

## **A Case study of Examination Process**

**Objective:** To conduct all the examination smoothly with help of the Team work of Teaching and Non-Teaching Staff.

**Method:** In the academic year 2021-2022 the odd semester end exams were conducted online and even semester end exams were conducted both online and offline.

The Examination Committee comprising of the Controller of Examination, Principal, Vice Principals, Joint Coordinators of Examination, Senior Teaching Faculty, Unfair Means Committee. As a process of decentralization, Controller of Examination is assisted by faculty-wise Joint-coordinators in scheduling and managing the exams. Senior supervisors participate for the conduct of overall examination while junior supervisors partake in invigilation and relieving duties. Office staff and non-teaching staff assist in the preparation and maintenance of all exam documents and records. The Examination Committee is responsible for the conduct of continuous internal assessment (mid-semester Examination) and semester end examination, thereafter in declaration and publication of results

Controller of Examination, along with the Principal, Vice Principals judiciously plan the Examination Calendar for the academic year and release examination time table by October first week and February second week for the odd and even semesters, respectively. Odd semester examinations are conducted in October-November and that of even semester examination in March-April. Practical examination/Project Viva is also held along with the semester end examinations.

The evaluation is conducted in two modes, Continuous Internal Assessment (CIA or Mid-semester) and Semester End Examination (SEE). The results of the candidates are based on CIA conducted at the department level and assessment of the semester end exam papers at the centralized assessment process (CAP).

The Controller and Joint Coordinators of Examination plan and schedule the mid-semester (CIA) Exam in mid-week of August-September and January-February for the odd and even semesters, respectively. The CIA component consists of 20 marks for the assignments and course related work, 20 marks for class tests. The total marks calculated as follows: 40 marks for CIA and 60 marks for semester end examination (SEE). The candidate is allowed to keep terms (ATKT) as per the University of Mumbai Examinations Norms.

The Examination Committee arranges and conducts the semester end examinations (SEE) with the help of Administrative staff. The committee issues notices related to examinations from time to time, display the notices on students' notice board, staff notice board and upload the same on the college website. It is also the custodian of examination manuscripts, takes care of printing of question papers and declares the results of candidates. Along with it acceptance of forms for ATKT examination and making the exam schedule for students appearing for the same.

Examination Committee seeks the help of Chief Conductor of Examination (Vice Principals) and Senior Supervisors (Senior Teaching Faculty) each year to assist in the conduct of the exams. The data of seating arrangement of Regular as well as ATKT examination is prepared. The Exam committee members allocate duties to senior/junior supervisors. Teaching Staff members get to know their supervision duties that is displayed on staff room notice board a week prior to the exam. Two days prior to exam Question papers are printed by the office. They are verified and kept ready one day in advance by exam committee member. On the day of examination, room-wise question papers are bundled by the Chief conductor and Senior Supervisors for that session. While the non-teaching staffs' support is sort to paste the exam roll numbers in the classrooms in advance. On the day of the exam they coordinate with the senior supervisors and junior supervisors in supplying the main answer books, supplements, supervisors' report and attendance sheets. Malpractice in the examination is reported on a day-to-day basis.

The cases of unfair means are resolved by a separate committee constituted of Senior Faculty members for the same.

The panel of examiners consists of teaching faculty members for different subjects both in the Under-graduation and Post-graduation programs along with the respective Heads of the departments, who assess the semester end exam papers in the CAP. The external moderators moderate the assessed papers as per the University of Mumbai moderation rules.

Examiners enter the marks of the students (Regular as well as ATKT) in the system and submit the mark lists to the office. Result is processed under the supervision of Controller of Examination.

Consolidated result is verified by senior members of the committee. The consolidated result is declared to the students on the website. Students get a chance to apply for Re-valuation and /or to seek photocopies of their answer books. Modifications in marks if any are done within stipulated time. Statement of Marks is printed and distributed to the students.

Other responsibilities of Examination Committee, is to issue course completion certificates and consolidated mark statements with credits once they have passed all their papers.

