



Kasturi Charitable Trust's

Guardian Degree College of Arts, Commerce & Science

(Affiliated to the University of Mumbai)

College Code: 1178



PROSPECTUS

2026-27

Address: Guardian College of Arts, Commerce & Science, Bhopar Cross Road, Dombivli (E) Dist. Thane – 421 204

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CHAIRPERSON'S MESSAGE

The need of quality education has never been so promising than it is today. Understanding this need of the time, the Kasturi Charitable Trust has come a long way in promoting quality education through its various endeavours.

“A great journey begins with a small step”.

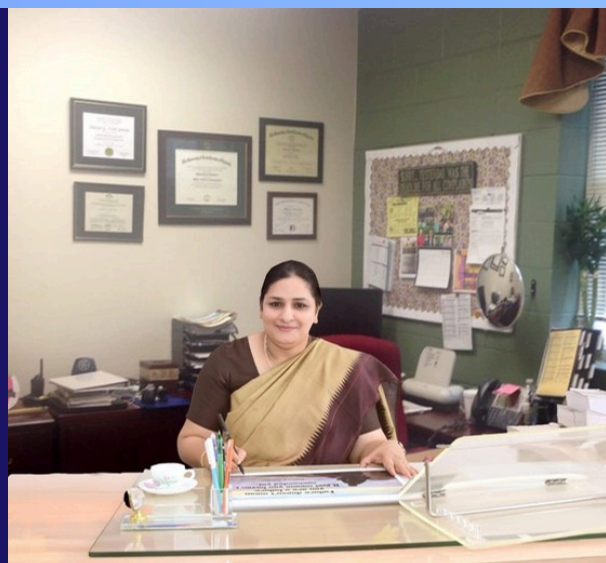
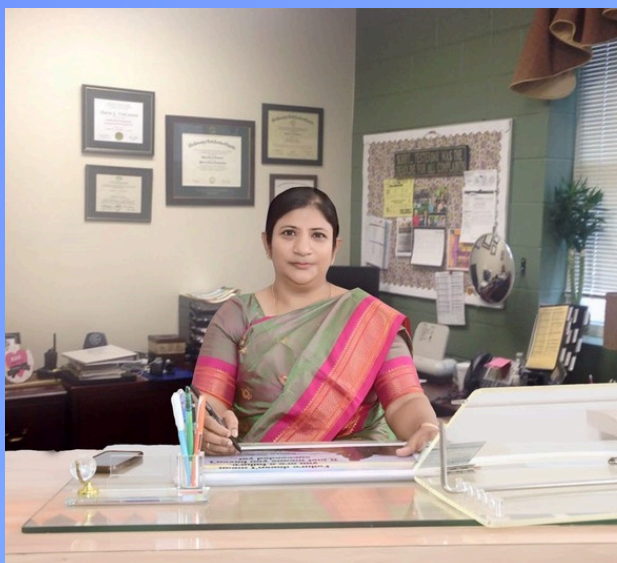
That humble beginning today has become an integral part of Dombivli. It can be proudly stated that Guardian Group of Institutions was founded by Mrs. Sosamma Kochukunju & Mr Kochukunju. The rest is History.

Kasturi Charitable Educational Trust runs educational institutions ranging from Kindergarten to Under Graduate courses comprising of five Schools, one Jr College and one Degree College. Over the years, it has earned the reputation of being one of the leading institutions with multiple campuses and state of art the facilities, located across prime locations.

The prime moto of our Institutions is to enable students to develop as intellectually alive, morally upright, socially responsible citizens with a positive attitude, ever ready for continuous personal and professional growth. We, at Guardian, are striving to impart quality education that not only sharpens the intellectual ability of the student but also inculcates ethical and aesthetic values, thus moulding a multifaceted personality that is ready to shoulder responsibilities towards not just themselves but also the Society and the Nation at large.

Mrs. Sosamma Kochukunju
Chairperson

DIRECTOR'S MESSAGE



“An investment in knowledge pays the best Interest.”

-- Benjamin Franklin

Higher Education is the touchstone by which the progress of a nation is measured in today's time. Guardian Institution provides you with first class infrastructure, high tech Computer Lab, centralized e-Library & frequent industry interaction helping every students' perception in motivating them to achieve their goals.

Creating a set of moral values, ethics, tolerance, and social commitment is an integral part of our education. Our team of dedicated teachers ignite students' imagination and inspire them to love learning. We at Guardian focus on all round development of students, with the right blend of intellectual, physical, and ethical avenues making them good valuable citizens for our society and nature.

So welcome dear students to Guardian Degree College of Commerce, Arts & Science to unfold your talents and innovating power and entrepreneurship.

“The way to build a nation is to build a good citizen. The majority of the citizens should be efficient of good character and possess a reasonable high sense of duty.”

-- Sir M Visvesvaraya

Mrs. Shalia Thomas
Director

Mrs. Annie Varghese
Director

FROM THE PRINCIPAL'S DESK

“The whole purpose of education is to turn mirrors into windows”.

Education is the fountainhead of growth, progress and development in any part of the world. Its contribution has been responsible for upliftment of the society, in shaping the moral fibre of the student community and contributing to the nation's well-being by producing the bright minds of tomorrow.

We at the Guardian college have structured an effective and holistic education system in a way that prepares the students to be an effective and efficient workforce and make the best use of the opportunities that the industry sends their way.



Our key focus is to encourage our students to fare well academically, develop capacity to think analytically, as well as creatively, instil the qualities of self-discipline, commitment and integrity, which will ensure that they will be able to build a successful professional lives for themselves.

The College has state-of-the-art laboratories, well-stocked library, well-equipped sports complex and highly qualified, experienced and dedicated faculty to guide and support the student's community. The curriculum designed by the Mumbai University is being followed. To make our students withstand & overcome today's challenges. We also provide value-added courses to the students. We have maintained an ambience that is ideally suited to the holistic development of the students.

Our entire team at the Guardian College of Arts, Science & Commerce leaves no stone unturned to assist the student in discovering their potentials and to build up confidence that will enable them to face the world after leaving the portals of the college. We assure you that, at Guardian College, your ward will get the best of the infrastructural facilities, caring attention and the right academic ambience, which you have dreamt of as a parent.

I am confident that this Institution supported by an enlightened Management, committed faculty and with state-of-the art infrastructure will make it possible in imparting quality education, producing responsible and competent students, not only to meet the challenges of the globalised competitive world, but also in contributing to the growth of our country.

Dear Students,

Come; explore the vibrant environment of Guardian College to reach your goals! Live the dream!

Dr. (Mrs.) Sobhana Nandakumar Nair
Principal and CEO

ABOUT US

Guardian Educational Institutes with a tranquilizing spirit are a centre of joy, with beautiful forms of Nature, for calmer pleasures, collaterally attached to each and every aspect of the students' learning activity.

They facilitate a classroom atmosphere that is a perfect place to begin asking questions about who you are, who you want to become, and where you belong in the world. Earnestly pursuing the holistic approach, Guardian Institutions prepare the students for the upcoming challenges of life, imbibing in them the cultural values, enabling them to know their roots and instilling in them unquenched thirst for extensive and empirical knowledge.

Guardian Schools aim at assisting you in succeeding beyond your wildest dreams, enabling you open your mind to new ideas and inspiring you to take on new challenges with your own efforts to make sure the fear of failure doesn't overpower you and you move on with an indomitable spirit clasping within your eager palms the radiance of the sun.

MEMOIR OF THE INSTITUTION

Mrs. Sosamma Kochukunju the chairperson, the founder and pioneer of the Guardian Education institutions, hails from humble roots of Kerala. Throughout her lifetime she faced many obstacles to which she stood like a rock not only to her family but everyone around her. This institution is a result of many such tough decisions taken by her. Her philanthropic attitude and mind-set kept her going at every stage. Her belief in this dream to change the face of education system, one school at a time came in the form of an opportunity in the year 2013, when it seemed impossible to envision her own future she along with her husband and her pillar Mr. MT Kochukunju decided to make the future of many for generations together. With every stone that blocked their path, they made it a stepping stone and currently they have 5 education institutions to serve the community.

VISION

To impart quality education that will help students excel in all aspects of life, to face the challenges keeping high the moral values, thus making them global citizens in this highly competitive era.

MISSION

Guardian Institutions are committed to emphasize Psychological, Physical and overall development of the child by imbibing in them Tradition and Cultural values, making them responsible leaders of tomorrow.

