

**Prin. DR. SUDHAKARRAO JADHAVAR**  
**ARTS, COMMERCE & SCIENCE COLLEGE**  
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**Adv. Shardul Sudhakarrrao Jadhavar Comm. & Sci. Jr. College**  
English Medium (Commerce & Science)

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## **Jadhavar Group of Institutes**

Education is focused to bringing social, Intellectual and quality Education under the Umbrella of Prin. Dr. Sudhakar Rao Jadhavar Group of Educational Institutes. Once Student take admission in either of standard which start from nursery to post graduation in different disciplines we believe in translating aims into action with perfection in human being it refers to divinity, inherent in everyone which is nature quality of mankind within no time the brand name “Jadhavar- Symbol of Success” has been created as over eleven thousand Students and their parents with seven hundred plus employees had trusted it. We have different disciplines such as Arts, Commerce, Science, Nursing, D.Ed., B.Ed., Open University education centre and last but no list two years Masters in Business Administration.

Jadhavar group of Institutes is headed under the visionary leadership of Prin. Dr. Sudhakar Rao Jadhavar who is widely known as core education list and has been part of Savitribai Phule Pune University who has successfully completed his tenure as a dean faculty of Commerce and has brought massive changes throughout commerce faculty of Savitribai Phule Pune University. Not only this but he also involved in various academic bodies of University. He has been known as Scholars Research Guide in wide spectrum of Education at National and International Level. He is also member of Maharashtra Nursing Council, Maharashtra State and Secretary of Principle Forum of S.P.P.U. At present he is working as Member of Management Council, Savitribai Phule Pune University.

The group is also co-headed by Adv. Shardul Sudhakar Rao Jadhavar who is young dynamic leader known for his committed and disciplined work with enthusiasm. He is well known personality in field of Social, Cultural and his work for downtrodden peoples of the society. At his early age he has shouldered the responsibility as a President of Dr. Sudhakar Rao Jadhavar social and Educational Trust through which numerous activities and movements have been organized for the Empowerment and upliftment of the various target group in the society. The note of his social work has taken at different level and has been awarded different awards such as but not limited to National Level and to have been awarded Sardar Vallabhbhai Patel National youth Award, New Delhi.

The group through its Education imbues in students in their collective ability to cope with changing global competitive techno era. Along with structural knowledge the dynamic development of students and best practices, ethics and values have been nurtured as part of learning process to impart highest quality of Education the state of art facilities are provided with different disciplines and recourse.

Seeking knowledge is continuous and never ending process the value addition programme are customized to suit the need of students and equip them with the skills demanded in the globalized corporate world. That is how the journey which was began in 1995 with a girls school has reached to fifty five different Educational institutes in Seven Campus.

**From President Desk:**



**Prin. Dr. Sudhakar Rao Jadhavar**

M.Com, M.A., L.L.M., M.P.M., D.T.L., D.L.L. & L. W., G.D.C. & A., Ph. D.

**Member : Management Council (Savitribai Phule Pune University, Pune).**

**General Secretary : Principal Forum (Savitribai Phule Pune University)**

**Member : Maharashtra Nursing Council, Maharashtra State.**

**The Symbol of Success (Since 1995)**

“Education for strength, wisdom and intellect” with this vision Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce & Science college has emerged as knowledge hub since its inception. Situated in rural area the college provides a value based education to the youth to develop into the winning personality and a complete human being. The purpose of the education is to create nation building capabilities in the students.

Since its beginning, college has earmarked a phenomenal growth in terms of infrastructure, expansion and curricular and extracurricular activities. With the excellent faculty the college gives students an opportunity to explore and rediscover their strength. Not only this for the empowerment of women students enrolled them with concession in fees.

**Vice-President Desk :**



**Adv. Shardul Sudhakar Rao Jadhavar**

M.B.A., P.G.D.H.R.M., D.H.R.L., D.C.L., D.CPL., D.L.L. & L. W., LL.M.

**President : Dr. Sudhakar Rao Jadhavar Social & Educational Trust, Pune.  
Yuva Sansad, Pune.**

**Vice President : Jadhavar Group Of Institutes, Pune.**

A present education is undergoing a rapid change and it is quite understandable that it becomes difficult to make decision about which course and which college to choose. In any case the ultimate aim of education is to make a person knowledgeable and well informed.

Our college looks at education differently. An extremely efficient and competent faculty is the guiding force behind grooming students. We mentor, guide, mold & encourage students to develop a passion, competent, committed, creative and compassionate in them to be successful in the ever changing competitive world. It is dedicated to overall development of students by offering support services such as fee concession, free counseling services, conducts workshops to create awareness and develop positive mental health for social service through NSS Unit. Along with this college provides platform for their placement & future guides them for building their bright career.

**Principal's Address:**



**Principal**

**Dr. Govind Sonwane**

M.Com, B.Ed., SET, Ph.D.

It is an honor and privilege to be the principal and gives me an immense pleasure to extend my warm greetings to all of you on behalf of Principal Dr. Sudhakarrrao Jadhavar Arts, Commerce and Science college. Our college is established and managed by the well known UTJ Foundations. Our college has grown meteorically in a span of six years. Beginning with a very few students, At present our students strength has crossed over one thousand five hundred within a very short period. This college is offering course viz, B.Com, and post graduate course in M.Com.

With the blend of good infrastructure and excellent faculty we inculcate moral and ethical values among the students that help them to be a good citizen. We urge the students to take a social and community responsibility by encouraging participation in NSS.

As Technology a driving force everywhere so college has well equipped computer laboratory with internet facility. Teaching with the aid of technology has enabled the students to come up in flying colors in the exam.

A well equipped library provides an insight to the students in shaping their career. Under privileged students are motivated to get enrolled for the undergraduate course by offering them a financial assistance through earn and learn schemes, allowing them to make the payment of fees in installment. College also provides facility of various scholarships, free ship as per Government of Maharashtra norms and Savitribai Phule Pune University Rules. For the overall development of students college offer short term course like Tally, personality development, English speaking course which will help them in building their future.

Our college is a place for professional, intellectual, cultural moral and ethical grooming of the students. I welcome you to a very friendly, safe (Camera Surveillance) but disciplined environment.

