

INTRODUCTION

St. Paul Degree College was established to conduct different Self Financing Courses like BMS, B.Com(Banking & Insurance) and B.Com (Accountancy and Finance) apart from the traditional B.Com courses of Mumbai University. St. Paul English School & Jr. College was established to cater to the needs of the Arts, Science and Commerce streams of Mumbai Board with Math, IT and Bifocal (Computer Science) and other equivalent boards for XIth and XIIth and to provide quality English medium education to School children from Nursery to Xth.

The infrastructure within the college is comparable to the best with all modern facilities and amenities like a fully air-conditioned computer lab with full wi-fi access throughout the campus, large ventilated classrooms, fully functional gymnasium and gymkhana, an auditorium dedicated to Dr. A.P.J. Abdul Kalam with a capacity of 200 people, well stocked library, canteen and mini stadium.

We have well qualified Professors and faculty from industry visiting us for guest lectures. We coach and groom students into professionals with business etiquette and Personality Development. We encourage interaction with Industry executives through Management event, Seminars & Workshops.

We also guarantee 100% Placement Assistance.

We have a very young but dedicated and experienced staff to take care of the academics. The college is NAAC Accredited in the year 2019-2020.

VISION

St. Paul College will be a leader among educational institutions by being innovative, to meet the changing needs of society. It will be a diverse community where the highest moral and ethical values will prevail with a dual purpose, an inward focus on learning and an outward focus on service. We aspire to be recognized as a college of first choice for excellent and accessible education.

MISSION

To serve our students by teaching them problem-solving, leadership and teamwork skills, and the value of a commitment to quality, ethical behavior, society and respect for one another. We are committed to meeting the educational needs of all our students and providing our faculty with the means to develop their intellectual capacity through teaching and interaction with society. We aim to enhance the quality of teaching and service programs through the support of the best faculty, staff and students and continue to improve the quality of all our students that prepare them for professional life, leadership and citizenship in a changing world.

ST. PAUL DEGREE COLLEGE

Admission Guidelines:

Admission to the college is according to merit and other norms as laid down by the University, Govt. of Maharashtra and the Management. Students seeking admission to the college will be given the college prospectus along with the prescribed form. The form with all necessary information should be duly filled and necessary documents must be attached before submitting the same. All admissions are provisional subject to the confirmation of the University.

MINIMUM ADMISSION REQUIREMENTS

1. BACHELOR OF COMMERCE (B.Com.)

A candidate for being eligible for admission to the three year degree course leading to the Bachelor of Commerce must have passed the Higher Secondary School Certificate (Std. XII) examination conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education.

OR

Must have passed the Higher Secondary School Certificate (Std. XII) examination with vocational subjects/minimum competency based vocational course conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education.

OR

Must have passed an examination of another University or Body recognized as equivalent to Higher Secondary School Certificate (Std. XII) Examination.

Every candidate admitted to the degree course in the constituent/affiliated college/recognized institution, conducting the course, shall have to register himself/herself with the University.

2. BACHELOR OF COMMERCE (ACCOUNTING & FINANCE)

- (a) A candidate for being eligible for admission to the Bachelor of Commerce (Accounting and Finance) degree course shall have passed XII std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate at first attempt (40% in case of reserved category).
- (b) Every candidate admitted to the degree course in the constituent/affiliated college/recognized institution, conducting the course, shall have to register himself/herself with the University.

3. BACHELOR OF COMMERCE (BANKING & INSURANCE)

A candidate for being eligible for admission to the Bachelor of Commerce (Banking and Insurance) degree course should have passed XII std. Examination of the Maharashtra State Board of Secondary and Higher Secondary Education, Pune, or its equivalent and secured not less than 45% marks in aggregate (40% in the case of reserved category candidates) at one and the same sitting. Every candidate admitted to the degree course in the affiliated colleges conducting the course shall have to register / enroll himself / herself with the University.

4. BACHELOR OF MANAGEMENT STUDIES (B.M.S)

A candidate for being eligible for admission to the B.M.S. Degree Course shall have passed H.S.C. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination or Diploma in any Engineering branches with two years or three years duration after S.S.C. conducted by the Board of Technical Education, Maharashtra State or its equivalent examination by securing minimum 45% marks for general category (in one attempt) at the respective Examination and minimum 40% marks for the reserved category (in one attempt).

The admissions are purely based on merit duly following the reservation policy as per the norms of Government of Maharashtra. While drawing the merit list, weightage has to be given to students from Arts, Commerce and Science Stream at 12th standard level. The stream wise weightage to be given is as under: Commerce(45%), Arts (25%), Science(25%) and Diploma in Engineering and Other (5%). The applications will be accepted and processed stream wise separately and the merit list will be displayed stream wise taking into account the reservation policy prescribed by the Government of Maharashtra.