OBJECTIVES

- To develop and conduct academic programs that enhance competencies in learners for inquiry, research, problem solving and communicating effectively.
- To collaborate with regional and global premier research institutions, organizations and businesses to strengthen the education and research culture
- To provide high quality, affordable and inclusive education to all sections of society including various differently privileged groups.
- To foster academic and research experiences, develop infrastructure and facilitate internships and recruitment opportunities.
- To facilitate capacity building of learners and the teaching fraternity by encouraging creativity, adaptability and collaboration.
- To inculcate skills amongst learners and support their career building towards successful employment / entrepreneurship.
- To educate and create awareness amongst the learners about their ethical responsibilities and empathy towards family, society and environment and make them conscious global citizens and leaders of the future.

LEARNING OUTCOMES

The College provides suitable infrastructure, learning resources, environment and qualified faculty for the programmes offered. Students are expected to put in appropriate learning inputs and take benefit of all this during their course period. Thus, on completing the course, every student graduating from this College should reap at least the following benefits of his / her personality development.

- Becoming a good human being and a mature, responsible and sensitized citizen.
- Acquiring a foundation that can grow into any desired field in life.
- Possessing sufficient subject-related knowledge and skills for useful application in a job /business / real-life situation in the contemporary world

MANAGING COMMITTEE

SR NO.	NAME OF MANAGEMENT COMMITTEE MEMBER	DESIGNATION
1.	Mrs. Sosamma Kochukunju	Chairperson
2.	Late. Mr. M T Kochukunju	Founder
3.	Mr. M K Thomas	Trustees
4.	Mr. M K Varghese	
5.	Ms. Susan Thomas	
6.	Mr. Joshua Varghese	
7.	Ms. Susanna Varghese	
8.	Ms. Hanoh Thomas	
9.	Mrs. Shalia Thomas	Director
10.	Mrs. Annie Varghese	Director

COLLEGE DEVELOPMENT COMMITTEE

SR NO.	NAME OF MEMBER	DESIGNATION
1.	Mr. M.K. Varghese	Chairperson
2.	Adv. Susanna Varghese	Secretary
3.	Dr. Sobhana Nair	Management Representative
4.	Mr. Joshua Varghese	Industry Representative
5.	Ms. Simran Dongre	IQAC Co-ordinator
6.	Dr. Binu Rojan	Convenor
7.	Mr. Prasad Deshmukh	Teacher Representative
8.	Ms. Sampada Patil	Teacher Representative
9.	Ms. Trupti Shah	Teacher Representative
10.	Ms. Riya Tiwari	Teacher Representative
11.	Mr. Kausthubh	Alumni
12.	Ms. Anushka Belose	Student Representative
13.	Ms. Aman Gaikwad	Student Representative
14.	Ms. Seema Prabhu	Non-teaching Representative
15.	Mr. Jignesh Kamble	Non-teaching Representative
16.	Ms. Ushavati Shetty	Community/NGO Representative
17.	Mr. Santosh Gawde (KBP College, Thane)	Academic Representative
18.	Dr. Susheela Vijaykumar	Academic Representative

INTERNAL QUALITY ASSURANCE CELL

SR NO	NAME OF MEMBER	ROLE	DESIGNATION
1.	Dr. Sobhana Nair	Chairperson	Principal
2.	Ms. Simran Dongre	IQAC Coordinator	Coordinator
3.	Mr. Prince Epili	IQAC Co-Coordinator	Co-Coordinator
4.	Mr. Prasad Deshmukh	Member	Teacher Representative
5.	Ms. Trupti Shah	Member	Teacher Representative
6.	Ms. Riya Tiwari	Member	Teacher Representative
7.	Ms. Anushka Belose	Member	Student Representative
8.	Ms. Aman Gaikwad	Member	Student Representative
9.	Mr. Jignesh Kamble	Member	Administrative Representative
10.	Mr. M.K.Varghese	Member	Industry Representative
11.	Mr. Joshua Varghese	Member	Industry Representative
12.	Mr. Kaustubh	Member	Alumni Representative
13.	Ms. Ravina Mali	Member	Community Representative
14.	Adv. Susanna Varghese	Member	Management Representative
15.	Mr. Vikas Desale	Member	Parent Representative

INTERNAL COMPLAINTS COMMITTEE

SR NO	NAME OF MEMBER	ROLE	DESIGNATION
1.	Dr. Sobhana Nair	Chairperson	Principal
2.	Mr. Prasad Deshmukh	In-Charge	Presiding Officer
3.	Ms. Simran Dongre	Coordinator	IQAC Coordinator
4.	Adv. Vaibhavi Vichare	Member	Teacher Representative
5.	Ms. Sampada Patil	Member	Teacher Representative
6.	Mr. Ritik Gupta	Member	Teacher Representative
7.	Ms. Binu Rojan	Member	Teacher Representative
8.	Ms. Anushka Belose	Member	Student Representative
9.	Ms. Aman Gaikwad	Member	Student Representative
10.	Mr. Jignesh Kamble	Member	Administrative Representative
11.	Mr. Pramod Patil	Member	NGO Representative
12.	Ms. Usha Borse	Member	NGO Representative

TEACHING STAFF

ARTS FACULTY

SR NO.	NAME OF TEACHER	DESIGNATION
1.	Asst.Prof. Riya Tiwari	Head of Department (Arts)
2.	Asst.Prof.Vaibhavi Vichare	Head of Department (B.A.M.M.MC)

SCIENCE FACULTY

SR NO.	NAME OF TEACHER	DESIGNATION
1.	Dr. Binu Rojan	Head of Deaprtment
2.	Asst.Prof. Pranav Gavali	Assistant Professor

I.T FACULTY

SR NO.	NAME OF TEACHER	DESIGNATION
1.	Asst.Prof. Sinthia Mukharjee	Head of Deaprtment
2.	Asst.Prof. Trupti Shah	Assistant Professor
3.	Asst.Prof. Simran Dongre	Assistant Professor

COMMERCE FACULTY

SR NO.	NAME OF TEACHER	DESIGNATION
1.	Asst.Prof. Sampada Patil	Head of Department (Traditional) and (Self-Finance)
2.	Asst.Prof. Prasad Deshmukh	Assistant Professor
3.	Asst.Prof. Prince Epili	Assistant Professor
4.	Asst.Prof. Neha Singh	Assistant Professor
5.	Asst.Prof. Arti Thakkar	Assistant Professor
6.	Asst.Prof. Ritik Gupta	Assistant Professor
7.	Asst.Prof. Amruta Deole	Assistant Professor
8.	Asst.Prof. Poonam Kannojiya	Assistant Professor
9.	Asst.Prof. Vighnesh Pillai	Assistant Professor
10.	Asst. Prof. Ambika Gonewar	Assistant Professor
11.	Asst. Prof. Neha Sahu	Assistant Professor
12.	Asst. Prof. Preeti Mishra	Assistant Professor

NON-TEACHING STAFF

LIBRARY

SR NO.	NAME OF STAFF	DESIGNATION
1.	Ms. Samrudhi Sale	Librarian

ADMINISTRATION

SR NO.	NAME OF STAFF	DESIGNATION
1.	Mr. Jignesh Kamble	Lab Assistant
2.	Mrs. Shalaka Surve	Administration
3.	Mrs. Seema Prabhu	Accountant

SUPPORTING STAFF

SR NO.	NAME OF STAFF	DESIGNATION
1.	Nanda Kochle	Supporting Staff
2.	Vijaya Nandiwadekar	Supporting Staff
3.	Santosh Wayaganakar	Supporting Staff

CURRICULUM STRUCTURE (UNAIDED)

ARTS FACULTY

Choice Based Credit Grading Semester System (CBCGS)

BACHELOR OF ARTS

F.Y.B.A

Total Number of Seats: 120

Eligibility:

For admission to F. Y. B. A. the student should have passed Standard XII Examination conducted by the Maharashtra State Board of Secondary and Higher Secondary education, Mumbai or an examination recognized as equivalent with subjects as may be specified by the University in Arts.