## About UTJF, Pune:-

UTJ-foundation was established in the year 1995 by legendary. Prin. Dr. Sudhakar Rao Jadhavar with a gentle yet firm support of founder secretary Mr. M. U. Jadhavar & now ably supported by the young & dynamic vice president Adv. Shardul Sudhakar Rao Jadhavar. This foundation provides quality education in the field of Management, Arts, Commerce, Science, Nursing, School of Education from K.G. high school to Junior College onwards. This Jadhavar group made education a household name parenting 600 employee-18000 students-55 institutions in 07 Campuses.

## About College :

Prin. Dr. Sudhakar Rao Jadhavar Arts & Commerce College established in the year 2012 in a sub-urban area i.e. Narhe - Dhayari, Pune near to Bangalore-Pune express way. Our college believe in practicing quality teaching and learning methodologies. College has spacious and well equipped computer lab with 80 LCD Computers with Net system. Our library is enriched with large numbers of quality reference books journals, magazines and E-journals etc. College has affiliated to the Savitribai Phule Pune University offering the courses i.e. B.A., B.Com., B.Sc., M.A. & M.Com.

## Facility available at college

- \* Fully furnished college building, classrooms, computer labs with 80 computers
- \* WI-FI campus, Library, Book Bank scheme and Reading room
- \* Highly qualified and well experienced teaching staff
- \* Special guidance for UPSC, MPSC, C.A., I.C.W.A and C.S. etc.
- \* Extra-curricular activities for Eg.NSS, Placement cell, Personality development course, Spoken English courses, Tally courses etc.
- \* Seminars, Guest Lectures and Workshops for students
- \* Separate Hostel and Mess for Boys and girls
- \* Using IT based Advanced teaching and learning aids
- \* Diploma courses and central government soft skill courses
- \* Earn and Learn Scheme, Student Welfare Council
- \* Scholarship facility as per university and government of Maharashtra norms
- \* State Level Essay competition, Debate competition & cultural activity
- \* State Level Science Fair
- \* Y.C.M.O.U. Centre
- \* PMKVY Courses

## VISION:

Our statement '*Education for Strength, Intellect & Wisdom*', to educate all students to the highest levels of academic achievement to enable them to reach & expand their potential & to prepare them to become productive, responsible, ethical, creative & compassionate members of society.

## MISSION:

- To encourage students to draw inspiration from their ethos and culture and broaden their horizons to embrace a world view
- To teach students the important values of life like honesty, humility and humanity.
- To dream big and strive to achieve their highest potential
- To have underprivileged children along with privileged children, through such efforts we will contribute to develop our rural communities.

## Goals & Objectives:

- ▶ To provide higher education and to inculcate various skills among the students residing in rural areas so that they can stand with confidence in techno-globalised world.
- ▶ To inspire students for self-employment or felicitate them for placements in private and public sectors.
- ▶ To encourage students to realize the importance of reaching personal and professional goals through self motivation, individual growth, and the pursuit of excellence.
- ▶ To enrich the faculty through guest lectures, seminars, workshops, orientation courses and staff academy.
- ▶ To develop the feeling of oneness amongst the teaching & non-teaching staff.
- ▶ To inculcate social, culture and patriotic values through students in the society.

**FACULTY OF COMMERCE B.Com.**

**F.Y.B.Com.**

Sr. No.	Sub. Code	
1)	-101 -	Functional English
2)	-102 -	Financial Accounting
3)	-103 -	Business Economics (Micro)
4)	-104 -	A Mathematics & Statistics
		Or
	-104 -	B Computer Concepts and Application
5)	Optional Group	
	-105 -	Banking & Finance
6)	Optional group	[Any one of the following]
	-106 -	Business Environment and Entrepreneurship
7)	-107 -	Marathi or Additional English

\* Note : For Detailed Information Please refer Savitribai Phule Pune University Website.

**S.Y.B.Com.**

1)	201 -	Business Communication
2)	202 -	Corporate Accounting
3)	203 -	Business Economics (Macro)
4)	204 -	Principal and Functions of Business Management
5)	205 -	Elements of Company Law
6)	206 -	Special subjects –Paper I (Any one of the following )
		A Banking & finance
		B Costing & Work Accounting

**T.Y.B.Com.**

1)	301 -	Business Regulatory Frame Work (M.Law)
2)	302 -	Advanced Accounting
3)	303 -	International Economics / Indian and Global Economic Development
4)	304 -	Auditing and Taxation
5)	306 - Special subjects -	Paper II (Any one of the following )
		<b>same special subject offer at S.Y. B.Com.</b>
		A Banking & Finance
		B Costing & Work Accounting
6)	Special subjects –	Paper III (Any one of the following )
		A Banking & Finance
		B Costing & Work Accounting



## ELIGIBILITY

### ELIGIBILITY FOR VARIOUS COURSES

#### F. Y. B.com

Students with following Qualification:

- Higher- Secondary School Examination with a English as a passing subject or
- 3 Years diploma after S.S.C. of Board of Technical Education or its equivalent or
- 2 years diploma in Pharmacy after H.S.C. of Board of Technical Education or its equivalent.

#### M.Com.

- The student seeking admission to the first year M.Com must have passed B.Com degree of this University or any other recognized University
- BBA, BBM(IB) with any subject from a recognized university
- Merit list will be decided on the basis of marks scored at Graduation.

