- Photo copy and Revaluation formats are available on counter nos. 11 and 12 and also on the website

Filling up of II Semester and IV Semester Regular and ATKT Examination

- Month – November
- Documents: Xerox copy of mark-sheets of the previous exams
- Two Photographs
- College Exam Fee: Rs. 650/- without Late Fee, Rs. 750/- with Late Fee.

Online Exam Forms to be filled for March Examinations (VI Semester)

- Month – December

DUPLICATE COPY OF MARK-SHEET FOR SEMESTER I TO IV

- Application form available on the college website and counter nos. 11 & 12
- Fee payable at counter no. 2 – Rs.50/- per mark-sheet
- F I R (to be registered with the nearby Police station)
- Affidavit on Rs.100/- non-judicial stamp paper.

PHOTOCOPY AND REVALUATION FORM (UNIVERSITY EXAMINATION)

- Application form in the prescribed format available on the college website and counter nos. 11 & 12
- Question Paper and Xerox copy of mark-sheet
- Fee Rs.510/- per subject/ Rs.110/- for Photocopy of Answer-sheet.

Post-Graduate Admission
M.Sc.- I(by papers) and M.Sc.-II(by papers)

After the declaration of TYBSC results by the University:

- Application Forms will be made available in the following departments subject-wise for filling **College seats**.

Aided Courses				Self- Finance Courses			
	College Seats	*Univ. Seats	Total Seats		College Seats	*Univ. Seats	Total Seats
Physics	3	7	10	Computer Sci.	20	-	20
Chemistry	3	7	10	Biotechnology	20	-	20
Botany	3	7	10	Mathematics	20	-	20
Microbiology	3	7	10	Statistics	20	-	20
Zoology	3	7	10	Biochemistry	04	11	15
				Analytical Chemistry	20	-	20

- Students should submit the form along with attested mark-sheets.
- Merit list subject –wise will be displayed by the respective departments.
- Selected students will fill admission form (available in the college office) complete all details and attach the following documents – HSC mark -sheets, Degree mark - sheets, Caste cert.& Gap certificate if applicable , Leaving Certificate from their previous college, University Provisional Eligibility (for students from other Universities)
- Obtain verification signatures from the respective Department Head/Vice-principal and pay fee on the cash counter in the college office by pay order/demand draft only.

University Seats:

Documents to be submitted for collecting admission form:

- Letter from University of Mumbai allotting our college for a particular subject (Issued during the admission rounds based on merit).
- Registration Fees paid Challan /Receipt
- 2 copies of mark- sheet.
- After collecting admission form obtain verification signatures from the Subject Head in the respective Department and pay college share of fee and deposits on the cash counter in the college office by pay order/demand draft only.

M.A. (English & Psychology) and
M.Com. (Advanced Accountancy & Business Management)

Sr. No.	Name of the Course	Intake Capacity
01	M.A. (English)	60
02	M.A. (Psychology)	60
03	M.Com. (Advanced Accountancy)	60
04	M.Com. (Business Management)	60

ADMISSION PROCESS (OFF-LINE)

- After declaration of TYBCOM & TYBA (University of Mumbai) results, college displays the schedule of admissions specifying the date of sale of forms, acceptance of forms, declaration of merit lists and other guidelines on college website & Notice board.
- Duly filled-in forms of the candidates are accepted as per the categories such as open, linguistic minority and other reservations under 3% quota for sports, culture, ex-servicemen etc. (Counter No. 9 & 10).
- Merit list of student is prepared Percentagewise and they are admitted as follows
 - i) 50% Open Category (including other reservations of 3% for sports, ex-servicemen, physically handicapped, etc.)
 - ii) 35 % Minority Quota (Gujarati)
 - iii) 15% Management
- Subsequent Merit list are displayed on the Notice Board & College Website.
- Documents to be submitted while securing admission,
 - Duly filled admission form.
 - Students other than Mumbai University need to submit F.Y to T.Y. all attested mark-sheet copies alongwith the University Eligibility Form and amount of Rs.320/- towards Eligibility fees.
 - Students whose name is displayed in the merit list need to collect the admission form from specific class-rooms displayed on the Notice Board.
 - Verification of documents i.e.(attested copies of 12th & T.Y. Mark-sheet, HSC Leaving certificate copy & alongwith T.Y. Original Mark-sheet) and after their verification payment of fees on Counter No. 10 in the College Office only by DD or Pay Order as per the amount for each course specified in the Prospectus.
 - NO PAYMENT WILL BE ACCEPTED IN CASH.