Duplicate Degree Grade/Mark Sheets are not ordinarily issued. The students should apply to the Controller of Examinations, for obtaining them. For any clarification, students are informed to write a letter or contact the Principal/ Controller of Examinations.

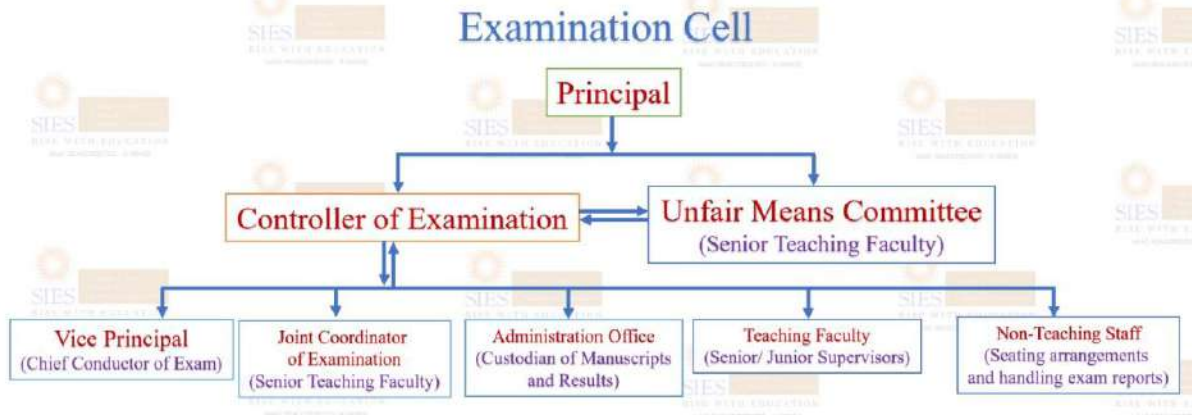
Website link:

<http://www.siesascs.edu.in/newsletters/994194bc0fd8e5053c3f169b44b33481Propectus%202021-22.pdf>



*Uma Shankar*  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.

Dr. Uma Shankar  
Principal



Note: Please refer to the Rules of Examination in the college prospectus



**SIES**

**RISE WITH EDUCATION**

*AFFILIATED TO UNIVERSITY OF MUMBAI*

College of Arts,  
Science & Commerce  
(Autonomous)



# PROSPECTUS 2021-2022

NAAC REACCREDITED 'A GRADE'  
BEST COLLEGE AWARD UNIVERSITY OF MUMBAI





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## VISION

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To facilitate a student centered environment where the intellectual, cultural, social, physical and recreational needs of the student are fulfilled.

## QUALITY POLICY

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“We believe that education is a tremendous responsibility and not just an activity.

We assume moral and social responsibility in every activity of ours as a matter of conscience.

We believe in sincere, honest and committed relationships with all our stakeholders

We dedicate ourselves to improving the quality of life in our own way by adopting the highest quality standards in imparting education to match the world’s best.

Our dedication to education is total”

## MISSION

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With a spirit of sincerity we:

- Foster an integrated character, imbued with high moral, social, ecological and spiritual values in students.
- Respect cultural and ethnic diversity in the community.
- Set high standards of academic, professional and societal performance.
- Empower students with leadership training skills to enable them to be agents of social change.
- Equip students with global competency.
- Develop inquisitive minds to inculcate a culture of research.

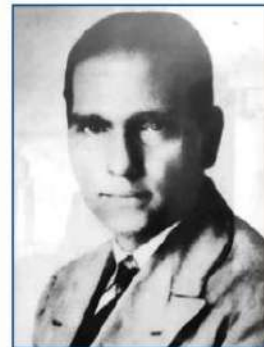


## OUR MANAGEMENT

### THE SOUTH INDIAN EDUCATION SOCIETY

The South Indian Education Society, founded in 1932, has made a significant contribution, during the past 86 years, to the cause of education. Our institution mission was set by our founder Shri M.V. Venkateshwaran in 1932.