F.Y.B.A SEM-1 (NEP)	F.Y.B.A SEM-2 (NEP)
PSYCHOLOGY - INTRODUCTION TO PSYCHOLOGY/ SOCIOLOGY - INTRODUCTION TO SOCIOLOGY	PSYCHOLOGY - FUNDAMENTALS OF PSYCHOLOGY/ SOCIOLOGY - FUNDAMENTALS OF SOCIOLOGY
PSYCHOLOGY - BASICS OF LEARNING AND MEMORY/ SOCIOLOGY - SOCIETY AND SOCIAL INSTITUTION	PSYCHOLOGY - PSYCHOLOGY OF MOTIVATION AND EMOTION/ SOCIOLOGY - SELF AND SOCIALIZATION
LITERATURE - INTRODUCTION TO LITERATURE IN ENGLISH - I	LITERATURE - INTRODUCTION TO LITERATURE IN ENGLISH - II
LITERATURE - BACKGROUND TO POETRY IN ENGLISH	LITERATURE - BACKGROUND TO SHORT STORY & ESSAY IN ENGLISH
PSYCHOLOGY - PERSONAL AND SOCIAL LIFE SKILLS/ SOCIOLOGY - CLIMATE CHANGE AND SUSTAINABILITY	PSYCHOLOGY - THINKING AND LEARNING LIFE SKILLS/ SOCIOLOGY - WOMEN AND ENVIRONMENT
PSYCHOLOGY - METHODS FOR STUDYING PSYCHOLOGY/ SOCIOLOGY - SOCIOLOGY OF AGEING	PSYCHOLOGY - DESCRIBING AND GRAPHICAL PRESENTATION OF DATA/ SOCIOLOGY - GERIATRIC CARE
LITERATURE - SOCIAL MEDIA AND BLOG WRITING	LITERATURE - CREATIVE WRITING II
INDIAN KNOWLEDGE SYSTEM	LITERATURE - ENGLISH AT WORKPLACE
NSS I	NSS II
EXTENSION WORK I	EXTENSION WORK II

S.Y.B.A Sem-3 (NEP)	S.Y.B.A Sem-4 (NEP)
PSYCHOLOGY - DEVELOPMENTAL PSYCHOLOGY/ SOCIOLOGY - INDIAN SOCIETY STRUCTURE & CHANGE	PSYCHOLOGY - FUNDAMENTALS OF SOCIAL PSYCHOLOGY/ SOCIOLOGY - SOCIOLOGY OF DEVELOPMENT
PSYCHOLOGY - PSYCHOLOGY OF PERSONALITY/ SOCIOLOGY - EMERGING ISSUES AND CONCERNS IN INDIAN CONTEMPORARY	PSYCHOLOGY - HEALTH PSYCHOLOGY/ SOCIOLOGY - EMERGING FIELDS IN SOCIOLOGICAL STUDIES
MINOR	MINOR
LITERATURE - INTRODUCTION TO LITERATURE IN ENGLISH - DRAMA - I	LITERATURE - INTRODUCTION TO LITERATURES IN ENGLISH - NOVEL - I
LITERATURE - INTRODUCTION TO LITERATURE IN ENGLISH - DRAMA - II	LITERATURE - INTRODUCTION TO LITERATURES IN ENGLISH - NOVEL - II
PSYCHOLOGY - STATISTICS IN PSYCHOLOGY/ SOCIOLOGY	PSYCHOLOGY - INTRODUCTION TO PSYCHOLOGICAL TESTING/ SOCIOLOGY
LITERATURE - CRITICAL READING OF TEXTS -I	LITERATURE - ENGLISH FOR COMPETITIVE EXAMS
NSS III	NSS IV
EXTENSION WORK III	EXTENSION WORK IV
FIELD PROJECT IN PSYCHOLOGY/ FIELD PROJECT IN SOCIOLOGY/ FIELD PROJECT IN ENGLISH	COMMUNITY ENGAGEMENT PROJECT IN PSYCHOLOGY/ COMMUNITY ENGAGEMENT PROJECT IN SOCIOLOGY/ COMMUNITY ENGAGEMENT PROJECT IN ENGLISH

T.Y.B.A Sem-5 (NEP)	T.Y.B.A Sem-6 (NEP)
TO BE DECIDED	TO BE DECIDED

COMMERCE FACULTY
Choice Based Credit Grading Semester System (CBCGS)
BACHELOR OF COMMERCE

F.Y.B.Com

Total Number of Seats: 120

Eligibility:

For admission to F. Y. B. Com. the student should have passed Standard XII Examination conducted by the Maharashtra State Board of Secondary and Higher Secondary education, Mumbai or an examination recognized as equivalent with subjects as may be specified by the University in Commerce.

F.Y.B.Com Sem-1 (NEP)	F.Y.B.Com Sem-2 (NEP)
COMMERCE I - INTRODUCTION TO BUSINESS	COMMERCE II - INTRODUCTION TO SERVICE SECTOR
ACCOUNTING & FINANCIAL MANAGEMENT I (ACCOUNTANCY GROUP)	ACCOUNTING & FINANCIAL MANAGEMENT II (ACCOUNTANCY GROUP)
ECONOMICS FOR PROFESSIONAL CAREERS-I	ECONOMICS FOR PROFESSIONAL CAREERS-II
BUSINESS ETIQUETTE & CORPORATE GROOMING	INDUSTRY & SERVICE MANAGEMENT I
NEGOTIATION SKILLS	TOURISM MANAGEMENT
BUSINESS COMMUNICATION SKILLS I (ENGLISH)	BUSINESS LEADERSHIP SKILLS
CYBER SECURITY-I	लेखन कौशल्ये १ (कार्यालयीन लेखन व्यवहार व पत्रव्यवहार) (MARATHI)
INDIAN KNOWLEDGE SYSTEM	YOGA FOR HEALTH & WELLNESS II
NSS I	MODERN INDIAN LANGUAGE (MARATHI)
EXTENSION WORK I	NSS II
INTRODUCTION TO CONSTITUTION OF INDIA	EXTENSION WORK II

S.Y.B.Com Sem-3 (NEP)	S.Y.B.Com Sem-4 (NEP)
COMMERCE III - MANAGEMENT:- PRINCIPLES AND FUNCTIONS	COMMERCE IV- MANAGEMENT - PRODUCTION AND FINANCE
FAMILY BUSINESS MANAGEMENT	SIX SIGMA AND ISO
ACCOUNTANCY & FINANCIAL MANAGEMENT	ACCOUNTANCY & FINANCIAL MANAGEMENT IV (ACCOUNTANCY GROUP)
MICRO ECONOMICS FOR FACTOR PRICING	MACRO ECONOMICS:- ANALYSIS OF INTERACTION BETWEEN GOODS AND MONEY (BUSINESS ECONOMICS GROUP)
INDUSTRY & SERVICE MANAGEMENT II - STRATEGIC FINANCIAL MANAGEMENT	INDUSTRY & SERVICE MANAGEMENT III - PROJECT & CRM (FROM BMS GROUP)
GREEN MARKETING	MARKETING :- NEUROMARKETING (BMS GROUP)
ADVERTISING I	ADVERTISING II
लेखन कौशल्ये – २ (महाजालावरील लेखन) (MARATHI)	BUSINESS COMMUNICATION SKILLS II (ENGLISH)
NSS III	NSS IV
EXTENSION WORK III	EXTENSION WORK IV
Field Project	COMMUNITY ENGAGEMENT PROJECT

T.Y.B.Com Sem-5 (NEP)	T.Y.B.Com Sem-6 (NEP)
TO BE DECIDED	TO BE DECIDED

SCIENCE FACULTY
Choice Based Credit Grading Semester System (CBCGS)
BACHELOR OF SCIENCE

F.Y.B.Sc

Total Number of Seats: 120

Eligibility:

For admission to F. Y. B. Sc the student should have passed Standard XII Examination conducted by the Maharashtra State Board of Secondary and Higher Secondary education, Mumbai or an examination recognized as equivalent with subjects as may be specified by the University in Science.