GENERAL ADMISSION CRITERIA:

Students passing an examination equivalent to Std XII of the Higher Secondary Board, Mumbai or from other states and immigrating from other Universities, Boards and seeking admission to the First Year of the 3 Years Degree Courses will be admitted only on production of “Provisional Eligibility Certificate” as stated under 0.111 of Mumbai University.

0.111 : Students from another University or Board of Secondary or Intermediate Education or any other Statutory examining body seeking admission to the University shall apply to the Registrar for a statement of eligibility. Such students who have passed HSC from other than Maharashtra Board shall be required to pay fee of Rs.1300/- only towards Verification, confirmation of eligibility and processing charges. Students from other than Maharashtra State Board should apply for and submit to the college verification letter from their respective Boards/ Universities of their mark sheets before the end of first term. The Registrar may issue a provisional statement of eligibility if he is satisfied that the applicant is prima facie eligible for admission to this university. On production of such a provisional statement of eligibility, a student may seek provisional admission to this university at his own risk and on condition that he submits to the Registrar’s office through the Head/Principal of his Institution/College, the necessary certificates in original together with a typed copy of each for confirmation of his eligibility before the close of the academic term in which the student is provisionally admitted to the University. No students from another University shall be admitted to any institution

maintained by or affiliated to the University except on production of a provisional statement of eligibility issued by the Registrar.

Such students should submit a migration Certificate, statement of marks, and passing certificate in original along with true copies within two months from the date of admission, failing which their admission is liable to be cancelled.

1) Those students whose admission is provisional should note that, if their admission is not finally confirmed by University, their term kept for the academic year will be treated as “null & void” and they will not be allowed to appear in the final examination.

2) Foreign students will have to show the documentary evidence of conversion of their visa in addition to the above said condition for eligibility.

3) A student seeking admission is required to apply only in the prescribed form available from the college office.

4) Once the admission is granted, fees will have to be paid on the same day, failing which admission will not be valid on the subsequent day.

5) F.Y.Class students must fill up an online enrollment form of University of Mumbai before the due date that shall be announced by the college by a circular on a notice board in due course of time. The last date of accepting the Enrolment form by college Office is 20th August and by the University of Mumbai is 31st August. Students if fail to fill up the Enrolment form, their admission will be treated as cancelled without any notice to such students.

6) All admissions are valid for one academic year only and will have to be renewed by a fresh application every subsequent year.

SCHEME OF EXAMINATION FOR ALL THE DEGREE COURSES :

EXAM FORMALITIES:-

All the students are compulsorily required to fill up examination forms for all semester exams and Additional/ATKT exams. No student will be allowed to sit for examination without filling up exam forms before the due date.

Students will be issued Hall tickets which are to be presented for verification every day of the exam.

EXAM EVALUATION:

1. BAF, BBI & BMS

The performance of the students shall be evaluated into two components viz. by Internal Assessment with 25 marks and by conducting Semester End examination with 75 marks. The allocation of marks for Internal and Semester End examinations is as follows :

Internal Assessment – 25 Marks :

Sr. No.	Particular	Marks
1	One class tests	20 Marks
2	Active Participation in class activities and overall conduct	5 Marks

Semester End Examination – 75 Marks :/ 100 marks. For BCOM.

1. Duration – 2 Hours 30 minutes/ 3 hrs for BCOM.
2. Question Paper Pattern :
 - a. There shall be five questions of 15 marks each
 - b. All questions will be compulsory with internal choices within the questions.
 - c. Questions may be sub divided into sub questions a, b, c etc and marks allocated accordingly.

STANDARD OF PASSING:

The student to pass a course shall have to obtained a minimum of 40% marks in aggregate for each subjects. The student shall have to obtain minimum 10 out of 25 in Internal Assessment and 30 out of 75 in the semester end examination to pass the subject

Eligibility norms to appear for the additional class test or assignment for students who remain absent.

- a. The student must apply to the head of the Institution giving the reason(s) for absence within 8 days of the examination along with the necessary documents and testimonials.
- b. If the student is absent on medical grounds or for participation in Inter collegiate events, state or National or International events, Training camp or Coaching Camp organized by authorized University or State or National / International bodies, NSS / NCC events / Camps / cultural Activities / Sports Activities / Research / Festivals and any other activities authenticated by the Head of the Institution, the Head of the Institution shall generally grant permission to the student to appear for the additional class test or assignment.

2. BCOM

The performance of the students shall be evaluated by conducting **Semester End Examination – 100 marks. For BCOM.**

1. Duration - 3 hrs.
2. Question Paper Pattern :
 - a. There shall be five questions of 15 marks each
 - b. All questions will be compulsory with internal choices within the questions.
 - c. Questions may be sub divided into sub questions a, b, c etc and marks allocated accordingly.

STANDARD OF PASSING:

The student to pass a course shall have to obtained a minimum of 40% marks in aggregate for each subjects. The student shall have to obtain minimum 40 out of 100 in the semester end examination to pass the subject.