**“The society serves the cause of education and the educational needs of the common man of this cosmopolitan city.”**



*Shri. Y. B. Chavan,  
Chief Minister  
inaugurating the SIES  
College of Arts, Science  
& Commerce, Sion (W)  
on 19th June 1960.*





## OUR PATRONS



**Bharat Ratna**  
**Dr A. P. J. Abdul Kalam**  
Former President of India



**Padma Vibhushan**  
**Dr. K. Kasturirangan**  
Ex-Chairman, ISRO, Former member of Parliament, Member Planning Commission & our alumnus and former teacher



**Padma Vibhushan**  
**Dr. R. Chidambaram**  
Principal Scientific Advisor to the Government of India

### WE SEEK TO ACHIEVE OUR EDUCATIONAL MISSION BY

Focusing on modes of enquiry which **strengthen thinking skills**.

Providing extensive field experiences to **bring together theory and practice**.

Providing **library resources and services** to support the academic needs of the college.

Integrating **technological development** across the curriculum.



# SIES STARS



**PADMASHRI A. Hariharan**  
*Renowned Gazal and Film playback singer*



**Ghanshyam Vaswani**  
*Renowned Gazal singer*



**PARAM VIR CHAKRA Major R. Parmeshwaran**  
*Made supreme sacrifice by laying down his life in Sri Lanka during IPKF operations on 25.11.1987*



**PADMASHRI Shankar Mahadevan**  
*Renowned Film Playback Singer*



**Shreya Ghoshal**  
*Renowned Film Playback Singer, National Awardee*



**Suma Shirur**  
*Gold and Silver Medalist in 10m Shooting 7th Common Wealth Games*



**Padmashri Aruna Sairam**  
*Famous Carnatic Music Vocalist*



**Ashwini Bhawe**  
*Film Actress*



**Nirupama Mankad**  
*Asian Tennis Champion, Arjuna Awardee*



**Justice P. D. Kode**  
*Honorable (retired), Bombay High Court*



**Late Capt. S. Srinivas**  
*7th Maratha Light Infantry Sacrificed his life fighting for the country at Pathankot on 10th February 2002.*



**Varsha Eknath Gaikwad**  
*Cabinet Minister of Maharashtra*

## WHAT THEY SAY



**DELIGHTED TO VISIT SIES.  
EXCELLENT INSTITUTION.  
MY BEST WISHES.**

**Bharat Ratna Dr. A.P.J. Abdul  
Kalam,**  
Former President of India



**NOSTALGIC AND EMOTIONAL  
TO BE BACK. IT'S AN HONOUR  
SIES CONFERRED ON ME BY  
INVITING ME. ALL THE BEST.**

**Latha Venkatesh**  
Executive Editor @CNBCTV18News



**Was pleased to see  
the enthusiasm and  
discipline of the  
students.**

**Morarji Desai,**  
Former Prime Minister of India



**I feel very proud of  
belonging to SIES School  
alumni and the present  
opportunity of coming in  
contact with my revered  
teacher was a unique  
experience.**

**Padma Vibhushan,  
Dr. K. Kasturirangan**  
Space Scientist



**IT WAS A RARE HONOUR  
TO BE AMONGST SUCH  
MOTIVATED TEACHERS  
AND STUDENTS. ONE FELT  
CHARGED TO GIVE TO  
THEM ALL ONE HAD.**

**Dr Kiran Bedi, IPS (Retired)**



**THE SIES FACULTY AND  
STUDENTS ARE VERY  
POSITIVE, BRIGHT AND  
PROGRESSIVE.**

**Sandeep Kulkarni**  
Actor & Director from Theater, Television  
& Films



**An admirable  
institution. My sincere  
congratulations on the  
very high standards  
maintained.**

**N.A. Palkhivala**  
Eminent Constitutional Expert  
Former Ambassador to U.S.



**Looking forward to a long  
and fruitful partnership  
to address the serious  
ecological and social justice  
problems our people face.  
I want to congratulate  
SIES for its contributions  
and hope its legacy long into  
the future.**