COMMENCEMENT OF COURSE

- Date of commencement of college, Time-table, Examination schedule will be available on the student notice board, department and college web-site respectively.
- Identity Card and Library Card can be collected from the Library within 15 days of commencement of college.

Cancellation of admission:

- Fill the cancellation form available in the office and web-site
- Attach original fee-receipt and identity card
- Obtain HOD signature
- Submit form to the PG section clerk for refund of fee
- Collect the cheque from the Accounts section after a fortnight.

➤ **Scholarship/Freeship facility:**

Various facilities are available for getting the fee reimbursed. Refer to Scholarship and Freeships section/page (also available on our college web-site)

Free Studentship / Scholarship

Counter No. 3

Students can avail following Free Studentship / Scholarship
Student can avail **only ONE** Scholarship / Freeship.

➤ **Girls Freestudentship: for Girl Student of Junior College only**

Eligibility:

- The Girl student should be up to first three children;
- She should be resident of Maharashtra for at least 15 years.

Documents required: (at the time of admission)

- Attested copies of Student's Birth Certificate;
- Proof of residence in Maharashtra for 15 years – i.e., any 15 years old (Electricity/ Phone Bill/ House Rent Receipt/Father's Service Certificate.
- Ration Card (First and last page)
- Student's last year mark-sheet
- Copy of current year Fee Receipt.

➤ **Primary Teachers Free studentship/ Secondary Teachers Free studentship**

Eligibility:

- Parent must be a permanent Primary or Secondary School Teacher.

Documents required:

- Parent's Service Certificate
- Attested copies of Student's Last year's mark-sheet
- Ration Card and
- A copy of Current year's Fee Receipt.
- The application form is required to be signed by the Ward Officer. (ward under which Parent's School)

- Last date of Submission is 31 August.
- **Ex-Servicemen Freestudentship:**
 - Documents required:
 - Parent's Ex-Servicemen Certificate
 - Attested copies of Student's Last year mark-sheet
 - Ration Card
 - Aadhar Card and
 - Copy of Current year's Fee Receipt or Identity Card.
 - Last date of Submission is 31 August.
- **Economically Backward Class**
 - Eligibility:(Income below Rs.1, 00,000/- p.a.)**
 - Documents required:**
 - Attested Copy of Parent's Income Certificate (previous-i.e, last year)
 - Attested copies of Student's Last year mark-sheet/s
 - Ration Card
 - Copy of Current year's Fee Receipt.
 - Last date of Submission is 31 August.
- **Scholarship / Freeship for Caste: O.B.C./S.C./V.J.N.T./D.T./S.B.C. & S.T.**
 - Eligibility:**
 - Income Limit : O.B.C./V.J.N.T./D.T./S.B.C. – Rs.1,00,000/-
 - Income Limit : S.C. – Rs.2,00,000/-
 - Income Limit : S.T. – Rs.2,50,000/-
 - Documents required:**
 - Attested copies: Caste Certificate; Non creamy layer (except for S.C. & S.T.)
 - Parent's Income Certificate (previous year)/Form 16/ Utpannacha Dakhla from Tehsildar Office
 - Ration Card
 - AadharCard
 - Mark-sheets from S.S.C. to previous year
 - Current year's Fee Receipt or Identity Card &
 - First page of Pass Book of Union Bank of India (only in case of Scholarship not Freeship).
 - Online Application Forms:O.B.C./S.C./V.J.N.T./D.T./S.B.C. available on <https://mahaeschol.maharashtra.gov.in>

- Online Application Forms available for ST on: <https://etribal.maharashtra.gov.in>
- Submission as per date declared online by Social Welfare Office & Prkalpa Adhikari Office respectively.
- **Freedom Fighters:**
 - Eligibility:** If the students Grandfather was a Freedom Fighter
 - Documents required:**
 - Grandfather's Freedom Fighter Certificate:
 - Attested copy of Ration Card
 - AadharCard
 - Student's Last year mark-sheet &
 - Current year's Fee Receipt or Identity Card.
 - Last date of Submission is 31 August.
- **Govt. Open Merit Scholarship for F.Y. Junior College & F.Y. Degree College (Fresh & Renewal for S.Y. & T.Y. Degree College)**
 - Eligibility:**
 - **F.Y. Junior College:** Arts (Student with marks above 70%) / Commerce (Student with marks above 80%) & Science (Student with marks above 90%) can apply.
 - **F.Y. Degree College:** Students above 60% can apply.
 - Documents required:**
 - **In case of Junior College:** attested copies of S.S.C. / I.C.S.E. mark-sheet; Ration card, current year's Fee receipt or Identity Card.
 - **In case of Degree College:** attested copies of H.S.C. mark-sheet; Ration card, Aadhar Card; First page of Pass Book of Union Bank of India showing Student's Account No. & current year's Fee receipt or Identity Card.
 - Students are selected on National Level Merit List. Selected Students have to fill Renewal Form for S.Y.J.C. Junior College & S.Y. / T.Y Degree College respectively.
 - Submission from the date of Notice to 31st August.
- **Govt. Open Merit Scholarship for Minority Community (Fresh & Renewal)**
Application Form to be filled Online: (www.dhepune.gov.in/scholarship / OR www.momascholarship.gov.in)