**M.Com. (CREDIT & SEMESTER SYSTEM)  
SYLLABUS: FROM JUNE 2013**

**M. Com.Part I Semester I**

Compulsory Paper

101 - Management Accounting 102 - Strategic Management

Special Paper

(Advanced Accounting & Taxation)

103 - Advanced Accounting 104 - Income Tax

OR

Advanced Banking & Finance

115 - Legal Framework of Banking 116 - Central Banking

**M.Com. Part I Semester II**

Compulsory Paper

201 - Financial Analysis & control 202 - Industrial Economics/ Economic

Special paper

(Advanced Accounting & Taxation)

203 - Specialized Areas in Accounting 204 -Business Tax Assessment & Planning

OR

(Advanced Banking & Finance)

215 - Banking Law & Practices 216 - Monetary Policy

**M.Com.Part II Semester III**

Compulsory Paper

301 - Business Finance 302 Research Methodology for Business

Special paper

(Advanced Accounting & Taxation)

303 - Advanced Auditing 304 - Specialized Auditing

OR

(Advanced Banking & Finance)

315 - Foreign Exchange 316 - International Finance

**M.Com. Part II Semester IV**

Compulsory Paper

401 - Capital Market and Financial Services 402- Industrial Economic Environment/ Operations Research

Non-Core courses

EC-4004 - Rural Development

Special paper

(Advanced Accounting & Taxation)

403 - Recent Advances in Accounting, Taxation, Taxation and Auditing 404 - Project Work/ Case Studies

OR

(Advanced Banking & Finance)

415 - Recent Advances in Banking and Finance 416 - Project Work/Case Studies

## Rules & Regulations

### A. Rules for Admission —

1. Students seeking admission to the college in the first year of any program will have to apply to the college in prescribed form which is available in the college office as well as on website of the college **www.jadhavarfoundation.in**
2. Students interested in the courses run by the college should apply as per the schedule noticed by the college. Applications received after the prescribed date will not be considered.
3. Admission will be confirmed only after submission of required documents and fulfilling the eligibility forms. Students have to pay full amount of fees at the time of admission.
4. Bonafide & eligible students of this college have to apply for admission to the next class in the prescribed form available in the college office within 3 days from the declaration of the result of University examination.
5. For other University student's admission: Students from the other university in the India seeking admission to the college will have to apply in the prescribed form. They have to apply eligibility certificate to the Registrar, Savitribai Phule Pune University, in the prescribed form. They will have to submit the following original documents along with the application for Eligibility Certificate, Migration Certificate, Passing Certificate, Gap Certificate, Transfer / Leaving Certificate, Statement of Marks of previous examination, Cast, Medical and HIV Test (for foreign students) Domicile Certificate.
6. Students from any Savitribai Phule Pune University affiliated college applying for the admission to Second Year any course run by this college can be directly admitted if they have good academic record and depending upon available seats for the course.
7. Foreign students seeking admission to the college will have to apply in the prescribed form along with the provisional Eligibility Certificate issued by the Registrar, Savitribai Phule Pune University and NO OBJECTION CERTIFICATE from the Central Government along with the student's Visa & passport. Admission will be granted to them only after they fulfill the Rules Regulations of the University of Pune.
8. Admitted students have to Compulsorily fill up the Online Anti ragging under taking form.

### B. For cancellation of admission Rules :-

Declared by Savitribai Phule Pune University will be followed time to time for cancellation of admission.

## Cancellation of admission and refund of fee :

Tuition Fee and Laboratory Fee : The candidate cancelling his / her confirmed admission will be entitled to receive the refund of fees after deducting the amounts as indicated below except otherwise as stated by the state Govt. / University / Competent Authority / U.G.C.

Sr. No.	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received in the HEI
1.	100 %	15 Days or more before the formally-notified last date of admission
2.	90 %	Less than 15 days before the formally-notified last date of admission
3.	80 %	15 days or less after the formally-notified last date of admission
4.	50 %	15 days or less, but more than 15 days, After formally-notified last date of admission
5.	00 %	More than 30 days after formally-notified last date of admission

### **C. Rules for Attendance ---**

1. Every Student is expected to be regular and punctual in attending classes, practicals, tutorials and must put an attendance of minimum 75% for all subjects.
2. Academic terms shall not be granted and the students shall not be allowed to appear for examination if the academic record and attendance are not satisfactory.
3. In exceptional and unavoidable circumstances, if a student is required to be remaining absent; written application should be submitted to claim permission of the Principal for the period of absence.

### **D. Code of Conduct ----**

1. Students must carry valid Identity card during the stay in the college campus.
2. Students have to keep their cell phone (Mobile) switched off during the lectures / practical. Misuse of camera cell phones is strictly prohibited.
3. Smoking, drinking, alcohol and use of drugs is strictly prohibited in the premises of the college and hostel.
4. Students if found indulging in anti –national activities contrary to the provision of the acts and a laws enforced by Government will be expelled from the college without any notice by the principal of the college.
5. A students shall not go to the press or any other publicity media without prior permission of the Principal.
6. Attendance for the social and national events such as Independence Day, Republic Day and all other declared national celebration is mandatory.
7. Students should not damage the college property (furniture, equipments, library books, building etc.) if found guilty will be liable for disciplinary action.
8. Students have to maintain silence in the class / corridor, avoid disturbance to other classes and do not leave the class between the lectures.

### **E. Anti-Ragging Rules ---**

Ragging is strictly prohibited and guilty students will face strict action including expulsion as per the directions of the Honorable Supreme Court in SLP No.24295 of 2006 16th may 2007 and in Civil Appeal No 887of 2009, dated 8th may 2009 and Govt. of Maharashtra Ordinance dated 15th may 1999. Prevention and prohibition of ragging is an offense punishable by law resulting in imprisonment and / or penalty.

Ragging means display of disorderly conduct of any act which cause or is likely to cause physical, psychological harm or raise Apprehension of fear of shame or embarrassment to a students in any educational institution and includes-Teasing, abusing, threatening or playing practical jokes and /or causing hurt to such students; or asking a students to do any act or perform something which such students will not in the ordinary course willingly, do and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche or such fresher or any other students; Ragging within or outside of any educational institute is strictly prohibited.