EXAM DATES

The dates of the examination will be displayed on the notice board. Students should also check the College/ Universities website for their respective examination

INTERNAL ASSESSMENT FOR ADDITIONAL EXAMINATION:

PERFORMANCE GRADING :

The Performance Grading of the student shall be on the Seven point grading system as under

Letter grade and their equivalent grade point			
PERCENTAGE OF MARKS	GRADE POINTS	GRADE	PERFORMANCE
80 & above	10	O	Outstanding
70 to 79.99	9	A+	Excellent
60 to 69.99	8	A	Very Good
55 to 59.99	7	B+	Good
50 to 54.99	6	B	Above Average
45 to 49.99	5	C	Average
40 to 44.99	4	D	Pass
Less than 40	0	F	Fail
SGPI- Semester Grade Performance Index			

The performance grading shall be based on the aggregate performance of Internal Assessment and semester End Examination.

Carry Forward of Marks in case if the student fails in one or more courses :

1. A student who passes in the Internal Examination but fails in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
2. A student who passes in the Semester End Examination but fails in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However, his/her marks of the Semester end examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

ALLOWED TO KEEP TERMS (ATKT)

ATKT for all the Faculties is read as under :-

R.8438 ALLOWED TO KEEP TERMS (ATKT): (Applicable to the courses under Faculty of Arts & Faculty of Commerce):

- a. A learner shall be allowed to keep term for Semester II irrespective of number of courses of failure in the Semester I.
- b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

OR

A learner fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & Semester II.

- a. A learner shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III.
- b. A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV
- c. A learner shall be allowed to keep term for Semester VI irrespective of number of courses of failure in the Semester V.
- d. The learner can appear for the semester VI examination (subject to d & e) above) but the result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV, Semester V.

The Academic Council at its meeting held on 7th June, 2013 and the subsequent meeting of the Management Council held on 1st June, 2013 amended the Regulations 8438 and 8439 relating to ATKT rules and Additional Examinations for UG Programmes in faculties of Arts, Science and Commerce.

The Regulations 8438 and 8439 relating to ATKT rules and Additional Examinations for UG Programmes in faculties of Arts, Science and Commerce be amended as follows and same be brought in to force from Academic Year 2013-14 with immediate effect.

Amended R.8438

Eligibility for Admission to all the Under Graduate Programs (aided and non-aided) in the Faculties of Arts, Science and Commerce under Credit Based Semester and Grading System

i) Eligibility criteria for a learner, to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in Faculties of Arts and Commerce is amended as follows,

a) Shall have passed Semester I, II, III and IV in full

OR

b) Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two Courses in each of Semester III and Semester IV

OR

c) Shall have Secured ATKT in First Year by failing in not more than Two Courses in each of Semester I and Semester II and have passed Semester III and Semester IV in full

ADDITIONAL SEMESTER END EXAMINATION

Eligibility to appear for additional semester end examination :

A student who does not appear i.e. remains absent in some or all courses on medical grounds or for representing the college/university in sports, cultural activities, activities of NSS, NCC or sports training camps conducted by recognized bodies / competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institution

The student shall appear for the course of the Semester End Examination for which she/he was absent. Students who are punished under 0.5050 are not eligible to appear for this additional examination.

MODE OF SEMESTER END ADDITIONAL EXAMINATION:

- a. There will be one additional examination for Semester I,II,III and IV for those who have remained absent.
- b. The absent student will be allowed to appear for the examination by the Head of the Institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.
- c. This examination will be held 20 days after the declaration of the results but not later than 40 days.

DUPLICATE MARK SHEET :

As per letter no. 2008(4/08) Dated – 5th july,2008 from the govt. of Maharashtra student applying for duplicate mark list will have to produce an affidavit on stamp paper of Rs.50/- and F.I.R registered with a police station along with necessary fees for duplicate mark sheet.

DUPLICATE HALLTICKET :

Students applying for duplicate Hall tickets will have to pay fine of Rs. 50/-

FEES DETAILS - ACADEMIC YEAR 2021-2022

Class	Full Fee	1st Installment	OBC	SBC	NT	VJNT	SC	ST
FYBMS	18300	10000	18300	18300	18300	18300	3400	3400
FYB&I	19300	10000	18300	18300	18300	18300	3400	3400
FYA&F	18300	10000	10400	3400	3400	3400	3400	3400
FYB.COM	8000	4000	5100	3000	3000	3000	3000	3000

Class	Full Fee	1st Installment	OBC	SBC	NT	VJNT	SC	ST
SYBMS	17200	9000	17200	17200	17200	17200	2600	2600
SYB&I	17200	9000	17200	17200	17200	17200	2600	2600
SYA&F	17200	9000	9600	2600	2600	2600	2600	2600
SYB.COM	7300	4000	4700	2600	2600	2600	2600	2600

Class	Full Fee	1st Installment	OBC	SBC	NT	VJNT	SC	ST
TYBMS	16200	8000	16200	16200	16200	16200	1600	1600
TYB&I	16200	8000	16200	16200	16200	16200	1600	1600
TYA&F	16200	8000	8600	1600	1600	1600	1600	1600
TYB.COM	6300	3500	3700	1600	1600	1600	1600	1600

Fees are subject to change as per Govt./University orders. Difference in fees, if any, will be required to be paid later.