**Dr. Vandana Shiva**  
Nuclear Physicist and Environmentalist



## THE TORCH BEARERS



**Mr. T. V. Chidambaran**  
(President, SIES and  
Registrar Bombay  
University)

### PRINCIPALS OF THE COLLEGE THROUGH THE YEARS



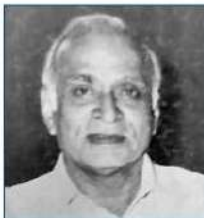
**Dr. A. B. Shah**  
1960-61



**Dr. S. Ram Joshi**  
1962-77



**Prof. P. S. Ramaswamy**  
1977-87



**Prof. K. M. Apte**  
1987-89



**Prof. S. Ramanath**  
1989-96



**Prof. V. Padmanaban**  
1996-2003



**Prof. Gopalkrishnan**  
2003-2005



**Dr. Harsha K. Mehta**  
2005-2016



**Dr. Uma M Shankar**  
2016-0nwards

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## ADMINISTRATION

### PRINCIPAL



Dr. Uma M Shankar

### VICE-PRINCIPALS, DEGREE COLLEGE



Dr. Rashmi  
Bhure



Prof. Vinod  
Menon



Dr. Satish  
Sarfare



Dr. Tara  
Menon

### VICE-PRINCIPAL, JUNIOR COLLEGE



Mr. Sharad Deore

### REGISTRAR



Raghavendra  
Lakshminarasimhan





## ABOUT US

The SIES Arts and Science College was founded in 1960 to serve the evergrowing educational needs of the students from North and Central Mumbai suburbs. The college was a gift of South Indians in Mumbai to the then newly-born state of Maharashtra. The Commerce Stream at the Degree level was started in 1980-81. Affiliated to the University of Mumbai, the college has an impressive strength of more than 6400 students drawn from all sections of this cosmopolitan city.

The SIES College of Arts, Science and Commerce (Autonomous), Sion (West) affiliated to university of Mumbai has entered its 60<sup>th</sup> year with great pride. Excellence in academics, holistic development of the students and inclusive education for the differently challenged are some of the commitments made by this institution.

The college owes its glory to the vision of our founders, the committed leadership of the management, the sincere dedication of the staff, both teaching and non-teaching, thousands of all those young students who have passed out of the portals of the college and the Fund of goodwill from all our well wishers and the community at large.

The college is a South Indian Tamil linguistic minority institution. The aims of the college as enunciated by the first Principal Late Prof. A.B.Shah were to train the student to become a good professional in his chosen discipline and to convert the confused, into a sober, rational and discriminating citizen by the time he leaves his sheltered existence to enter the wider world.

The heavy rush of students every year seeking admission to Junior and Degree Colleges indicates the popularity of the college in the city of Mumbai. Admission to the college is open to all and is strictly on merit. Excellent results at various and Board examinations and coveted awards & prizes bagged by the students is the hallmark of the college. It has made this college a name to reckon with in the academic and other fields.

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# HIGHLIGHTS

## RUSA – REPORT 2019-2021

The College was granted in the academic year 2018-2019 Rs. 5 crores grant for enhancing quality and excellence from the Rashtriya Uchchar Shiksha Abhiyan (RUSA). The first instalment of Rs. 2.5 crores has been released under which in 2019-2020 the college has initiated the following academic activities and infrastructural projects –

- ▶ The Departments of Humanity organised a two day International Inter-disciplinary Seminar on Mapping Indian Diaspora: Issues and Perspectives on 13th and 14th December 2019.
- ▶ The Departments of Science organised a two day International Conference on Natural Products-Quality, Safety and Efficacy on 6th and 7th March 2020.
- ▶ Conducted 05 training programmes, 03

workshops and start up activities for students under the Nirmitee Kendra.

- ▶ Library –purchase of new books, journals and RFID security system.
- ▶ Renovated Academic Building.
- ▶ Renovated two Multimedia rooms & one Virtual Room classroom.
- ▶ Created Nirmitee Kendra.
- ▶ Creation of New Bioanalytical Sciences Lab and purchase of equipments.
- ▶ Created two vertical garden walls.
- ▶ Renovated Physics, Psychology & Tally Lab.
- ▶ Renovated Girls & Boys Toilet on Ground, First & Fourth Floor.
- ▶ Purchased nine computers for online examination and seven printers for examination.