- ▶ **A cell against Harassment and atrocities against women is functioning in the college in keeping with the Supreme Court guidelines.**

## **F. Disciplinary Rules:**

- a. As per the UGC draft Regulations on curbing the menace of ragging in higher educational institutions, 2009 every students and parent will have to fill and sign an undertaking (printed on perforated page) to refrain from ragging, and submit along with the admission form.
- b. As per the Savitribai Phule Pune University Rules, a minimum of 75% attendance is essential, failing to which action will be taken as per the rules.
- c. The students should be aware that four wheeler commuting to the college and four wheeler parking for student is strictly prohibited.
- d. The students shall park the vehicle in the parking space provided by the college for students and pay the charges. If the vehicle is parked in adjacent space, college will not take responsibility of it.
- e. The students shall not consume tobacco, drugs, pan parag, gutkha, liquor and other things which are injurious to health.
- f. **The students shall switch off his / her mobile while in college premises.**

### **Maintenance of Discipline and Good conduct by students – ordinance 157.**

#### **1. Every students of Jadhavar College shall at all time**

- i) Conduct himself properly and maintain proper behavior
- ii) Observe strict discipline on the campus of the college and also outside i.e. in bus railway station, public place education trip and at play grounds.
- iii) Ensure that no act of his /her consciously or unconsciously brings the college in to disrepute.
- iv) Shall not lodge any complaint and make any representation regarding any matter connected with the college to the press or other social media.

#### **2. Any students who behaves contrary to the provisions of following clause**

- i) Shall constitute misconduct or indiscipline which terms shall mean and include, among others, any one or more of the acts jointly or severally, mentioned hereinafter namely,
- ii) Any act directly or indirectly causes or attempt to cause disturbance in the lawful functioning of the college,
- iii) Habitual unpunctuality in attending lectures, practical's, tutorials and other courses as may be prescribed.
- iv) Repeated absence from lectures, practical's, tutorials and other courses
- v) Canvassing for or accepting contributions or otherwise associating himself or herself with raising of any fund or any object whatever without the previous sanction of principal.
- vi) Securing admission in the college to any undergraduate or post graduate programme or any other course by fabrication or super sessions.
- vii) Obstructions to any students or group of students in his or their legitimate activities whether in the class room play ground, gymnasium place of social and cultural activities within the campus of college.
- viii) Possessing or using fire arms, lethal weapons, explosive or dangerous or poisonous drugs or intoxicant in any form in the college.
- ix) Ragging, bullying or harassing any students in the college or outside there off.
- x) Harassing to staff member or any member of the college.
- xi) Destroying or attempting to destroy or tamper with any official record or document of the college.
- xii) Stealing or damaging any property belonging to the college, staff member of the college or any other students.

- xiii) Instigation or participating in any gherao of any official of the staff member of the college.
- xiv) Gambling in any form in the college
- xv) Refusal to appear to give evidence before enquiry officer appointed by the authority with respect to charge against him.
- xvi) Disorderly behavior in any act specifically forbidden by the authority.
- xvii) Conviction on the court of law for criminal offences, involving moral turpitude.
- xviii) Any other act not specifically mentioned hereto before which whether, by commission or omission, as would in the circumstances of the case, be considered by the Authority as an act of misconduct and / or indiscipline.

## G. General Instruction

- 1 All students are expected to read the notices put up on the notice board of the college and website of the college. The college will not be responsible for loss of any advantage to the students due to his / her failure to note the notices in time.
- 2 Students must provide a correct personal mobile number, E-Mail Id and a proof of permanent correct address (Voter ID card, Aadhar card, Driving License, Ration card, Passport etc.) for correspondence in the college office. Any change in the address must be communicated in writing to the college office immediately.
- 3 Students will not be allowed to appear for the University examination unless he /she has completed his / her practical, journal, tutorial, project work as per the Savitribai Phule Pune University norms.

## EXAMINATION INFORMATION

### Instructions For Student

- ▶ All the students are informed to use online application system for submitting examination form (online.portal exam.unipune.ac.in of examination section of Savitribai Phule Pune University )
- ▶ After declaration of result college notifies about filling online rechecking (Photo copy of answer sheet) / revaluations forms.
- ▶ Passing percentage in all subjects is 40 \*
- ▶ ATKT rules are applicable as per University norms.
- ▶ Internal examinations will be conducted only once per semester / term.
- ▶ All the first year level (F.Y.) examination will be conducted by the college itself as per the Savitribai Phule Pune University guidelines.
- ▶ Students of first year of all the faculties have to appear for physical Education examination & Medical checkup Camp.

### Students who do not fulfill this condition will not do not be permitted to appear for Annual examination.

- Students passing in all subjects at S.Y. level at but failing in any subject at F.Y. level cannot be admitted to T.Y. level at of any faculties.
- EVS, Environment Awareness Course is compulsory for all S.Y. B.com. students passing in EVS is mandatory to acquire a Degree Certificate. Grades are awarded for these subjects. Attending all EVS lectures and project submission is compulsory.

**Students appearing for the examination must obey the following instructions.**

**A. While entering the examination hall.**

1. Make sure that you are not in possession any material such as books note –books scribbled notes mobile, etc, which may tempt one to copy or use as a reminder.
2. Do not take away any answer-book supplement (written or blank) while leaving the examination hall.
3. Do not speak or communicate in any way any other candidate in the examination hall while the examination is going on.
4. Do not disobey any instruction /s issued to you by the senior or junior supervisor.
5. Do not behave in a rude or disobedient manner.

**► Failure to observe the instruction may result in expelling the Candidate instantly and punishing the misconduct may result by excluding the Candidate form any University or college Examination or Course for a specified period permanently.**

**B. While writing the examination hall.**

1. Write on both sides of the answer book.
2. Write the answer book in blue or black ink/ball pen only. Use of coloured pencil or ink in case of diagrams and sketches is permitted.
3. Do not write your name in any part of you answer –book or disclose your identity in any other manner.
4. Do not write anything on your question paper or the blotting paper.
5. Do not write your seat number anywhere except in the space provided. If seat number is written anywhere else, it will be treated as unfair means and the performance will be treated as null and void for the entire examination.
6. Address all your queries to your supervisor.
7. If you suspect that there is some error in the question paper immediately bring it to the notice of the senior supervisor so as to enable him to rectify it after making the necessary enquiries. In case the supervisor is unable to rectify the errors while the paper is in progress you should bring the suspected error to the notice of the university through the Ext. Sr. Supervisor of the Examination centre immediately.
8. Write your answer in a legible hand, answer written in an illegible and undecipherable hand is liable to be unassisted.
9. You will not be permitted to leave the examination hall until half hour after the question papers are distributed and during last 10 minutes of the schedule time prescribed for the particular examination.
10. Exchange of writing materials stencils, mathematical instruments etc, is strictly prohibited.
11. An act of copying or impersonation at an examination is punishable under the Maharashtra prevention of Malpractice at university Board and other specified examination (1982).The act passed to the effect.
12. Do not write answer in wrong sections as these will not be examined.
13. Make sign on the attendance sheet with your examination seat number.