F.Y.B.Sc Sem-1 (NEP)	F.Y.B.Sc Sem-2 (NEP)
PLANT SCIENCE & HUMAN WELFARE	CYTOGENETICS, ECOLOGY & ENVIRONMENT CONSERVATION
LIFE PROCESSES	ECOLOGY & BIODIVERSITY
BASICS IN PHYSICAL, INORGANIC & ORGANIC CHEMISTRY	BASICS IN PHYSICAL, INORGANIC & ORGANIC CHEMISTRY
PET REARING & CARE	PLANT PROPAGATION PRACTICES
TOOLS & TECHNIQUES IN PLANT SCIENCE	FISH VALUE ADDED PRODUCTS
CYBER SECURITY-I	HUMAN RESOURCE MANAGEMENT
INTRODUCTION TO COMMUNICATION SKILLS	MODERN INDIAN LANGUAGE (MARATHI)
INDIAN KNOWLEDGE SKILLS	MINOR
NSS-I	NSS-II
EXTENSION WORK-I	EXTENSION WORK-II

S.Y.B.Sc Sem-3 (NEP)	S.Y.B.Sc Sem-4 (NEP)
PLANT DIVERSITY-I	PLANT DIVERSITY-II
FUNCTIONAL BOTANY-I	FUNCTIONAL BOTANY-II
PRACTICAL APPROACHES IN PLANT SCIENCES-I	PRACTICAL APPROACHES IN PLANT SCIENCES-II
CYTOLOGY	Genetics & Heredity
LABORATORY EXERCISES ON CYTOLOGY	LABORATORY EXERCISES ON GENETICS & HEREDITY
GREEN MARKETING	NEUROMARKETING
FINANCIAL LITERACY	MANAGEMENT SKILLS
AGRICULTURE BIOTECHNOLOGY	PLANT PHYTOCHEMICAL TECHNOQUES
MARATHI-II	VEC
FIELD PROJECT	COMMUNITY ENGAGEMENT PROJECT
NSS-III	NSS-IV
EXTENSION WORK-III	EXTENSION WORK-IV

T.Y.B.Sc Sem-5 (NEP)	T.Y.B.Sc Sem-6 (NEP)
TO BE DECIDED	TO BE DECIDED

**BACHELOR OF ARTS IN MULTIMEDIA AND MASS
COMMUNICATION (B.A.M.M.C)**

F.Y.B.A.M.M.C Sem-1 (NEP)	F.Y.B.A.M.M.C Sem-2 (NEP)
EVOLUTION OF COMMUNICATION	OVERVIEW OF PRINT PRODUCTION
FUNDAMENTALS OF MASS COMMUNICATION	BASICS OF RADIO & TELEVISION
CONTEMPORARY AFFAIRS	INTRODUCTION TO NEW MEDIA
VISUAL COMMUNICATION	TRANSLATION SKILLS
INTRODUCTION TO COMPUTERS	INTRODUCTION TO COMPUTERS-II
IT GOOGLE WORKSPACE	HUMAN RESOURCE MANAGEMENT
MARKETING MIX-I	ENVIRONMENT EDUCATION-II
CYBER SECURITY-I	FOUNDATION OF PEOPLE'S SKILLS
COMMUNICATION SKILLS IN ENGLISH-I	MODERN INDIAN LANGUAGES (MARATHI)
INDIAN KNOWLEDGE SYSTEM	HISTORY OF MEDIA
NATIONAL SERVICE SCHEME (NSS)	NATIONAL SERVICE SCHEME (NSS)

S.Y.B.A.M.M.C Sem-3 (NEP)	S.Y.B.A.M.M.C Sem-4 (NEP)
ELECTRONIC MEDIA	MASS MEDIA RESEARCH
IKS IN COMMUNICATION & MEDIA	INDIAN LEGAL ENVIRONMENT
FILM COMMUNICATION - I	FILM COMMUNICATION II
GREEN MARKETING	NEUROMARKETING
INTRODUCTION TO JOURNALISM	REPORTING & EDITING
FEATURE WRITING	WRITING AND EDITING FOR MEDIA
INTRODUCTION TO PHOTOGRAPHY	-
FIELD PROJECT	COMMUNITY ENGAGEMENT PROJECT
MARATHI-II	COMMUNICATION SKILLS IN ENGLISH-II
NSS III	NSS III
EXTENSION WORK III	EXTENSION WORK IV

T.Y.B.A.M.M.C Sem-5 (NEP)	T.Y.B.A.M.M.C Sem-6 (NEP)
TO BE DECIDED	TO BE DECIDED

BACHELOR OF MANAGEMENT STUDIES (B.M.S)

F.Y.B.M.S Sem-1 (NEP)	F.Y.B.M.S Sem-2 (NEP)
PRINCIPLES OF MANAGEMENT-I	PRINCIPLES OF MANAGEMENT-II
BHARATIYA THEORY OF MANAGEMENT	GLOBAL MANAGEMENT THEORIES & STYLES
INFORMATION TECHNOLOGY IN BUSINESS MANAGEMENT	FOREIGN EXCHANGE MARKET AND DERIVATIVES
BUSINESS START-UP SKILLS	MS-OFFICE-II
INTRODUCTION TO CONSTITUTION OF INDIA	INTRODUCTION TO CAPITAL MARKET OF INDIA
ENVIRONMENT EDUCATION-I	ENVIRONMENT EDUCATION-II
CYBER SECURITY-I	FUNDAMENTALS OF PEOPLE'S SKILLS
BUSINESS COMMUNICATION SKILLS	MODERN INDIAN LANGUAGE (MARATHI)
INDIAN KNOWLEDGE SYSTEM	MINOR IN ACCOUNTING
NATIONAL SERVICE SCHEME (NSS)	NATIONAL SERVICE SCHEME (NSS)
EXTENSION WORK-I	EXTENSION WORK-II

S.Y.B.M.S Sem-3 (NEP)	S.Y.B.M.S Sem-4 (NEP)
MARKETING - INTRODUCTION TO MARKETING FINANCE - INTRODUCTION TO FINANCIAL SERVICES HR - INTRODUCTION TO HRM	TO BE DECIDED
MARKETING - MARKETING RESEARCH FINANCE - FINANCIAL MANAGEMENT HR - TRAINING & DEVELOPMENT	TO BE DECIDED
MINOR IN ACCOUNTING & FINANCE-II	MINOR IN ACCOUNTING & FINANCE-III
FINANCIAL LITERACY	TO BE DECIDED
MARKETING- CONSUMER BEHAVIOUR FINANCE - FINANCIAL STATEMENT ANALYSIS HR - RECRUITMENT & SELECTION	TO BE DECIDED
MARATHI - II	BUSINESS COMMUNICATION SKILLS
FIELD PROJECT	COMMUNITY ENGAGEMENT PROJECT
NSS-III	NSS-IV
EXTENSION WORK-III	EXTENSION WORK-IV

T.Y.B.M.S Sem-5 (Regular)	T.Y.B.M.S Sem-6 (Regular)
TO BE DECIDED	TO BE DECIDED

BACHELOR OF ACCOUNTING & FINANCE (B.A.F)

F.Y.B.A.F Sem-1 (NEP)	F.Y.B.A.F Sem-2 (NEP)
FINANCIAL ACCOUNTING-I	FINANCIAL ACCOUNTING-II
AUDITING-I	AUDITING-II
VOCATIONAL SKILLS IN ACCOUNTING & FINANCE PAPER-I	DATA ANALYSIS USING ADVANCE EXCEL
VOCATIONAL SKILLS IN ACCOUNTING & FINANCE PAPER-II	COMMERCIAL MATHEMATICS-II
INTRODUCTION TO CONSTITUTION OF INDIA	INTRODUCTION TO CAPITAL MARKET OF INDIA
ENVIRONMENT EDUCATION-I	ENVIRONMENT EDUCATION-II
CYBER SECURITY-I	FUNDAMENTALS OF PEOPLE'S SKILLS
BUSINESS COMMUNICATION SKILLS	MODERN INDIAN LANGUAGE (MARATHI)
INDIAN KNOWLEDGE SYSTEM	INDUSTRY & SERVICE MANAGEMENT
NATIONAL SERVICE SCHEME (NSS)	NATIONAL SERVICE SCHEME (NSS)

S.Y.B.A.F Sem-3 (NEP)	S.Y.B.A.F Sem-4 (NEP)
FINANCIAL ACCOUNTING-III	FINANCIAL ACCOUNTING-IV
COST ACCOUNTING-I	COST ACCOUNTING-II
INDUSTRY & SERVICE MANAGEMENT-II	INDUSTRY & SERVICE MANAGEMENT-III
GREEN MARKETING	NEUROMARKETING
MUTUAL FUND DISTRIBUTOR-I	MUTUAL FUND DISTRIBUTOR-II
MARATHI	BUSINESS COMMUNICATION SKILLS
FIELD PROJECT	FIELD PROJECT
NATIONAL SERVICE SCHEME-III	NATIONAL SERVICE SCHEME-IV
EXTENSION WORK-III	EXTENSION WORK-IV

T.Y.B.A.F Sem-5 (NEP)	T.Y.B.A.F Sem-6 (NEP)
TO BE DECIDED	TO BE DECIDED

**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
(B.Sc.I.T)**

F.Y.B.Sc.I.T Sem-1 (NEP)	F.Y.B.Sc.I.T Sem-2 (NEP)
PROGRAMMING WITH C	OBJECT ORIENTED PROGRAMMING USING C++
DATABASE MANAGEMENT SYSTEMS	WEB DESIGNING
COMBINATIONAL & SEQUENTIAL DESIGN	ASSEMBLY LANGUAGE PROGRAMMING
OFFICE TOOLS FOR DATA MANAGEMENT	PL / SQL PRACTICAL
INTRODUCTION TO CONSTITUTION OF INDIA	HUMAN RESOURCE MANAGEMENT
MARKETING MIX-I	ENVIRONMENT EDUCATION-II
CYBER SECURITY-I	FUNDAMENTALS OF PEOPLE'S SKILLS
BUSINESS COMMUNICATION SKILLS	MODERN INDIAN LANGUAGE (MARATHI)
INDIAN KNOWLEDGE SYSTEM	IT_FUNDAMENTALS OF PYTHON PROGRAMMING
NATIONAL SERVICE SCHEME (NSS)	NATIONAL SERVICE SCHEME (NSS)