Auditorium (Seminar Hall)



Biochemistry Lab



*Bioanalytical Sciences Lab*



*Biotechnology Lab*



*Computer Science & Information Technology Lab*

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*Microbiology Lab*



*Physics Lab*



*Academic Staff Center*



*Multimedia & Virtual Room*

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## ACADEMIC PROGRAMMES

### JUNIOR COLLEGE

#### ARTS XI AND XII

English, Hindi , Marathi,  
French, Sanskrit,  
Environmental Education,  
Physical Education and  
Health, Economics, Political  
Science, Psychology, Logic,  
History

#### SCIENCE XI AND XII

English, Hindi, Marathi,  
French, Sanskrit, Environmental Education , Physical  
Education & Health, Physics, Chemistry, Mathematics  
& Statistics, Biology, Information Technology\*,  
Electronics\*, Computer Science\*  
(\*Self Financed Courses)

### DEGREE COLLEGE

(Under graduate three year integrated degree course)

#### B.A.

- Economics
- Politics
- History
- Psychology
- Philosophy
- English
- Hindi
- Marathi
- French

#### B.Sc.

- Physics
- Chemistry
- Mathematics
- Statistics
- Botany
- Zoology
- Microbiology
- Biochemistry

#### B.Com.

- Business Communication
- Mathematics & Statistics
- Commerce
- Business Economics
- Business Law
- Direct & Indirect Taxation
- Export Marketing
- Computer Systems & Applications
- Environmental Studies
- Advertising
- Economic Systems
- Computer Programming
- Accountancy & Financial Management
- Management Accountancy
- Auditing
- Cost Accounting

#### SELF FINANCING

- BA in Multimedia and Mass communication (BAMMC/BMM)
- Bachelor of Management Studies (B.M.S)
- B.Sc. (IT)
- B.Sc. Computer Science
- B.Sc. Biotechnology



## POST GRADUATE DEGREE COURSES / DIPLOMA PROGRAMS

### M.Sc.

- Bioanalytical Sciences
- Biochemistry
- Biotechnology
- Botany
- Chemistry
- Computer Science
- Data Science
- Information Technology
- Microbiology
- Physics
- Zoology

### ADMLT

(Advanced Diploma In Medical Lab technology), One and half year Post graduate Diploma course affiliated to Maharashtra State Board of Technical Education

### PGDFTN

Post Graduate Diploma-Food Technology and Nutraceuticals  
**Duration:** One year plus three months internship

### DOCTORAL PROGRAM

- English
- Philosophy
- Politics
- Biotechnology
- Botany
- Microbiology
- Zoology

## COURSES BY DEPARTMENT OF COMPREHENSIVE EDUCATION

### COURSES AFFILIATED TO UNIVERSITY OF MUMBAI

- Two year P.G. Diploma in Early Childhood Care & Education
- One Year P.G. Diploma in Guidance & Counselling

### AUTONOMOUS COURSES

- One year P.G. Diploma in Special Education
- One year P.G. Diploma in Early Childhood Education
- One Year P.G. Diploma in Guidance & Counselling
- Short Term Course in Counselling
- Online Certificate Course in Mainstreaming Children with Special Educational Needs (SEN)



### COURSES UNDER ACADEMIC AUTONOMY

#### Courses started under Academic Autonomy & successfully completed

##### 2018-19

- a. Six months Certificate Course in Yoga - 10 students.
- b. Aquarium Setup and Maintenance - 25 students
- c. Translation Course in Hindi - 10 students
- d. Statistics R course (2 batches) - 25 students in each batch

##### 2019-20

- a. Six months Certificate Course in Yoga - Yoga Upasana
- b. Concept based learning - Instrumentation and basic concepts in practicals in Biochemistry
- c. Aquarium Setup and Maintenance
- d. Translation course in Hindi
- e. Statistics R Course

- f. Six sigma training program
- g. Vedic Maths
- h. Prasthavana - 6 month course in Sanskrit (for beginners)
- i. 3 to 5 online courses (credit based)
- j. Characterization Techniques
- k. Cyber security
- l. Innovation course on training (Patenting) few online courses planned
  - 1. Advance Excel
  - 2. GST
  - 3. Soft skills