**C. While handing over the answer –book to the supervisor.**

1. Make sure that you have completed and correctly written your seat number and other details on the cover page of the answer-books and supplements.
2. All answer-books and supplements to you must be handed over to the supervisor intact whether written in or blank.

## University Examination Pattern :

Class	Term, End / Mid Term	University Exam	Total Marks	Aggregate Marks
F.Y.B.Com.	30 Marks	70 Marks	100	700

*\* Note : For Detailed Information Please refer Savitribai Phule Pune University Website.*

Class	Term, End / Mid Term	University Exam	Total Marks	Aggregate Marks
S.Y.B.Com.	30 Marks	70 Marks	100	600
T.Y.B.Com.	30 Marks	70 Marks	100	600
M.Com.	40 Marks	60 Marks	100	400

## Students Support Services:

1. **National Service Scheme (N.S.S.)**  
Every year 200 students (both Boys and Girls from senior college) are enrolled for N.S.S.
2. **Earn and Learn Scheme:** Earn and learn scheme has been granted to college by Savitribai Phule Pune University since its inception. Many students have benefited through the scheme till now. Students work in library, gymnasium, office and laboratories. They get work experience along with some financial help under this scheme.
3. **Gymkhana:**  
The college encourages and promotes talented students in the field of sports through the Gymkhana. The college has produced a glittering array of sportsmen, many of whom have been honored with various awards. Gymkhana provides following game facility such as basket ball court, Indian games Kabaddi, Kho-kho, Equipment room, Indoor games like Chess, Carom, Table tennis, Badminton.
4. **Library:**  
The College has a well equipped, automated and spacious library. A Library has wide collection of Reference books, Text books, National and International Periodicals. Open access to collection of books and resources. The library has Book bank, internet facility. Identity card is compulsory while using library services. Students should follow instructions displayed in the library.
5. **Debating Union and Arts Circle**  
The college has a very active debating union and arts circle. Students are encouraged to participate in various debate competitions and cultural activities conducted by different organization in Pune and elsewhere.
6. **Commerce Association**  
The commerce association provides an outlet to students to display a number of latent business qualities. Students of commerce can use this association as a platform to organize and host co-curricular activities.



**7. Parent-Teacher Association**

The college invites the parents of the newly admitted students for the inaugural address of the principal. Meetings with parents are arranged to give information about college activities, scholarships & resolve the grievances & gaps in the system.

**8. Counseling and Guidance Centre:** The centre offers Counseling on personal, and emotional issues. It offers vocational guidance and career counseling. Every year many students from all the faculties avail the benefits of this centre.

**9. Placement cell:** The college takes initiative in placing students for job in various renowned companies. Information about opportunities in higher education is also provided.

**10. Anti Sexual Harassment:**

Complaints if any, related to eve-teasing, use of obscene language unparliamentarily behaviours with either sexes (both staff and students) are addressed by the cell.

**11. Grievance cell** is constituted to address students' concerns and their grievances.

**12. Disaster Management Cell:** organizes mock drills, workshops and awareness programmes.

**13. Sudarpan**

The 'Sudarpan' is the annual college magazine. It is not only a collection of information or college data but it gives platform to students to express their views, thought, attitude and prescription. Sudarpan is full of essays, art pieces; book reviews experiences of students and their activities, achievements and success in various fields.

**14. Vishakha**

The women Harassment complaint Redressed Cell. Complaints from girl's students, women staff members are redressed by the women Harassment complaint Redressed Cell.

**15. Student's Safety – On and off the campus**

Following are the provisions done by the college to ensure the safety of the students on and off the campus. In scalable boundary wall height, single entry point to the campus safeguarded with security guards, Identity verification mechanism, register of unknown visitors, Wearing of ID cards by the students and staff in the premises is made compulsory.

## Necessary Documents for Admission

- ▶ 10th Marklist Attested Zerox Copies - 2 Nos.
- ▶ 12th Marklist Attested Zerox Copies - 2 Nos.
- ▶ 12th Original L.C. / T.C.
- ▶ 12th L.C. / T.C. Attested Zerox Copies - 2 Nos.
- ▶ If applicable - Cast Certificate Attested Zerox Copies - 2 Nos.
- ▶ If applicable - Gap Certificate Attested Zerox Copy - 1 Nos.
- ▶ If applicable - Marriage / Gazette Certificate Attested Zerox Copy - 1 Nos.
- ▶ Passport Size Photo - 4 Nos.
- ▶ Addhar Card Zerox Copy - 1 Nos.

*Savitribai Phule Pune University - Website : [www.unipune.ac.in](http://www.unipune.ac.in)*



**Adv. Shardul Sudhakarrrao Jadhavar**

**Commerce & Science Jr. College**

**Marathi & English Medium**

**(Commerce & Science)**



## CODE OF CONDUCT

The College expects every student to abide by the following Code of Conduct:-

**1) Identity Card:**

- a) Students must have their identity Card duly filled in and signed. Students must wear their Identity Card when they are in the college premises.
- b) Transfer of I. D. Cards is a criminal offence. The student will be liable to expulsion from the college.

**2) Littering** in the classrooms, corridors & the campus is prohibited. Please use the dustbins provided all around. Offenders will be penalized.

**3) Sluing on the vehicles** in the college compound or on A-Road is strictly prohibited.

**4) Loitering or Crowding** on A-Road is also prohibited. Students are required to remain in the college campus during their free hours.

**5) Mobile Phones** if carried by the students should be switched off while in classroom, library & corridors of the college. If these instructions are not followed, the instrument will be confiscated and the concerned student will also be levied fine.

**6) Anti-Racitiinci act :** Ragging is banned in this institution. A student involving in any such act will be expelled from the college and in addition may undergo imprisonment and fine.