S.Y.B.Sc.I.T Sem-3 (NEP)	S.Y.B.Sc.I.T Sem-4 (NEP)
PYTHON PROGRAMMING	COMPUTER NETWORK
DATA STRUCTURES	MOBILE PROGRAMMING
OPERATING SYSTEM	CORE JAVA
MAJOR PRACTICAL-III	MAJOR PRACTICAL-IV
IT INTRODUCTION TO BIG DATA	INTRODUCTION TO ARTIFICIAL INTELLIGENCE
IT DATA ANALYTICS TOOLS	INTRODUCTION TO IT SERVICE MANAGEMENT
FINANCIAL LITERACY	MANAGEMENT SKILLS
APPLIED MATHEMATICS	SOFTWARE ENGINEERING
MARATHI-II	BUSINESS COMMUNICATION SKILLS
FIELD PROJECT	COMMUNITY ENGAGEMENT PROJECT
NSS-III	NSS-IV
EXTENSION WORK-III	EXTENSION WORK-IV

T.Y.B.Sc.I.T Sem-5 (NEP)	T.Y.B.Sc.I.T Sem-6 (NEP)
To Be Decided	To Be Decided

ADMISSION PROCESS

Step 1. Apply for Pre-Admission Online Registration for AY 2026 -27 with following details.

1. Student E-mail ID (Gmail)
2. Proper Mobile No.
3. Passport size Scan colour Phot
4. Scan Signature

On mobile, number can be registered only once. Login ID and Password on that mobile by SMS. The Applicant will get a User ID and one time pass word. Once that is received the applicant can change password and the same must be retained for further correspondence and don't forget this user id and password is for permanent PRN no.

The Documents that will be required for the Admission Process:

1. Xerox copies of mark-sheet of H.S.C. with Original.
2. Xerox copies of Leaving Certificate of Junior College with Original.
3. Xerox copy of mark-sheet of S.S.C.
4. Xerox copy of Leaving Certificate of School.
5. Xerox copy of Aadhar Card
6. Xerox copies of Cast Certificate if applicable.
7. Xerox copies Maharashtra Domicile certificate if applicable for scholarship purpose
8. Xerox copies of death certificate if father/ Mother expired.
9. Xerox copies if name change or married.
10. Physical handicapped Certificate if applicable.
11. Eligibility case (Migration and Provisional certificate)
12. M.K.C.L. online form submission copy
13. Anti –Ragging Affidavits (Online)
14. College Admission form (Online)
15. Fees (Online)

Step 2. Application Process:

1. Upload latest photo and signature
2. Personal Details- Proper name with match L.C. and Mark-sheet, Gender, Birthdate and place, Blood group, Marital status
3. Address Details- properly, Native place address for future railway concession
4. Contact Details- student phone no and parents proper phone no
5. Reservation Details- Cast, handicapped, ex-servicemen, sports, artist, parents income (anybody can apply for EBC category base on income and domicile of Maharashtra with income certificates)
6. Education Details – 10 and 12 school and college details with mark-sheet and LC (Eligibility cases required Migration and provisional certificate). After that confirm profile details.

Step 3. Other Process:

1. Course selection process
2. Last qualifying exam selection process
3. College selection process The Guardian Degree College of Arts, Commerce & Science (College Code)
4. Subject Papers selection process
5. Document submitting selection process
6. Generate and print E-Suvidha ticket (Put proper place)
7. Print application form student copy and submission copy submit to college.

Step 4. Anti –Ragging Affidavits:

Along with the admission form and other documents that are submitted during admission, students have to also submit an Affidavit of Anti ragging which needs to be duly signed by the students and their parents respectfully.

A draft for the same can be found in the following link:

Students have to fill an Anti-Ragging Affidavit as it is mandatory as per the Hon. Supreme Court and UGC/AICTE Regulations and submit the same. (For The Procedure to fill on-line affidavit. Enter (www.amanmovement.org) A student must sign his /her affidavit & request his/her parents/ Guardian to sign their affidavits. And then submit them in the college.)

Step 5. College admission form:

Visit <https://guardiancollege.org/> for filling the college admission form is mandatory.

GUIDELINES TO FILL PRE-ENROLMENT FORM

The pre-enrolment form which has to be filled by Student at mum.digitaluniversity.ac.in. The details filled by the student in this form will appear in all his/her certificate, mark sheets, hall tickets, enrolment form. Therefore, utmost care should be taken while filling Pre-enrolment form. The details filled by the students must be correct, authentic and precise. Following are few guidelines for the same:

1. **Name:** your name should be exactly match with your XIIth mark sheet. In case of Maharashtra Board, the name appears as surname, own name, father's name, mother's name and in case of CBSE- own name, father's name, surname. (It should match exactly with XIIth marksheet)
2. **Photo and Sign:** The photo and sign should be legible & clear. It must be according to size specified by university. (Refer to - mum.digitaluniversity.ac.in)
3. **Subject:** The subject selection should be as per the availability of subject in the college. Make sure you select the subject/papers which is taught in the college.
4. **DOB/Gender:** Make sure you select personal details such as gender/DOB/Medium of instruction/Disability (if any)
5. **Name in Devanagari / Marathi:** The name in Devanagari script/ Marathi script should be as you desire/write in all your testimonials in Devanagari script.

ADMISSION GUIDELINES (RULES OF ADMISSION)

1. Admission of All Courses will be as per the directions issued by the University of Mumbai from time to time and subject to availability of seats in the college.
2. No admission shall be regarded as duly granted unless it is granted by the authority of the Principal and the necessary fees have been received by the college.
3. All admissions are valid only for one academic year and are required to be renewed by application in the prescribed form for every subsequent year of study in the college.
4. Once the student is admitted to the college, he/she shall be liable to pay full fees for the whole term.
5. A student once admitted will be considered duly enrolled for the academic year unless he/she informs the Principal in writing of his/her intention to leave the college, as per guidelines given by the University of Mumbai.
6. While taking admission to the first-year class of the Degree College, a student must submit the following documents duly completed:
 - a. College Admission form & Pre enrolment registration form of Mumbai University.
 - b. Original Marks sheet of H.S.C. or equivalent examination, along with 5 photo copies of the same.
 - c. Leaving Certificate (H.S.C. Maharashtra Board Students), along with 5 copies of the same
 - d. Transfer certificate, Passing Certificate, Migration Certificate (Applicable to Students passed H.S.C. other than Maharashtra Board)
 - e. Prescribed fees in full and in cash (Cheques will not be accepted) or Online (Refer admission notice)
 - f. Two photocopy of Caste certificate if applicable
 - g. Two passport size photographs (colour only)
 - h. One Xerox copy of Aadhar Card
 - i. Two Xerox copies of SSC Mark Sheet
7. All admissions are provisional until all the necessary certificates, such as the final eligibility certificate, transference certificate, etc. are submitted to the college.