Documents required:

- Attested copies of Community Certificate or declaration of Minority Community on a page having Rs.1/- Revenue stamp duly signed by Parent
 - Parent's Income Certificate (Form 16 or Uttpannacha Dakhla) or declaration of Income on a page having Rs.1/- Revenue stamp duly signed by Parent
 - Previous year's Mark-sheet
 - Aadhar Card
 - Ration card
 - First page Pass book of Student's Account in Union Bank of India or State Bank of India.
 - Submission from the date of Notice to 31st August.
- **Merit Scholarship for Talent Development in Mathematics / Physics for F.Y.B.Sc.: Submit Online application - www.momascholarship.gov.in**

Eligibility:

- Student who has secured at least 60% of marks in the aggregate and minimum 60% marks in the chosen subject i.e. Mathematics /Physics at the Higher Secondary Examination in Science (H.S.C.) and has opted for Mathematics or Physics as Principal/Major Subject of their study at the B.Sc. Degree Examination can apply.

Documents required:

- Attested copies of H.S.C. mark-sheet
- Ration card
- Aadhar Card
- First page of Pass Book of Union Bank of India- Student's Account &
- Current year's Fee receipt or Identity Card.
- Submission from the date of Notice to 31st August.

➤ **Handicapped Freestudentship**

Documents required:

- Attested copy of Handicapped Certificate
- Last year's mark-sheet
- Ration card
- Aadhar Card
- First page of Pass Book of Union Bank of India- Student's Account &
- Current year's Fee receipt or Identity Card.
- Submission from the date of Notice to 31st August.

➤ **Kapole Baniya**

Documents required:

- Attested copies of Kapole Baniya Caste Certificate
- Last year's mark-sheet
- Ration card
- Current year's Fee receipt or Identity Card &
- Written approval from Kapole Baniya Trust.
- Submission from the date of Notice to 31st August.

➤ **Staff-ward Freestudentship:**

Eligibility:

- Fee Concession given to ward of Staff Members of SVKM only.
- Student should be studying in SVKM Colleges only.
- Service Certificate of Staff Member
- Attested copies of Student's last year's mark-sheet
- Ration card &
- Current year's Fee receipt or Identity Card.

➤ **Student Aid Fund : (Aid given by the College as per SAF Committee's decision)**

Eligibility:

- Students who are Orphan or having very poor financial condition can apply.

Documents required:

- An application along with attested copies of death certificate of parent
- Last year's mark-sheet & current year's Fee receipt or Identity Card.

➤ **Endowment Prize:**

Eligibility:

(Junior / Degree - Arts, Science, Commerce, B.M.S., B.A.F., B.F.M., B.B.I., B.M.M., M.C.V.C. & Post -Graduate –All aided/Self- financed students securing highest marks in different subjects under various categories are given Certificates & Prize Money sponsored by Trustees & Patrons of SVKM

- Incomplete applications and applications received after the prescribed date will not be entertained.

**SCHOLARSHIPS FOR PURSUING POST GRADUATE STUDIES (M.A./M.Sc.)
IN MATHEMATICS**

The National Board for Higher MATHEMATICS (NBHM) invites applications for the grant of scholarships to students for pursuing studies for M.A./M.Sc. degree in mathematics

Eligibility:

- Applications must be motivated B.A./B.Sc. First class Degree holders, or students, who have appeared for B.A./B.Sc. final year examination and expect of Bachelor's degree with First class, or B.Sc.(honours)degree holders with at least Second class, or students who have appeared for B.Sc.(honours) final year examination and expect a B.Sc.(honours) degree with at least Second class.
- Students who completed Three years of an integrated M.Sc. course with cumulative grades equivalent to First Class are eligible to apply.
- Students with the good academic record who are already enrolled in two year M.A. /M.Sc. Mathematics programme
- Applicants should be below the age of **23 years** as on **January**. Exceptional cases, however, may be considered on Merit

The Scholarship:

- Successful candidates will be eligible to receive a scholarship of Rs.6, 000/- (Six Thousand only) per month,
- Students, who are selected for the award of the scholarship when in the final year of an M.A./M.Sc. programme or a 5 year integrated M.Sc. programme, will get the scholarship only for one year.
- To avail of the scholarship the students have to enrolled in an appropriate institution, in India, for an M.A. /M.Sc. degree in Mathematics. The scholarship will be paid through the institution they join.