## Cancellation of admission and refund of fee :

Tuition Fee and Laboratory Fee : The candidate cancelling his / her confirmed admission will be entitled to receive the refund of fees after deducting the amounts as indicated below except otherwise as stated by the state Govt. / University / Competent Authority.

Sr. No.	Time of Cancellation	Amount to be deducted
1.	From 1st day to 10th days from the date of securing admission	20 % of the total fees
2.	From 11th day to 30th days from the date of securing admission	40 % of the total fees
3.	After 30 days	100 % of the total fees

## Eligibility Criteria

All admissions are made as per rules and regulations of the Maharashtra state board & Dy. Director of Education, Pune

**I) Qualifying Examination:**

- i) S.S.C. Examination of Maharashtra State Board of Secondary and Higher Secondary Education
- ii) I.C.S.E./C.B.S.E./An Equivalent Examination of any other Board

**II) Admission to in house quota will be done by the Management of the College at the level of the Principal under guidelines by 11th Centralize admission process.**

**FOR STUDENTS SEEKING ADMISSION UNDER THE SPORTS, CULTURAL CATEGORIES AND OTHER RESERVATIONS.**

\*Attested true copy of the relevant documents supporting the particular reservation is also required.

**\*III) Certificate and documents to be submitted in original and 2 attested true copies AT THE TIME OF ADMISSION along with the fees.**

- I. Duly filled admission form with student's & parent's/guardian's signature with a recent photograph.
- ii. Attested true copy of the Mark Sheet of the qualifying examination.
- iii. Original School Leaving Certificate.
- iv. Proof of local address for correspondence.
- v. 1 recent stamp size photograph

**IN HOUSE QUOTA ADMISSIONS**

Copies of certificates to be attached at the time of submission of forms.

1. An attested true copy of the mark sheet of the qualifying examination.
2. For an In house student an attested copy of the School Leaving Certificate also should be attached along with the attested true copy of the mark sheet.

**DOCUMENTS REQUIRED FOR THE PROVISIONAL ELIGIBILITY CERTIFICATE FOR STUDENTS COMING FROM BOARDS OTHER THAN THE MAHARASHTRA STATE BOARD.**

- i) Application in the prescribed form which is obtained from the Maharashtra State Board of Secondary and Higher Education, Pune Divisional Board, Pune.
- ii) Statement of Marks and 3 attested true copies of the same.
- iii) Leaving Certificate (counter signed by the educational inspector) and 3 attested true copies of the same.
- iv) Migration certificate
- v) Deed of Undertaking on Rs. 20/- stamp paper. Specimen copy of the matter which is to be typed on stamp paper given in the prospectus.

**IV) GENERAL INSTRUCTIONS:**

- i) Submission and acceptance of the form does not mean any assurance of admission.
- ii) Only one person will be allowed to enter the college premises for submission of form.
- iii) No admission form will be entertained either for submission or for admission unless all the particulars asked for in the admission form are properly filled in and the required number of documents and/or certificates are attached.
- iv) Full name (in capital letters) Birth date, Birth place, Nationality and Caste should be written exactly as mentioned in the school leaving certificate.
- v) Those students who do not secure admission by paying fees on the day, date and time specified will lose their claim for admission. No claim in this respect will be entertained later for any reason whatsoever.
- vi) All admissions are provisional. They will be confirmed only after the verification of documents submitted.
- vii) The Principal reserves the right to make necessary changes in the details of admission-procedure depending on the circumstances prevailing during the days of admission.

**V) Schedule for submission of admission form, dates of Merit Lists and corresponding admission will be displayed on the Notice Board as per directives from the Deputy Director's Office.**

Fees : As per the chart given on page number 14. Refund of fees : As per Maharashtra Board Rules

## College Discipline

The College attaches great importance to discipline and the same must be scrupulously observed by all students, Failure to comply with any of the rules, regulations or requirements notified from time to time will lead to strict disciplinary action. Students joining the College shall observe all the Rules and Regulations of the College laid down from time to time.

- ▶ In order to qualify to appear for the examination, the admitted student has to have a minimum of 75% attendance per term as per H. S. C. Board regulations. In the event of any default in attendance and discipline, the college authorities can take disciplinary action against the student including dismissal from the college, non eligibility to write the final Examination etc.
- ▶ Students must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around their neck. They must present it for inspection or verification whenever demanded by the college Authorities and/or Security Staff. No student shall be allowed to attend lectures, Practicals etc. unless he / she has his / her Identity Card with him / her.
- ▶ Students must not attend lectures other- than their own without the special permission of the professor concerned.
- ▶ Students must attend their lectures / Tutorials / Practicals regularly, Defaulters may face Disciplinary Action.
- ▶ Students should make use of the College library and must not loiter in the college premises whenever they have free period.
- ▶ Students must be in their classes on time. Late comers may not be allowed to enter the class.
- ▶ Students must do nothing either inside or outside the college that will in any way interfere with its orderly administration and discipline. They should not communicate any information or write anything about the college to the press without the written permission of the Principal .
- ▶ Students are liable to lose their term for disobedience, misconduct mis behavior or for any act of indiscipline. Student must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline and will be considered a punishable offence. Smoking, Tobacco, Chewing, use of Drugs etc. are strictly prohibited in the College premises.
- ▶ Use of Mobile Phones, Pagers, Walkman etc; in the College premises is strictly prohibited.
- ▶ No association or organization shall be formed, no meeting shall be held, no person will be invited to address the students in the college without the prior written permission of the Principal.
- ▶ No picnic, socials, excursion or tour shall be arranged without the prior written permission of the Principal. If students join an unofficial picnic or tour, the College shall not be responsible for anything that happens in the picnic or tour.
- ▶ No student shall collect money as contribution to picnic, trip, educational visit, get-together, study notes, charity or any other activity without the prior written sanction of the Principal.
- ▶ While conducting debates or meetings in the College a responsible staff member approved by the principal will chair the session and the subject of debates or lectures must have the prior approval of the Principal,
- ▶ Matters not covered by the existing rules will be at the discretion of the Principal.
- ▶ Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per The Maharashtra Prohibition of Ragging Act, 1999.