FEE STRUCTURE FOR ACADEMIC YEAR 2026-27 (UNAIDED)

FEE STRUCTURE OF ARTS COURSES

Sr.No.	Particulars	B.A.		
		FY	SY	TY
(A)				
1	Tuition Fees	5775	5775	5775
2	Library Fees	600	600	600
3	Gymkhana Fees	500	500	500
4	Other Fees / extra curricular activity / year	365	365	365
5	Examination Fees	2450	2450	2450
6	Enrolment Form Fees	450	0	0
7	Utility Fees	250	250	250
8	Magazine Fees	100	100	100
9	Development Fees	882	882	882
10	Computer & Internet Fees	500	500	500
11	University Sports & Cultural Activity	36	36	36
12	NSS Ekak Yojana	10	10	10
13	Convocation Fees	0	0	500
14	Marksheet	100	100	100
15	Sports Contribution	60	60	60
	Total	(A) 12078	11628	12128
(B)				
1	Disaster Relief Fund	10	10	10
2	Admission Processing Fee	500	500	500
3	ID Card	80	80	80
4	Group Insurance (Yuva Raksha Student Life / Accidental Insurance Yojana)	150	150	150
5	Student Development Fund	50	50	50
6	E-Suvidha & Charges	79	79	79
7	Vice Chancellors Fund	20	20	20
8	Alumni Association Fees	25	25	25
	Total	(B) 914	914	914
(C)				
	Refundable			
1	Caution Money	150	0	0
2	Library Deposit	250	0	0
	Total	(C) 400	0	0
(D)				
1	Admission Form Fee	150	150	150
2	Entrepreneuship Development Cell Activity Fees	100	100	100
	Total	(D) 250	250	250
	Total Fees (A+B+C+D)	13642	12792	13292

FEE STRUCTURE OF COMMERCE COURSES

 Sr.No.	Particulars		B.Com.		
			FY	SY	TY
(A)					
1	Tuition Fees		5775	5775	5775
2	Library Fees		600	600	600
3	Gymkhana Fees		500	500	500
4	Other Fees / extra curricular activity / year		365	365	365
5	Examination Fees		2450	2450	2450
6	Enrolment Form Fees		450	0	0
7	Utility Fees		250	250	250
8	Magazine Fees		100	100	100
9	Development Fees		882	882	882
10	Computer & Internet Fees		500	500	500
11	University Sports & Cultural Activity		36	36	36
12	NSS Ekak Yojana		10	10	10
13	Convocation Fees		0	0	500
14	Marksheet		100	100	100
15	Sports Contribution		60	60	60
16	Industrial /Field Visit Fees		500	500	500
	Total	(A)	12578	12128	12628
(B)					
1	Disaster Relief Fund		10	10	10
2	Admission Processing Fee		500	500	500
3	ID Card		80	80	80
4	Group Insurance (Yuva Raksha Student Life / Accidental Insurance Yojana)		150	150	150
5	Student Development Fund		50	50	50
6	E-Suvidha & Charges		79	79	79
7	Vice Chancellors Fund		20	20	20
8	Alumni Association Fees		25	25	25
	Total	(B)	914	914	914
(C)					
	Refundable				
1	Caution Money		150	0	0
2	Library Deposit		250	0	0
	Total	(C)	400	0	0
(D)					
1	Admission Form Fee		150	150	150
2	Entrepreneuship Development Cell Activity Fees		100	100	100
	Total	(D)	250	250	250
	Total Fees (A+B+C+D)		14142	13292	13792

FEE STRUCTURE OF SCIENCE COURSES

Sr.No.	Particulars		B.Sc.		
			FY	SY	TY
(A)					
1	Tuition Fees		6300	6300	6300
2	Library Fees		600	600	600
3	Gymkhana Fees		500	500	500
4	Other Fees / extra curricular activity / year		365	365	365
5	Examination Fees		2450	2450	2450
6	Enrolment Form Fees		450	0	0
7	Utility Fees		250	250	250
8	Magazine Fees		100	100	100
9	Development Fees		882	882	882
10	Computer & Internet Fees		500	500	500
11	University Sports & Cultural Activity		36	36	36
12	NSS Ekak Yojana		10	10	10
13	Convocation Fees		0	0	500
14	Marksheet		100	100	100
15	Sports Contribution		60	60	60
16	Laboratory Fee		1000	1000	1000
17	Industrial /Field Visit Fees		500	500	500
	Total	(A)	14103	13653	14153
(B)					
1	Disaster Relief Fund		10	10	10
2	Admission Processing Fee		500	500	500
3	ID Card		80	80	80
4	Group Insurance (Yuva Raksha Student Life / Accidental Insurance Yojana)		150	150	150
5	Student Development Fund		50	50	50
6	E-Suvidha & Charges		79	79	79
7	Vice Chancellors Fund		20	20	20
8	Alumni Association Fees		25	25	25
	Total	(B)	914	914	914
(C)					
	Refundable				
1	Caution Money		150	0	0
2	Library Deposit		250	0	0
	Total	(C)	400	0	0
(D)					
1	Admission Form Fee		150	150	150
2	Entrepreneuship Development Cell Activity Fees		100	100	100
	Total	(D)	250	250	250
	Total Fees (A+B+C+D)		15667	14817	15317

FEE STRUCTURE OF ARTS (MULTIMEDIA & MASS COMMUNICATION)

Sr.No.	Particulars	B.A.M.M.C.		
		FY	SY	TY
(A)				
1	Tuition Fees	14333	14333	14333
2	Library Fees	200	200	200
3	Gymkhana Fees	500	500	500
4	Other Fees / extra curricular activity / year	365	365	365
5	Examination Fees	2450	2450	2450
6	Enrolment Form Fees	450	0	0
7	Utility Fees	250	250	250
8	Magazine Fees	100	100	100
9	Development Fees	882	882	882
10	Computer & Internet Fees	500	500	500
11	University Sports & Cultural Activity	36	36	36
12	NSS Ekak Yojana	10	10	10
13	Convocation Fees	0	0	500
14	Project Fees	0	0	500
15	Marksheet	100	100	100
16	Sports Contribution	60	60	60
17	Laboratory Fee	0	0	0
	Total	(A) 20236	19786	20786
(B)				
1	Disaster Relief Fund	10	10	10
2	Admission Processing Fee	500	500	500
3	ID Card	80	80	80
4	Group Insurance (Yuva Raksha Student Life / Accidental Insurance Yojana)	150	150	150
5	Student Development Fund	50	50	50
6	E-Suvidha & Charges	79	79	79
7	Vice Chancellors Fund	20	20	20
8	Alumni Association Fees	25	25	25
	Total	(B) 914	914	914
(C)				
	Refundable			
1	Caution Money	150	0	0
2	Library Deposit	250	0	0
	Total	(C) 400	0	0
(D)				
1	Admission Form Fee	150	150	150
2	Entrepreneuship Development Cell Activity Fees	100	100	100
	Total	(D) 250	250	250
	Total Fees (A+B+C+D)	21800	20950	21950

FEE STRUCTURE OF COMMERCE (MANAGEMENT STUDIES)

Sr.No.	Particulars	B.M.S.		
		FY	SY	TY
(A)				
1	Tuition Fees	14333	14333	14333
2	Library Fees	600	600	600
3	Gymkhana Fees	500	500	500
4	Other Fees / extra curricular activity / year	365	365	365
5	Examination Fees	2450	2450	2450
6	Enrolment Form Fees	450	0	0
7	Utility Fees	250	250	250
8	Magazine Fees	100	100	100
9	Development Fees	882	882	882
10	Computer & Internet Fees	500	500	500
11	University Sports & Cultural Activity	36	36	36
12	NSS Ekak Yojana	10	10	10
13	Convocation Fees	0	0	500
14	Project Fee	0	0	500
15	Marksheet	100	100	100
16	Sports Contribution	60	60	60
17	Laboratory Fee	0	0	0
18	Industrial /Field Visit Fees	500	500	500
	Total	(A) 21136	20686	21686
(B)				
1	Disaster Relief Fund	10	10	10
2	Admission Processing Fee	500	500	500
3	ID Card	80	80	80
4	Group Insurance (Yuva Raksha Student Life / Accidental Insurance Yojana)	150	150	150
5	Student Development Fund	50	50	50
6	E-Suvidha & Charges	79	79	79
7	Vice Chancellors Fund	20	20	20
8	Alumni Association Fees	25	25	25
	Total	(B) 914	914	914
(C)				
	Refundable			
1	Caution Money	150	0	0
2	Library Deposit	250	0	0
	Total	(C) 400	0	0
(D)				
1	Admission Form Fee	150	150	150
2	Entrepreneurs Development Cell Activity Fees	100	100	100
	Total	(D) 250	250	250
	Total Fees (A+B+C+D)	22700	21850	22850

FEE STRUCTURE OF COMMERCE (ACCOUNTING & FINANCE)

Sr. No.	Particulars	B.A.F.		
		FY	SY	TY
(A)				
1	Tuition Fees	14333	14333	14333
2	Library Fees	600	600	600
3	Gymkhana Fees	500	500	500
4	Other Fees / extra curricular activity / year	365	365	365
5	Examination Fees	2450	2450	2450
6	Enrolment Form Fees	450	0	0
7	Utility Fees	250	250	250
8	Magazine Fees	100	100	100
9	Development Fees	882	882	882
10	Computer & Internet Fees	500	500	500
11	University Sports & Cultural Activity	36	36	36
12	NSS Ekak Yojana	10	10	10
13	Convocation Fees	0	0	500
14	Project Fee	0	0	500
15	Marksheet	100	100	100
16	Sports Contribution	60	60	60
17	Laboratory Fee	0	0	0
18	Industrial /Field Visit Fees	500	500	500
	Total	(A) 21136	20686	21686
(B)				
1	Disaster Relief Fund	10	10	10
2	Admission Processing Fee	500	500	500
3	ID Card	80	80	80
4	Group Insurance (Yuva Raksha Student Life / Accidental Insurance Yojana)	150	150	150
5	Student Development Fund	50	50	50
6	E-Suvidha & Charges	79	79	79
7	Vice Chancellors Fund	20	20	20
8	Alumni Association Fees	25	25	25
	Total	(B) 914	914	914
(C)				
	Refundable			
1	Caution Money	150	0	0
2	Library Deposit	250	0	0
	Total	(C) 400	0	0
(D)				
1	Admission Form Fee	150	150	150
2	Entrepreneuship Development Cell Activity Fees	100	100	100
	Total	(D) 250	250	250
	Total Fees (A+B+C+D)	22700	21850	22850