Students are expected to pay the fees in full. If students wish to pay in installment, please contact the principal.

Second and Third Year students have to pay the first installment on or before 30 June, thereafter fine of Rs. 20 per day will be charged.

All students have to pay second installment (full and final amount) by 30th November, thereafter fine of Rs. 20 per day will be charged.

Note : For Admission to Degree College, the students should attach the following documents with the form:

- Original HSC Marksheet along with 2 attested Photo copies.
- Original Leaving Certificate along with 2 attested Photo copies.
- Two Photo copy of SSC Marksheet
- Two passport size photographs.
- Students under SC/ST/OBC/NT/VJNT/SBC Category should submit Necessary documents as prescribed by Govt. of Maharashtra at the time of their admission

***Note –**

Installment	Last Date	Late fees Per Day
1 st	30 th June	Rs. 20/-
2 nd	30 th November	Rs. 20/-

The students have to pay Rs. 2200/-* extra for the dress code at the time of admission FIRST YEAR STUDENT will have to pay the first installment at the time of their admission The following documents should be submitted for (Scholarship and Freeship)

caste benefit :

1	Marksheet (X th and XII th) (FY and SY marksheets, if any)	2	Adharcard copy (should be Domicile Certificate.linkd to bank a/c)
3	Caste validity(In case of ST).	4	Income Certificate (Latest)
5	Leaving Certificate	6	Non Creamy Layer (Not for SC / ST)
7	Ration Card	8	Caste Certificate
9	Bank Passbook (Self)	10	Domicile Certificate

Students are required to fill online application form themselves on website <https://mahadbtmahait.gov.in/> before the last date given by the Govt of Maharashtra to avail of the facility of Freeship or Scholarship (Caste Benefit).If the Students fail to fill up the online application form, then they will have to pay the full fees of that course. Such Students should note that the college is not responsible for filling up the online form. They should submit a printed copy of the submitted forms along with documents mentioned above.

REFUND OF FEES (New Ordinances)

Refund of Tuition, Development and all other fees after cancellation of admissions:

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

Table – 1 : Fee Deduction on Cancellation of Admission**Period and Percentage of Deduction charges:**

(i)	(ii)	(iii)	(iv)	(v)	(vi)
Prior to commencement of academic term and instruction of the course	Up to 20 day after the commencement of the academic term of the course	From 21 st day up to days after commencement of the academic term of the course	From 51 st day up to 80 days after commencement of the academic term of the course or August 31 st whichever is earlier	From September 1 st to September 30 th	After September 30 th
Rs.500/- lump sum	20% of total amount of fees	30% of total amount of fees	50% of total amount of fees	60% of total amount of fees	100% of total amt. of fees

ST. PAUL JUNIOR COLLEGE OF ARTS, SCIENCE & COMMERCE

(WITH I.T. & MATHS):

ADMISSION GUIDELINES:

Admission is according to merit and other norms as laid down by the Maharashtra Board, the Government or the Management from time to time.

The principal reserves the right to modify the guidelines regarding admissions, as and when such modifications are made by the Government / University or the Management.

1. JUNIOR COLLEGE :

1. A student who has passed the S.S.C. (Std. X) Examination conducted by the Maharashtra State Board of Secondary is eligible for admission to the F.Y.J.C. (Std XI) Class.
2. The College will admit a student, who has passed an examination other than, that conducted by the Maharashtra State Board of Secondary Education, provisionally. Such students may contact the College Office, immediately after securing admission, for guidance in securing Eligibility / Migration confirmation from the HSC Board. Students seeking provisional admission will have to submit all the original documents (S.S.C. Mark sheet, Passing Certificate & Migration, Leaving / transfer Certification, Deed of Undertaking on Stamp paper of Rs. 100/-) & Verification of documents along with Photo copies of duly certified by the education officer of concern authorized School, Board, before 15th of September, there after late fee fine will be charged as per the guideline of H.S.C. Board.

Students coming from foreign countries will have to submit certificates as per appendix 'A', duly signed by the embassy, along with all other documents mentioned above.
3. Students who are seeking admission to XI Arts / Science / Commerce are required to note that Admission is as per the merit, which is based on the aggregate / percentage marks scored at the qualifying examination and that seats are reserved for different categories of students, as per Government norms:-

As the institute belongs to Linguistic Minority Community 50 % seats are reserved for the Hindi speaking Community.
4. Students belonging to reserve category and are seeking admission must produce scholarship form along with caste certificate issued by the competent authority of the Government of Maharashtra, failing which, their claim for admission will not be entertained under the Specified Category. In case of the students migrating from other States / Boards claiming admission only if they submit caste – validating certificate from the competent authority of Maharashtra State.
5. Merit list will be put up on the date and times as notified on the College Notice Board. The Application Form along with copies of the following documents are to be enclosed:
 - a. True copy of the SSC / Equivalent Mark sheet along with original.
 - b. True copies of School Leaving Certificate along with original.
 - c. True copy of the caste certificate issued by the competent authority.
 - d. True copy of the Sports, Games and cultural proficiency certificate countersigned by the DSO.