#### Proposed Degree and Diploma courses in 2019-20

- a. M.Sc in Bioanalytical Sciences - 2 years Interdisciplinary Degree Course
- b. Post Graduate Diploma in Food Technology and Nutraceuticals - 1 Year Diploma

## COURSES OFFERED – JUNIOR COLLEGE

### XI ARTS & XII ARTS

#### COMPULSORY SUBJECT

- ▶ English
- ▶ Language - Hindi/ Marathi/Sanskrit/ French
- ▶ Health & Physical Education
- ▶ Environment Education

#### OPTIONAL SUBJECTS (ANY ONE OF THE FOLLOWING GROUPS)

##### GROUP I

- ▶ Economics
- ▶ Politics
- ▶ Psychology
- ▶ Logic

##### GROUP II

- ▶ Economics
- ▶ Politics
- ▶ Logic
- ▶ History

##### GROUP III

- ▶ Economics
- ▶ Politics
- ▶ History
- ▶ Psychology



## XI SCIENCE AND XII SCIENCE

### SUBJECTS OFFERED

- I - Language English
- II - Language - Marathi / Hindi/ Sanskrit/ French / (Students who have studied French upto X std. Will be given preference)
- Mathematics and Statistics
- Chemistry
- Biology
- Environment Education
- Health and Physical Education

### OPTIONAL SUBJECTS

- Electronics / Computer Science (+2 Bifocal Subject)
- Information Technology (Students opting for the subject of I.T and getting admission are exempted from second language)

### VOCATIONAL SUBJECTS

- Electronics / Computer Science  
Students opting for Electronics or Computer Science and getting admission are exempted from second language and Biology.  
Students having
  - i) Intermediate Drawing Certificate issued by Government of Maharashtra
  - ii) NCC/MCC/RSP Certificate from Deputy Director of NCC /MCC For RSP Certificate from Chairman, RSP Advisory Committee & Jt. Commissioner of Police (Traffic), Mumbai
  - iii) Scout/ Guide certified by Maharashtra

State Bharat Scouts and Guide office  
iv) Certificate in Sports at State level & above (which must be duly attested by the District Sports Authority, Mumbai, Malhotra House, Opp. G.P.O., Mumbai.)  
Can get the benefit of additional marks in case if he/she has selected Vocational subject (Electronics/ Computer Science).  
**Admission to Vocational Subjects and Information Technology is purely on merit and also on the availability of seats.**

## INSTRUCTIONS REGARDING ADMISSION FOR FYJC (2021-22)

1. Due to ongoing pandemic , admission related procedure as per government notification from time to time will be displayed in the college website (www.siesacscs.edu.in)
2. Students are required to follow government notification for ONLINE registration and follow up procedure for FYJC admission as mentioned in the government portal. They can also take guidance from their respective school.
3. However students are required to keep following documents ready at the time of filling or/and admission
  - a. Original & Attested photocopy of the X Marksheet
  - b. Original & Attested photocopy of school Leaving certificate / Transference certificate
  - c. Residential address proof like electricity bill Telephone bill etc.
  - d. Aadhar card of the students
  - e. And other certificate/s if required as per notification from time to time



## COURSES OFFERED - DEGREE COLLEGE

### BACHELOR OF ARTS (B.A) FIRST YEAR - B.A

#### COMPULSORY SUBJECT

- ▶ Foundation Course
- ▶ Communication skills in English
- ▶ Language - Hindi/ Marathi / French

#### OPTIONAL SUBJECTS (Any One of the following groups)

##### GROUP I

- ▶ Economics
- ▶ Politics
- ▶ History/ English Literature/ Hindi Literature

##### GROUP II

- ▶ Economics
- ▶ Politics
- ▶ Psychology

##### GROUP III

- ▶ Politics
- ▶ Psychology/ History
- ▶ Philosophy/ English Literature/ Hindi Literature

##### GROUP IV

- ▶ Philosophy/ Economics
- ▶ Psychology
- ▶ English Literature/ Hindi Literature

**NOTE :** (a) The subject/s which is /are to be taken as Major Subject/s i.e. 3/6 Units for the degree (at the TYB.A.) should necessarily be offered at the F.Y.B.A. and S.Y.B.A. levels. This includes languages as well.