FEE STRUCTURE OF SCIENCE (I.T)

 Sr.No.	Particulars	B.sc. (IT)			
		FY	SY	TY	
(A)					
1	Tuition Fees	14333	14333	14333	
2	Library Fees	600	600	600	
3	Gymkhana Fees	500	500	500	
4	Other Fees / extra curricular activity / year	365	365	365	
5	Examination Fees	2450	2450	2450	
6	Enrolment Form Fees	450	0	0	
7	Utility Fees	250	250	250	
8	Magazine Fees	100	100	100	
9	Development Fees	882	882	882	
10	Computer & Internet Fees	500	500	500	
11	University Sports & Cultural Activity	36	36	36	
12	NSS Ekak Yojana	10	10	10	
13	Convocation Fees	0	0	500	
14	Project Fees	0	0	500	
15	Marksheet	100	100	100	
16	Sports Contribution	60	60	60	
17	Computer Lab / Practical Fee	6000	6000	6000	
18	Industrial /Field Visit Fees	500	500	500	
	Total	(A)	27136	26686	27686
(B)					
1	Disaster Relief Fund	10	10	10	
2	Admission Processing Fee	500	500	500	
3	ID Card	80	80	80	
4	Group Insurance (Yuva Raksha Student Life / Accidental Insurance Yojana)	150	150	150	
5	Student Development Fund	50	50	50	
6	E-Suvidha & Charges	79	79	79	
7	Vice Chancellors Fund	20	20	20	
8	Alumni Association Fees	25	25	25	
	Total	(B)	914	914	914
(C)					
	Refundable				
1	Caution Money	150	0	0	
2	Library Deposit	250	0	0	
	Total	(C)	400	0	0
(D)					
1	Admission Form Fee	150	150	150	
2	Entrepreneuship Development Cell Activity Fees	100	100	100	
	Total	(D)	250	250	250
	Total Fees (A+B+C+D)		28700	27850	28850

REFUND OF FEES

Degree College (Subject to revision from time to time)

Ordinance relating to the refund of all the fees shall be related to all the faculties

O.2859: 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 and thereafter. The percentage of fees for the course shall be refunded to the candidate after deducting charges as follows:

Table - 1: Fees Deduction on cancellation of admission

SR NO.	PERIOD	PERCENTAGE OF DEDUCTION CHARGES
1.	Prior to Commencement of Academic Term and Instruction of the Course	Rs.500/- Lump sum
2.	Up to 20 days after the Commencement of Academic Term of the Courses	20% of the Total Amount of Fees
3.	From 21 st day up to 50 days after the Commencement of Academic Term of the Course	30% of the Total Amount of Fees
4.	From 51 st day up to 80 days after the Commencement of Academic Term of the course or 31 st August whichever is earlier.	50% of the Total Amount of Fees
5.	From September 1 st to September 30 th	60% of the Total Amount of Fees
6.	After September 30 th	100% of the Total Amount of Fees

NOTE:

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

1. All the fees items chargeable for one year are as per relevant University circular for different Faculties. (Excluding the courses for which the total amount is fixed by other competent authorities.)
2. The fees charged towards group insurance and all fees components to be paid as University share (including Vice- Chancellor's fund, University fees for sports and cultural activities, E-charge, disaster management fund, exam fees and Enrollment fees) are non-refundable if payment is made by the college prior to the date of cancellation.
3. Fees collected for Identity card and Library card, admission form and prospectus, enrollment and any other course specific fees are not refundable after the commencement of the academic term.
4. All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation.

CODE OF CONDUCT

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

All students are expected to observe rules and regulations currently in force to enable the smooth working of the college.

- Students are prohibited from getting involved into unwanted behavior/act inside or outside the college that will interfere with the orderly administration or affect the public image. No outside influence, political or any other should be brought into the college directly or indirectly.

- The student should follow the academic calendar as per the instructions of Head of the Institute.

- Any act of indiscipline or misbehaviour by any student will attract severe punishment.

- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.

- Students shall only use the waste bins for disposing waste materials to make the college campus free from plastic and other litter.

- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.

- Students are prohibited from indulging in anti-institutional, anti-national, anti-social, immoral or political expressions and activities within the college campus.

- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

- Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.

- While representing the college at any other place, the student's behaviour should not be detrimental to the image of the college.

- Students are not allowed to bring the outsiders into the college premises.

- Students are directed not to collect any fund from other students or from outsiders without the written Permission of the Principal.

- Each and every student shall endeavor to preserve the high standards of the college by excelling in good manners.

- Smoking and possession of any addicted material are strictly prohibited inside the college campus.

- The powers relating to the disciplinary action in the college will vest with the Principal and her decision in this respect shall be final. Any one, who violates the Code of Conduct, will be dealt with.

Disciplinary action will be taken by the Principal against any student, who is persistently indiscipline or is repeatedly or will fully mischievous or guilty of malpractice in unauthorized alteration in the mark sheet or who in the opinion of the Head of the Institution had a troublesome influence on his fellow students.

1.2 . I-CARD

All students of the college should always wear their valid college Identity Cards whether in college or while representing the college at any other place. Further, it should be produced whenever demanded by any of the college staff. Identity card should be obtained and carefully preserved, by paying the prescribed charges and fulfilling the necessary formalities. If student has lost library card or I-card, it should be reported immediately to the office and the librarian with an application.

1.3 . PUNCTUALITY

The classes will begin at the scheduled time as per the time-table. Coming late is not permitted. Faculty have the authority not to allow late comers from entering the class-room.

Mode of Communication to Students:

- All-important notices will be displayed on the college website, black board as well as on the college notice boards.
- Students must make it a habit to check the notices regularly. Students are advised not to rely on rumours on any matter.

1.4 HUMAN VALUES & DECORUM TO BE FOLLOWED IN THE ACADEMIC ENVIRONMENT

Guardian College is committed to serving the needs of students through services beyond the requirement of the college courses.

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- Students should take care not to disturb ongoing lectures, if they arrive early for their lectures or while walking in the corridors when the lectures are on or while waiting for the teacher in the classroom.
- Classroom must be kept clean and tidy.
- Lights, fans and Ac's must be switched off when leaving the classrooms.
- Believe in loving, sharing and caring.

1.5 . DRESS CODE

The students should follow a decent dress code suitable to decorum of the college. Sleeveless tops, short clothes, $\frac{3}{4}$ length clothes should be strictly avoided. Dress & hair style should be in conformity with the standards accepted by the institution.

1.6 . MOBILE PHONE

Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk. Mobile phone is strictly prohibited in the exam hall during the examination.

1.7 . ATTENDANCE

Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfils at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practical, tutorials etc. wherein short and/or long excursion/field visit/ study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of period which are otherwise delivered on the material day/s. Further it is mandatory for every learner to have average attendance of 75%.

The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular/ co-curricular activity/ competition/ camp/ workshop/ convention/ symposium/ seminar etc. where the said learner is officially representing the college/ University/ district/ state/ Country with the permission of the principal/ Director/Head of the college/ institute/ University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-computing the average attendance the periods missed for what is envisaged here-in-above shall be deemed to have been attended by the said learner.

All applications for leave of absence along with medical certificate, if any, should be submitted to the class teacher.

General Rules Pertaining to Attendance:

- a) Students who request leave of absence from lectures/ Practical/ Tutorials for participating in sports, cultural or any other countersigned by the respective co-ordinator.
- b) Parents are required to contact the Principal or class teachers at least once in a term, to keep themselves appraised of their ward's attendance and progress.
- c) All decisions pertaining to grant of terms will be decided by an Attendance Committee consisting of the Principal & senior members of the teaching staff.