- e. True copy of the certificate indicating Freedom fighters, employees on transfer, Ex. Serviceman, natural calamities affected, handicapped, etc.
- f. One stamp size photograph, affixed on the Application Form.
6. Students who have been merit-listed for admission must complete the admission formalities by paying the fees and submitting the required documents as per the time and schedule notified, failing which their claim for admission will stand forfeited.
7. The College office will not entertain any application / request for seats reserved for the Management.

SUBJECTS

Sr. No.	F.Y.J.C. XI th Arts & XII th Arts – 07	F.Y.J.C. (XI) & S.Y.J.C. (XII) COMMERCE– 07	F.Y.J.C. (XI) & S.Y.J.C. (XII) SCIENCE/ BIFOCAL – 07
1	English compulsory	English	English
2	Environment Education	Hindi / IT	Hindi / IT
3	Hindi	Environment Education	Environment Education
4	Political science	Organization of Commerce	Physics
5	Economics	Book Keeping and Accountancy	Chemistry
6	History	Economics	Maths / Geography/ CS- I
7	Geography	Secretarial Practice/Maths	Biology / Geography/ CS-II

RULES REGARDING EXAMINATION:

In Std. XI, there will be two semester examinations and 2 unit tests. Submission of project and attendance in tutorial is compulsory. Medical certificates will not be accepted in both unit tests. There will be re-exam of students who remain absent on medical ground or reason beyond his control (i.e., natural calamities) at the end of each semester. Student who fails in final exam's can appear in the month of October / March of subsequent year, either in full or in the subject he / she has failed.

Gracing: Benefit of gracing is of 30 marks and is to be given maximum in 3 subjects, but not more than 10 in one subject.

Gracing under sports will be given to students who participate at district or state level.

Fee Structure:

Stream	COMMERCE		SCIENCE			ARTS
	With Hindi	With I.T	With Hindi	With I.T	Bifocal (Computer science)	
XIth	4500	6500	6000	8000	12000	4000
XIIth	4500	6500	6000	8000	12000	4000

RULES OF REFUND OF FEES & DEPOSITS :

- a. If a student informs the institution before commencement of the academic year, that he / she wants to withdraw his / her admission & that he/she cannot continue his / her education in the college for certain reasons, the institutions shall refund the tuition fees, Laboratory fees, if any, and library & Laboratory deposits, if any, in full. The admission fee shall, however, be retained by the institution.
- b. If a student desires to withdraw his/her admission after the commencement of the academic year, the institution concerned shall retain the admission fee, term fee and Laboratory fee (if any) in full and also the proportionate amount of the tuition fee, if any, shall be refunded along with the library and laboratory deposits.

Those students who are not from Maharashtra Board, have to pay a sum of Rs.1000/- as charges for Verification & Eligibility of their mark sheets, Migration and Other documentation, Courier charges and processing fees.

CAMPUS INFRASTRUCTURE, FACILITIES & ACTIVITIES :

The St. Paul Degree and Jr. College & School operates from a brand new building with state of the art infrastructure and facilities. The class rooms are large and airy with modern and comfortable benches and furniture's. The college is also equipped with an Auditorium with a seating capacity of about 200.

I. LIBRARY :

The College has a well stocked Library with the latest Course books, Reference books, Magazines, Journals, Newspapers etc. Adequate seating arrangements have been provided for the students to study within the Library premises. Library is open from 9.30 a.m. to 5.30 p.m. on all working days.

1. Rules regarding issuing and returning of books:

- The books issued for home reading should be returned within seven days.
- Books issued on the identity card should be returned before leaving the Library Hall
- During the period of examination, text book will have to be returned next morning before 9.30 a.m. Otherwise the students will have to pay fine of Rs.10/- per day.
- The students will have to compensate for loss of book by them; same copy of book should be replaced to the Library. If exactly same copy is not available in the market double the amount of cost of book should be paid to the Library.
- If a reading material is not returned to the Library, the student may not get the copy of his/her mark sheet from the college.

2. Library Fine :

- A fine of Re.1/- per day will be charged if a book is not returned within a given time.
- Students are advised to check the date of returning the book before leaving the counter. No complaint will be entertained later.