Selection Procedure:

- Selection will be made on the basis of a written test followed by interview of short-listed candidates. (The questions will be primarily in the areas of Algebra and Analysis but will also cover other areas of Mathematics taught at the Undergraduate level). The test will be for two and half hours and involve question with short answers. (Please visit <http://www.nbhm.dae.gov.in> for question papers for some earlier years.)

POST- GRADUATE INDIRA GANDHI SCHOLARSHIP FOR SINGLE GIRL CHILD

In order to achieve and promote girls education, UGC has introduced a Post Graduate Indira Gandhi Scholarship for Single Girl Child with an aim to compensate direct costs of girl education to all levels especially for such girls who happen to be the only girl child in their family.

➤ **TARGET GROUP:**

- The girl students who are **admitted to various non-professional PG courses** in Universities / Colleges and happen to be the **only girl child** in the family without having any brother or the girl student who are **twin daughters/ fraternal daughter** may also apply for scholarship under the aforesaid scheme.

➤ **Eligibility:**

- Any single girl child of her parents. In a family if one son and one daughter is available then girl child will not be considered for scholarship under the scheme.
- **The scheme is applicable to such a single girl child who has taken admission in regular, full-time 1st year Master's Degree course in any recognized university or a post graduate college.**
- **This scholarship is available to PG-I year student only. Admission to PG Course in Distance education mode is not covered under the scheme.**
- **Age:** Girl students up to the age of 30 years at the time of admission in PG courses are eligible.

➤ **NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME**

- The number of slots for scholarships may be decided every year on the basis of eligible application correct in all respects, received through online mode against the advertisement to be published in National Dailies as well as on the UGC website. The selection would be made by the Expert committee as per the procedure of the commission. The result in respect of the list of selected

Candidates will be uploaded on the UGC website www.ugc.ac.in.

- The value of Scholarship is Rs.2,000/- p.m. for a period of two years only (10 months in the year) i.e. full duration of a PG course.
 - No other additional grant will be payable in lieu of hostel charges and medical charges etc.
- ### ➤ **DOCUMENTS TO BE SUBMITTED**

- The candidate is required to submit an application only through **ONLINE MODE**.
- Proof of admission to I Year Master's degree course in a recognized Indian University covered under Section 2(f) and 12(B) of UGC Act.
- A certificate from the College/University where student have taken admission to first year PG Course in the current academic year.
- An affidavit on **Rs.100/- Stamp paper** from the student/parent duly attested by SDM /First Class Magistrate / Gazetted Officer (not below the rank of Tahsildar) copying the prescribed languages.

GROUP INSURANCE

All the students of Degree College are covered under Group Insurance Policy on annual basis. A student who meets with an accident and is hospitalized he/or his family member needs to inform the college office - Accounts section/Registrar/Principal about the same within three days of hospitalization. After getting the discharge from the hospital, the student/family is required to submit the discharge certificate and original bills, reports etc. for getting the claim amount from the Insurance Company.

The students are expected to inform their family members about this facility.

❖ Prospectus and Admission Forms:

- Prospectus is printed every year for the students in the beginning of the year.
- It provides all the details about the courses offered by the college with various subject combinations.
- It provides the academic calendar.
- The statutory warnings, code of conduct, Rules and regulations to be followed by the students are printed in the prospectus.
- It provides the information about the Management/Trust, College Staff members, facilities available for students.
- Fee structures, Refund Rules and Important University Ordinances related to attendance etc. are mentioned in the prospectus.
- It is also available on the College website: www.mithibai.ac.in
- Admission forms are also printed on year to year basis and sold to the students at the time of admission.
- There are different forms for Junior and Degree College students.

❖ Examination Form:

- Every student has to fill the examination form available in the office before appearing for their examinations which is either semester-wise/ATKT/additional exam.

❖ College Magazine:

- The college magazine is printed every year and distributed amongst the students and staff in the beginning of the academic year for the previous academic year.
- The college magazine committee provides all the information printed in the magazine.
- All the events, students' achievements (academics, sports, cultural events) articles, poems, songs, cultural events, departmental events, programmes done for social cause etc. are printed with colorful photographs in different sections of the magazine.

*******SAVE WATER IT IS PRECIOUS*******