1.8 RAGGING

THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999 MAHARASHTRA ACT NO. XXX21.OF 1999

Ragging means display of disorderly conduct, during of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes-

1. Teasing, abusing, threatening or playing practical jokes on or causing hurt to such student or
 2. Asking a student to do any act or perform something which student will not, in the ordinary course, willingly, do
- **Prohibition of Ragging:** Ragging within or outside of any educational institution is prohibited.
 - **Penalty of Ragging:** Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution, shall, on conviction, be punished with imprisonment for a term which may extend to two.
 - **Dismissal of student:** Any student convicted of an offense under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from date of order of such dismissal.

- **Suspension of student:** Whenever any student of, as the case may be, partner or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint enquire into the matter mentioned in the complaint and if, prime facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where on enquiry by the head of the educational institution, it is proved that there is no substance, prime facie, in the complaint received under sub-section [1J, he shall intimate the fact, in writing to the complaint. The decision of the head of the educational institution that the student has indulged in ragging under section (1), shall be final.

NOTE:

The student(s) should report the incident of ragging (if any) to the principal immediately, so that the necessary steps can be initiated in that matter.

EXAMINATION

All courses offered in the college follow Credit and Grading system of assessment (CBSGS). The examination system is under semester pattern. For Three-year integrated UG Courses while the college conducts first year and second year Degree Examinations (Semester I, II, III, & IV) the university conducts Third Year Degree examinations (Semester V & VI). Internal assessment is an integral part of all courses. The assessment pattern is implemented as per guidelines received from the university time to time. Rules & regulations regarding promotion to next class is constantly updated by the university of Mumbai in its website www.mu.ac.in

Candidates must appear at the examination hall half an hour before the commencement of the examination.

- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- Students resorting to unfair means at the examinations will be dealt in accordance with provisions of the Government of Maharashtra Act No. XXXI of 1982 and the Maharashtra University Act 1994.
- The students can apply for verification, Xerox copy of Assessed Answer Books and Revaluation immediately (within stipulated time) after the declaration of the results of the Semester Exams. The students are advised to see the Notice Board for the latest circular after the declaration of Results.

PERFORMANCE GRADING

GRADE	MARKS	GRADE POINT	PERFORMANCE
O	80 & Above	10	Outstanding
A+	70 to 79.99	9	Excellent
A	60 to 69.99	8	Very Good
B+	55 to 59.99	7	Good
B	50 to 54.99	6	Above Average
C	45 to 49.99	5	Average
D	40 to 44.99	4	Pass
F	Less than 40	0	Fail

ALLOWED TO KEEP TERMS (ATKT)

R.8438 Rules for ATKT - Arts and Commerce:

- a) A learner shall be allowed to keep term for Semester II irrespective of number of courses of failure in 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 who 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 & II.

- c) A learner shall be allowed to keep terms for Semester IV irrespective of number of Courses of failure in Semester III.

Amended R.8438 - Eligibility for Admission to all the Under Graduate Programs (unaided) in the Faculties of Arts and Commerce under Credit Based Semester and Grading System.

- d) 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.

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

OR

- ii) Shall have Semester I, and II in full and secured ATKT in the Second Year by failing in not more than Two Course in each of Semester III and Semester IV

OR

- iii) Shall have Secured ATKT in First Year by failing in not more than Two Courses in each of Semester – I and Semester - II and passed Semester - III and Semester - IV in Full.

- e) A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each course of Semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV, and Semester V in full.

Eligible for admission for Semester V (Third Year) of UG programs (unaided in Faculty of Science is amended as follows

- iv) Learner shall have passed Semester I and Semester II in full and secured ATKT in Second Year by failing in, for programs with 900 and above marks in not more than Three Courses in each of Semester III and IV. For programs with less than 900 in not more than Three Courses with not marks in each of Semester III and IV, more than total 200

OR

Learner shall have passed Semester III and Semester IV in full and secured ATKT in First Year by failing in, for programs with less than 900 marks in not more than Three Courses with not more than total 200 marks in each of Semester I & II.

- v) A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each course of Semester V.

- vi) The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

a. Reached at Quarter final stage at inter-collegiate Sports competitions or have secured one of the eight places in order of merit in individual sport event conducted by the University or have represented the University in sports events either at the inter-state, zonal national, or at the international level and have produce the necessary certificate.

b. Secured first three positions in cultural group events or have secured one of the first three places in individual cultural events or whose performances have been adjudged best at the inter-collegiate cultural competition organised by the University.

c. Has been members of the Student's Councils constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 1994 and have actively participated in various schemes, programmes and attended functions of the University during the academic year.

The benefit of 10 grace marks to candidates would be available only in any one of the activities mentioned above, at their option subject to their fulfilling the following conditions:

1. That in case of failure in one or more heads of passing an examination, the benefit of grace marks shall be granted to the extent of 5% of the maximum marks allotted to the subject.
2. That the grace marks will be granted for the purpose of claiming exemptions in a subject/s, provided it shall not exceed 5% of the maximum marks allotted to the subject.
3. That the maximum of 10 grace marks shall be granted for the purpose of enabling a candidate for the award of class and / or distinction, in the examination.
4. That the maximum 10 grace marks will be added to the grand total, if the benefit of grace marks is not claimed in any of the above (1) and (3) conditions.

COLLEGE INFRASTRUCTURE

At Guardian Degree College we believe that a well-equipped and conducive environment plays a crucial role in fostering academic growth, personal development, and holistic learning. Our state-of-the-art infrastructure ensures that students have access to all the resources they need to excel in their studies, engage in extracurricular activities, and maintain a healthy lifestyle. Our facilities are designed to provide a comfortable and dynamic campus experience for every student.

CLASSROOMS



Our classrooms are equipped with modern teaching aids and technology to facilitate an interactive and engaging learning experience. Spacious, well-ventilated, and designed to promote a collaborative environment, the classrooms are fitted with projectors, whiteboards, and high-speed internet access, enabling teachers to use both traditional and digital teaching methods. Whether it's a lecture, a group discussion, or a hands-on project, the classrooms are designed to meet the needs of every educational activity.

I.T LABORATORY



The IT Lab at Guardian Degree College serves as a dynamic space where technology meets creativity and innovation. Equipped with modern computers, high-speed internet, and the latest software, the lab provides students with an ideal environment for hands-on learning and research.

From programming and web development to cybersecurity and artificial intelligence, the lab supports a wide range of technical disciplines. It is a hub for students to practice coding, develop projects, and enhance their technical skills under the guidance of experienced faculty members.

The IT Lab also plays a crucial role in hosting workshops, hackathons, and certification courses, fostering a culture of continuous learning and technological advancement. Whether working on academic assignments, personal projects, or cutting-edge research, students find the lab to be an essential resource in their journey toward becoming industry-ready professionals.

LIBRARY



The College library is a hub of knowledge, offering an extensive collection of books, journals, e-books, research papers, and periodicals across various disciplines. With a peaceful and conducive atmosphere, the library is a great place for students to immerse themselves in study and research. It provides access to academic journals, ensuring that students have all the information they need to support their coursework and research projects.

AUDITORIUM



Two Air-conditioned seminar hall are available to accommodate 200 people each. The Auditorium at Guardian Degree College stands as a symbol of creativity, culture, and intellectual exchange. Designed to host a variety of events, from academic seminars and guest lectures to cultural performances and college fests, it is a space where talent meets opportunity.

Throughout the year, the auditorium witnesses vibrant activities, including debates, musical concerts, drama productions, and motivational talks by distinguished speakers. It is a place where knowledge is shared, ideas are exchanged, and memories are created.

CANTEEN



The College library is a hub of knowledge, offering an extensive collection of books, journals, e-books, research papers, and periodicals across various disciplines. With a peaceful and conducive atmosphere, the library is a great place for students to immerse themselves in study and research. It provides access to academic journals, ensuring that students have all the information they need to support their coursework and research projects.

GYMKHANA



At Guardian Degree College we recognize the importance of physical fitness and well-being in a student's life. Whether you are a fitness enthusiast or just looking to stay active, the Gymkhana offers a space for students to engage in physical activities such as aerobics, yoga, and strength training. Regular fitness sessions and recreational activities are also organized to promote a balanced lifestyle.

CO-CURRICULAR ACTIVITIES



❖ MARATHI VANGMAYA MANDAL

❖ CAREER GUIDANCE & PLACEMENT CELL

❖ GREEN CLUB

❖ WOMEN DEVELOPMENT CELL

❖ DEPT. OF LIFELONG LEARNING & EXTENSION (DLLE)

❖ NATIONAL SERVICE SCHEME (NSS)





Kasturi Charitable Trust's
Guardian College of Arts, Commerce & Science

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Degree College

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