3. Library Rules :

- Every student must submit his/her valid Identity card/Library card at the entrance of the Library and reading Room.
- Pencil or ink marking and writing on the Library books, cutting pages of picture of books or any other way of mutilating the books will be breach of Discipline. The last reader will be held responsible and will be liable to a Fine.
- The “Reference Books” Question Paper sets, Dictionaries, etc. will be issued for reference in the Reading Room only and on no account they should be taken out of the Reading Room.
- Students must refrain from disturbing their neighbor students in the Library and Reading Room. Smoking is strictly prohibited in the Library.
- Students should immediately inform the Librarian of any loss, damage to book borrowed by him/her on the Library card.
- Any matter not covered by this rules will rest at the absolute discretion of the principal and college Librarian.
- Students should take responsibility of their own valuables. Library staff is not responsible for any misplacement of students valuables.
- Students should maintain complete silence in the Reading Room.
- Students should contact Librarian to solve their problems. They should not argue with the staff on duty.
- Violation of these rules will be subjected to fine.
- Use of mobile phone is strictly prohibited in the Library, failing which fine of **Rs.100/-** will be charged.

II. LABORATORIES:

The College Has One Computer Lab with Latest computers and good Furnitures. Internet facilities are also available and all the computers are networked together.

The College has a well equipped Physics Lab, Chemistry and Biology labs with all necessary apparatus, equipment and chemicals. College also has a small Botanical Garden with various plants and herbs.

III. GYMKHANA AND GYMNASIUM

St. Paul College places great importance to the development of students through various Sports activities. The College Gymkhana has facilities for Indoor sports like Table Tennis, Carrom, Chess, Skating, Badminton etc. and outdoor sports like Football, Cricket, Hockey, Kabbadi, Athletics, Handball etc. The College has a well equipped Gymnasium with all necessary equipments and infrastructure. The college believes in the all round development of students and encourages students to take part in various Games and Sports. Special Importance is given to Football, Hockey, Handball, Athletics, Table Tennis etc.

The St. Paul College Football team, in only its second year, was placed 5th in the inter collegiate football tournament beating top Colleges of Mumbai university but lost to the eventual winners in the quarter final stage.

The St. Paul Girls and Boys teams participated in the under 14, under 17 and Under 19 categories in Football and other Sports activities. The Under 14, Under 17, Under 19 Boys and Girls are the district champions in Football and played in Division Matches.

One of our students Farukh Choudhary who had played for Pune FC U-19 team is now selected to play for F.C Kochi in the ISL League. Two of our girls represented District teams in Inter-district football tournaments. He has represented India in Football.

IV. CULTURAL ACTIVITIES: II

The College also conducts every Saturday either a guest lecture from eminent personalities from various streams to give a practical insight into the working of the Corporate world where most of the students will land up. Alternatively, we hold various inter class competitions on Saturdays like Debates, Ad Mad Shows, Group discussions, Paper presentations, Case study presentations etc to equip the students with better communication skills and better knowledge of the latest happening in the Modern world.

The College takes its students for various field visits and study tours. The Degree college students are taken for Industrial Visits to various cities like Bangalore, Hyderabad, Jaipur, Goa, Kerala etc., to enhance their knowledge and for interactions with the local cultures. Local visits to nearby places are also arranged

MAGIQUE-INTERCOLLEGIATE FEST

The College is proud of its Inter Collegiate Socio-Cultural event "**Magique**". The students of St. Paul Degree and Junior College organize this **Intercollegiate Event** in the month of January. It is a grand event lasting six days with three days for sports, one day for inauguration, where parents of all the students are invited and the last two days are for the socio, cultural and management events like Dalal Street, Management Pictionary, Ad- Mad Show, Best out of Waste, Singing, Dancing, Fashion Show and many more. The participation this year was around 3500 students between the age group of 18-21.

Various colleges participate in these events and our students learn the art of putting into practice what they learn in their classrooms. They learn the practical aspects of Organizing, Hosting, Conducting, Marketing, and managing the Finances for this event.

MOCK BUDGET

This is a great opportunity for the next generation of managers and present Management students to get cracking and present their brilliant ideas as a "Mock Budget". The uncertain global economic environment makes it even more important to present a clear and credible fiscal target oriented Budget.

For students community this contest is an excellent way to come up incredible proposals and ideas or actions that can be taken by the government to achieve the targets. This is a great opportunity that awaits for all the future next generation leaders and managers. Students put across their innovative Budget ideas into action and won great prizes besides garnering the attention of the judges.

Event has provided a dynamic and democratic platform for the youth to wear their thinking hats and present their views with fresh perspectives on the Union Budget. This event was covered in various local news channels and this was the fifth time it was conducted.

Every year the no. of participants keep increasing. The winners were awarded with attractive cash prizes and trophy's. The event witnessed a great participation from industry experts, academicians, Media Experts and students from leading management institutes.

NATIONAL CONFERENCE

The National Conference was organized by St. Paul College on 12th December, 2015 on CRM & e-CRM A tool for sustainable Growth with various sub themes of Finance, HRM, IT, Marketing & Logistics. The purpose of this seminar is to discuss on a macro level cross- functional view of CRM and provide a structure for managing business to business relationship to co create value and increase shareholder value.