### COLLEGE RULES AND REGULATIONS (GENERAL)

- ▶ All students are answerable to the Principal, member of the staff for their conduct in the college premises.
- ▶ In subordination, abusive language, mis behavior or misconduct can lead to the dismissal of a student.
- ▶ Demonstration of any kind in the college is strictly prohibited.
- ▶ In case of sickness, a leave application shall be submitted to the college office along with a medical certificate within two days of resuming the College. Fitness certificate at the time of resuming the college essential.
- ▶ All the receipts on account of the fines imposed on students for any cause whatsoever shall accrue to the Students Aid Fund of the College.
- ▶ All students applying for bonafide certificates, character certificates, birth date certificate, testimonials etc. and requiring the Principal or Vice Principals signature on any kind of document or application should first contact the Head Clerk in the College Office, No paper should be taken by the student directly to the Principal.
- ▶ All students representing the college in sports / cultural activities should ensure that the relevant documents are submitted for leave of absence within a week of the respective events (Sports /Cultural).

## Examination System

Students will appear for 4 exams in a year

### FIRST TERM

- 1) FIRST UNIT TEST (Tentatively in August)  
25 Marks exam with Multiple choice questions for all subjects
- 2) FIRST TERMINAL EXAM (Tentatively in October)  
50 Marks exam for all subject except Bifocal subject  
50 marks theory and 50 marks practical exams for both paper I & II for bifocal subjects

### SECOND TERM

- 1) SECOND UNIT TEST:  
Same as First Unit Test (Tentatively in January)
- 2) SECOND TERMINAL EXAM (Tentatively in March/April)  
70 marks theory + 30 marks practicals for Physics, Chemistry and Biology subjects 80 theory + 20 marks (projects / Orals) for all other subjects.  
\*\*In the second terminal exam 20% questions in the theory paper of the subjects will be based the first term portion.

### ADDITIONAL EXAMINATION:

There will be one re-examination each for 1st and 2nd Terminal on Medical grounds as per Board's rule.  
1st and 2nd Unit Test will not have any re-examination.

### Standard of Passing:

The final result of the students for each subject will be decided on the average marks of all the examinations, A candidate must secure minimum 35 marks out of 100 in all subjects including Environment Education, Physical Education. The grace marks are given to the student as per Board rule if required. Students who represent the college at state / National / International level in sports will be entitled for grace marks as per the Board's rule on timely submission of relevant documents.

## Subjects

<b>XI Science</b>	<b>XII Science</b>	<b>XI Commerce</b> English & Marathi Medium	<b>XII Commerce</b> English & Marathi Medium
English	English	English	English
Marathi / IT	Marathi / IT	Marathi / IT	Marathi
Physics	Physics	Economics	Economics
Chemistry	Chemistry	S. P.	S. P.
Biology	Biology	O C.	O C.
Maths	Maths	Accounts	Accounts
Geography	Geography	Banking (Only Com. Eng.)	
Bifocal (Electronics/C.S.)			

**NOTE:** Physical Education & Environmental education subject exams (theory / practical / projects) are compulsory for students as per the rules, of the HSC board



## Developmental Programmes and Activities

### **Performance Improvement Programme (PIP) :**

Since the past few years the college has been conducting the Performance Improvement Programme. Special coaching is provided to all the students appearing for Board Examinations in order to improve their performance. The programme involves:

- Brushing up the important topics
- Revision of topics which are difficult to understand
- Three mock examinations (Preliminary Examination) that help the students to practice and master writing answers.

### **Soft-skills :**

The College has employed professionals for guiding the students -who are weak in their communication, who need remedial coaching. To improve their deficiencies a 16 hrs course is being organized at different levels throughout the academic year by the college.

### **Career Guidance :**

The College has a well established career guidance cell which functions in co-ordination with the placement cell. Every year a career fair titled "Master Mind" is organized by the SVKM (Management) which is attended by students and parents at large and speakers from different vocations are invited to guide the students.

### **Counseling Centre :**

The College has appointed a male and a female counselor for the students to handle stress or related problems, on all working days Timing: 10.00 a.m. to 4.00 p.m. Besides counseling the centre conducts aptitude, intelligence and personality tests for students.

### **Students' Council :**

The college has duly constituted Students' Council with Principal / as Chairman, One lecturer nominated by Principal, as in-charge, NSS programme officer, One meritorious student from each class and outstanding students from NSS, DLLE, SPORTS, CULTURAL ACTIVITIES and two girl students nominated by the Principal. The tenure of the Students' Council is one academic year. It organizes, supervises and co-ordinates the activities of different Students' Associations, societies and also makes recommendations to appropriate authorities regarding matters related to the welfare of the students. These include conveying genuine grievances of the students.

## The Associations

### 'Real Learning Happens outside the Classroom'

Paradise College offers Students ample opportunities to develop and sustain their interest in inter-disciplinary fields of knowledge. The various associations operating within the college make knowledge acquisition exciting and students buoyant.

#### 1. Counseling Association

Counseling Association is active in the college. It hosts lectures, Interactive sessions on Counseling Skills, field visits and Workshops.

#### 2. Geography Association

The Geography Association started its activities in 1988 with the objective of providing students first hand experience of their subjects. It also helps the students to analyze and empathize with various societal issues. With this in mind, the association organizes nature treks, field visits, film shows, talks, poster/slogan writing competitions, debate/ elocution competition and so on.

#### 3. English Literary Association

Poetry recitation and appreciation, felicitation of dedicated litterateurs, workshops on topics such as literature and drama are the activities of English Literary Association Fosters love for the English language and literature. Book Circle.

#### 4. Marathi Vangmay Mandal

The State language of Maharashtra becomes a potent unifying force through the activities of Marathi Vangmay Mandal. Dance-Music and Drama extravaganzas based on great literatures such as Kusumagraj, Vinda Karandikar and Sane Guruji bring the whole college together.