Total participation was 29 including presenters, research scholars & students. The event was organized in Dr. APJ Abdul Kalam Auditorium in our college premises. The dignitaries invited were Dr. L.M Dani, Dr. Lalitambal Natarajan, Dr. Balwant Singh, Dr. Shraddha Bhome Dr. S.S.Naikwadi & Key Note Speaker Dr. Nishikanth Jha. The Innauguration of Research journal "Entire Research" was done by Dr. Dani sir & other honorable Dignitaries. The papers submitted by participants were published in this journal with ISSN no. The response received by participants for conference was appreciable.

NATIONAL SOCIAL SERVICE(NSS)

The National Service Scheme (NSS) is an government-sponsored public service program conducted by the Department of Youth Affairs and Sports of the Government of India.

Our NSS unit is only 5 years old, but in the second year itself St. Paul College was given charge of kishore gaon, a small village 8 km before Murbad. Our NSS team constructed 5 bunds with in a week. It ensured that the water did not flow off and the accumulated water was pumped up for irrigation purpose. As a result, the entire land in the village was irrigated giving the farmers an incremental total income of about Rs. 2 crores in the month of January 2016. Due to availability of water, an additional crop will also be harvested in May –June 2016. Our NSS Unit has been awarded with "Best NSS Unit" – Regional Award in the year 2015-16.

Extension Learning Programme

Department of Life Long Learning and Extension Programme is a wing of University of Mumbai and every year they organize an Annual Extension Work Festival titled "**UDAAN: the flight of Extension**". In this festival, colleges from all across Mumbai take part. It is organized in a different college every year. This festival has two categories to compete i.e. Street Play and Poster Competition. **St. Paul Degree College won 2nd Prize for Street Play and We also won consolation prize in Poster Exhibition this year in Udaan Festival by Department of life long learning and extension programme (DLLE)** which was organized at Chandrabhan Sharma College, Powai. **This year (AY 2018-19) our college students performed on environmental, social and psychological problems prevailing in our society and how the youth can correct those issues. In this street play, out of 14 students a total of 12 students performed and in poster competition 2 students participated. This achievement highlights the talent and dedication of our students which makes us all here at St. Paul extremely proud.**

Extension Education and Field Outreach activities always work to encourage people to improve their conditions in all dimensions of their lives. The methods of Extension education and Field

Outreach activities arise from proven principles, and the most effective Extension Educators and Field Outreach activists know and use a variety of teaching methods.

Extension work is most successful when it involves learners in its programs so thoroughly that they set their own goals, apply new ideas and receive feedback from others about their progress. Extension does not dictate how people will solve problems or make decisions for them. Rather, it fosters the democratic ideal of self-governance by encouraging each person or group to choose the best among a variety of options.

V. CANTEEN:

The Canteen is within the Campus and provides a variety of food items under hygienic conditions. The college canteen provides fresh and healthy food to the employees and students of the college. Proper hygiene and cleanliness is maintained in the canteen.

The service of the canteen is available during the working hours of the college. Variety of food is provided by the canteen at reasonable rates.

VI. ATTENDANCE:

It is mandatory for students to keep a minimum attendance of 75% of the lectures, practicals, tutorials etc. Those students who fail to maintain the minimum requirement of attendance may not be allowed to fill up examination forms to sit for exams.

Applications of leave of absence on account of bonafide illness or other reasons, as deemed genuine by the principal, should be submitted to the College office within 2 days from the commencement of leave failing which the student will be treated as defaulter. The decision of the Principal will be final and binding.

VII. RAILWAY CONCESSION:

Students applying for railway concession for the second time should produce the fee receipt, I-Card and previous pass. Students who fail to produce previous pass will not be issued further concession as per the rules of Railway Authorities. Validity of Railway concession form is for 3 days only. No change will be made, as per Railway Authorities.

VIII. LOSS OF IDENTITY CARD:

Loss of I-Card should be immediately reported to the Principal, in writing, with a detailed explanation of the circumstances in which the I-card was lost. NO duplicate Identity Card will ordinarily be issued. The Principal may issue a duplicate I-Card after considering the propriety of the situation. Serious disciplinary action will be taken against students for misusing the Identity Card. The Students will be charged Rs. 50/- for duplicate Identity card.

DISCIPLINE & CODE OF CONDUCT:

1. All students are expected to observe rules and regulation currently in force to enable the college to function smoothly
2. Smoking and spitting is strictly prohibited. Help to keep the college premises clean and neat.