## EXTRA ACTIVITIES

### **N.S.S. (NATIONAL SERVICE SCHEME)**

The N.S.S. unit of the college has adopted a village Kambare in the rural area of Bhor and has helped in the formation of 'Road', Gram swachata Abhiyan for village cleanness. N.S.S. Undertakes projects like blood donation, AIDS awareness drives, Street play. Different cultural activities etc. Students enrolled in N.S.S. LEARN DISCIPLINE, DIGNITY OF LABOUR, TEAMWORK AND CO-OPERATION. The N.S.S. helps the volunteers to develop their personality through community service.

### **SPORTS**

Students have always been encouraged to participate in sport activities and physical training. To do full justice to this endeavor, the college has appointed a person especially for the conduct of sport activities. Though the college is situated in the heart of the western suburbs and lacks a sylvan campus, the sports-persons of the college have never felt disadvantaged. **Reputed coaches** in the respective sports/games are appointed to train the students. **Sports kits as well as allowances are provided to the sports-persons.**

### **CULTURAL ACTIVITIES**

In order to identify the hidden talents among the students, the college conducts a Talent Search. The College aims at achieving overall development of its students in **Theatre, Dance, Music, Literary and Fine Arts**. From the beginning of every academic year, students are encouraged to perform on stage. They are also encouraged to participate in various events and competitions, both intra and intercollegiate. Other Festivals like Malhar, Mood Indigo, and Umang have witnessed excellent performances from students. Moreover, the College holds its own Annual Mega festival jaloosh, which is a roaring success among all college going students.

### **GOVERNMENT SCHOLARSHIP AND CONCESSIONS**

Various scholarships like the Govt. of India National Scholarships are awarded on the basis of merit at the S.S.C. examination. Scholarships and freeships granted by the state govt. like the B.C., E.B.C. are available to deserving students of the College on fulfillment of the govt. conditions in this regard.

Freeships towards of. primary, secondary and higher secondary teachers and scholarships and concessions to wards of freedom fighter are available on fulfillment of the conditions in this regard. These conditions will be notified on the college notice board.

A student belonging to economically backward class will be admitted to the college for 11th & 12th classes on payment of caution money, laboratory deposit (in case of science student), library deposit and other miscellaneous fees.

For this purpose the guardian of the concerned student will have to give a declaration, that the student belongs to the economically backward class category. Scheduled Caste and Scheduled Tribes student will however be admitted only on the payment of caution money, laboratory deposits (in case of science students), library deposits and other non refundable fees after producing the necessary certificate of caste.

E.B.C. freeships like other fee concessions, scholarships etc. are subject to good conduct, regular attendance and satisfactory progress. Failure to satisfy these conditions will result in forfeiture of the E.B.C. freeship and student will have to pay the full College fees.

Government Scholarship from website

**Deed of Undertaking**  
**(FOR ICSE / CBSE / OTHER BOARDS**  
**TO BE GIVEN ON THE STAMP PAPER OF RS. 20/-)**

I Shri / Smt. \_\_\_\_\_ Age about \_\_\_\_\_ Yrs.  
Occupation Education, Residing at \_\_\_\_\_

\_\_\_\_\_ do hereby given an undertaking as under :

- 1) That I have passed Xth std. Examination through \_\_\_\_\_  
(Name of the School) which is situated in \_\_\_\_\_  
Taluka \_\_\_\_\_ Dist. \_\_\_\_\_ Name of the State \_\_\_\_\_
- 2) That I am desirous of taking admission to XI / XII Std. Jr. College for the Academic year \_\_\_\_\_
- 3) That while taking admission I am required to furnish following documents:
  - i) "Certificate in the Prescribed Appendix.'A' (for Candidate coming from outside India)
  - ii) \*Statement of Marks of the last public Examination I Statement of Marks of std. Xth of the Junior College (Home Exam.)
  - iii) Passing Certificate of the last Public Examination
  - iv) School Leaving Certificate / Transfer Certificate.
  - v) Migration Certificate in Original. (Note : Delete if not applicable)
- 4) That I am also aware that my admissions is provisional and that the Jr. College shall have every right to assess independently the truthfulness and correctness of the documents mentioned at Serial Number (3) of this undertaking. That in the event if it is subsequently found out by the Jr. College / Board that the particulars furnished in the admission form or the documents furnished while seeking admission are false and fabricated in that event Jr. College authorities will have right to take action against me including right to cancel the admission.
- 5) I am also fully aware of the fact that the Jr. College has given me provisional admission subject to grant of eligibility certificate by the Pune Divisional Board, Pune of Maharashtra State Board of Secondary and Higher Secondary Education having its head office situated at Shivaji Nagar, Pune - 41 1 005.
- 6) In case if the Divisional Board rejects my application submitted through the Head of the Jr. College for grant of Provisional Eligibility Certificate my admission to the Jr. College shall stand automatically cancelled.
- 7) In case if the Divisional Board Grants me Eligibility Certificate with instructions to furnish certain documents, within stipulated Period. I hare by undertake to fulfill the requirement within the stipulated time limit.
- 8) I am aware of the fact that in case if I fail to furnish the required documents within the stipulated time I shall not be eligible for admission in the Jr. College and as such my admission shall stand automatically cancelled.

That I have read the contents of the undertaking and has properly understood the same and in witness whereof I have signed on this Deed of Undertaking on this day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_

Signature of Guardian / Local Guardian

Signature & Name of the Student

**ANTI RAGGING DECLARATION  
ANNEXURE I  
AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (full name of student with Institute Roll Number)  
s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having been  
admitted to \_\_\_\_\_ / \_\_\_\_\_ (name of the institution), have received or downloaded a copy  
of the 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.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) 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.
- 3) I hereby solemnly aver and undertake that
  - a) I will not indulge in any behavior 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.
- 4) 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.
- 5) 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.
- 6) Along with the above mentioned points I do hereby declare that
  - a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
  - b) I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

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**

Name: \_\_\_\_\_

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

**OATH COMMISSIONER**

Nole : It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.

**ANNEXURE II**  
**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 or downloaded a copy of the 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.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) 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.
- 3) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behavior 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.
- 4) 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.
- 5) 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.
- 6) Along with the above mentioned points I do hereby declare that
  - a) My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
  - b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

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**

Name: \_\_\_\_\_

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

**OATH COMMISSIONER**

Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.