3. No Society or association shall be formed, no meeting be held and no person be invited to address the students in the college without the prior written permission from the Principal.
4. Students are prohibited from doing anything inside or outside the college that will interfere with its orderly administration or affect its public image. No outside influence, political or any other, should be brought in to the college directly or indirectly.
5. Students resorting to unfair means at the exams will be dealt in accordance with the provision of the Govt. of Maharashtra Act No. XXXI of 1982 and the Maharashtra Universities Act 1994.
6. Students are strictly warned not to use cell phones in the college premises. Strict action will be taken against the user as per the guidelines issued by the Mumbai University from time to time.
7. Students should always wear their identity card on their person whenever in the college or when representing the college at any event or any place.
8. Students should not loiter in and around the college premises while lectures are being conducted.
9. Students are directed not to bring any outside persons to the college premises.
10. Students should take proper care of all college property. Any damage done to the property of the college by disfiguring walls, rooms, windows and fittings, breaking or damaging furniture's, equipments etc. will be treated as a serious breach of discipline and will be punishable. Damage done to the property will have to be made good by the concerned students.
11. Any grievances regarding academic, administrative etc. should be first brought to the notice of the Course co-ordinators, head co-ordinator or the vice-principal before meeting the Principal
12. The powers relating to the disciplinary action in the college will vest with the Principal and his decision in this respect shall be final. Any one violating the discipline of the college will be dealt with as per the provisions applicable from time to time.
13. Matters not covered by the existing rules or not mentioned above, will rest at the absolute discretion of the principal

RAGGING PROHIBITED :

Govt. of Maharashtra has notified Ragging as a cognizable offence. Anyone reported to be involved in any form of ragging will be severely dealt with. Such students will also be expelled from the college and an F.I.R will be lodged with the Police against them. Moreover, it will be mentioned in the college leaving certificate of such students, that they are expelled because of their indulgence in ragging. The students are therefore required to restrain from indulging in any form of ragging.

SEXUAL HARASSMENT

It Includes sexually determined behavior (whether directly or by implication) as:

- Physical contacts and advances
- A demand or request for sexual favours
- Sexually coloured remarks
- Any other unwelcomed physical, verbal or non- verbal conduct of sexual nature

Any Individual identifying in any act of sexual harassment will be strictly dealt with under the relevant provision of the law

All Such cases should be brought to the notice of Prof. Amelia Antony and Prof. Madhur Kanade

UNFAIR MEANS

1. Students resorting to unfair means at the exam will be dealt in accordance with the provision of the Government of Maharashtra Act No. XXXI of 1982 and the Maharashtra Universities 1994.
2. Unfair means one or more of the following acts or omission on the part of students during the examination period
 - Possessing unfair means material and copy there from.
 - Transcribing any unauthorized material and/or any other use thereof.
 - Intimidating or using obscene language or threatening or use of violence against invigilator or leaving the examination hall without permission.
 - Mutual/Mass copying
 - Unauthorized communicating with other examinees or any one else inside or outside the hall.
 - Impersonation at the university/ college examination
3. Students are strictly warned not to use cell phones in the college premises. Strict action will be taken against the user as per the guidelines issued by the Mumbai University from time to time.

DEGREE COLLEGE AND JR. COLLEGE FACULTY

Sr No	Name	Designation	Qualification
1.	Dr. Antony Lawrence	Principal	PhD (Economics) M.A.(Eco) MBA (Mktg.)
2.	Prof. Sharayu Shrotri-Gupte	Vice-Principal	MMS(HR), M.A.(Edu.)
3.	Prof. Avadhoot Kanade	Head Co-ordinator	M.Com, MBA(Finance), SET, NET
4.	Prof. Harjeet Kaur	Co-ord. (A & F)	M.Com(Accounts), MBA (Finance)
5.	Prof. Amelia Antony	Co-ord.(B & I)	MMS (HR), MA (Psychology)
6.	Prof. Muskan Jeswani	Co-ord.(BMS)	M.Com (MGMT), PGDBM(HR)
7.	Prof. Srishti Masand	Co-ord.(B.Com)	M.Com(Accounts), MMS (Finance)
8.	Prof. Madhur Kanade	Asst. Professor	M.Com(Accounts),PGDCA, SET
9.	Prof. Dinesh Motwani	Asst. Professor	M.Com, MBA
10	Prof. Heena Aswani	Asst. Professor	M.Com, SET
11.	Prof. Payal Hinduja	Asst. Professor	M.Com (Accounts), NET
12.	Prof.Kamlesh Gurbani	Asst. Professor	M.Com, MBA (FINANCE)
13.	Prof. Pravin Nikam	Asst. Professor	M.Com
14.	Prof. Bhavna Bhatia	Asst. Professor	M.Com, LLB
15.	Prof. Ajay Shelar	Asst. Professor	M.Com (E-Commerce), NET
16.	Prof. Babita Dubey	Asst. Teacher	M.Sc.(Informatics),B.Ed
17.	Prof. Aradhna Goyal	Asst. Teacher	BA, Bed, O LEVEL,A LEVEL, OCA, OCP, MCA
18.	Prof. Prem Gishnu Rafa	Asst. Teacher	M.Com