### SECOND YEAR - B.A

#### COMPULSORY SUBJECT

- ▶ Foundation Course

#### APPLIED COMPONENT (ANY ONE)

- ▶ Comparative study of Religion
- ▶ Demography
- ▶ Elementary Quantitative Techniques
- ▶ General introduction to Law
- ▶ Travel and Tourism

#### THE OPTIONAL SUBJECT GROUP

will continue as that opted at F.Y.B.A. with two papers in each subject.

## THIRD YEAR - B.A

Any One Subject Of 6 Units Under Group I  
Or Any Two Subjects Of 3 Units Each Under Group II.

### GROUP I

- ▶ English
- ▶ Economics
- ▶ Politics
- ▶ Philosophy
- ▶ Hindi
- ▶ Psychology

### GROUP II (3 UNITS EACH)

#### ANY ONE OF THE FOLLOWING

- ▶ Economics and Politics
- ▶ History and Politics
- ▶ History and Philosophy
- ▶ History and Economics
- ▶ History and Hindi

## BACHELOR OF SCIENCE (B.Sc)

### FIRST YEAR - B.SC

#### COMPULSORY SUBJECT

- ▶ Foundation Course Paper I

#### Any one of the following groups consisting of 3 subjects (2 units each)

- |        |        |
|--------|--------|
| ▶ CPM  | ▶ PMS  |
| ▶ CPS  | ▶ CZMi |
| ▶ CBZ  | ▶ CPB  |
| ▶ CBMi | ▶ CPZ  |

## SECOND YEAR - B.Sc

#### COMPULSORY SUBJECT

- ▶ Foundation Course Paper II

#### Any one of the combination of the following

- |      |       |
|------|-------|
| ▶ CP | ▶ MS  |
| ▶ CB | ▶ BZ  |
| ▶ CZ | ▶ CMi |
| ▶ PM | ▶ BMi |
| ▶ PS | ▶ ZMi |

Subject Code

Botany : B, Biotechnology : Bt, Chemistry : C,

Mathematics : M, Microbiology : Mi, Physics : P,

Statistics : S, Zoology: Z





## THIRD YEAR - B.Sc

**For B.Sc Single Major:** Any one subject of 6 Units under Group I

**For B.Sc Double Major:** Any one subject combination with 3 Units each under Group II

### GROUP I

- Chemistry
- Physics
- Mathematics
- Statistics
- Botany
- Zoology
- Computer Science
- Microbiology

### GROUP II

- Biochemistry - Botany
- Biochemistry - Chemistry
- Biochemistry - Microbiology
- Biochemistry - Zoology

**Applied Component (2 Units) : Compulsory for all students Any ONE of the following**

- Electronic Instrumentation
- Drugs and Dyes
- Computer Programming
- Fishery Biology
- Horticulture and Gardening
- Web Design & Applications

## POST GRADUATE COURSES & DOCTORAL PROGRAMS

Facilities for pursuing a Master's Program are available in the subjects of Bioanalytical Sciences, Biochemistry, Biotechnology, Botany, Chemistry, Computer Science, Data Science, Information Technology, Microbiology, Physics and Zoology. The

college is recognized to enroll students for M.Sc. by research in the subjects of Biochemistry, Botany, Microbiology, Organic Chemistry and Zoology. The college also enrolls students for MA by research in the subject of Philosophy.

### DOCTORAL PROGRAMS (Ph.D)

English, Philosophy, Politics, Biotechnology, Botany, Microbiology, Zoology



## BACHELOR OF COMMERCE (B.COM) FIRST YEAR SEMESTER I & II - B.Com

### COMPULSORY SUBJECT

- |   |  |
|---|--|
| 1. Foundation Course Paper I & II                       | 4. Mathematical and Statistical Techniques |
| 2. Environmental Studies                                | 5. Commerce Paper I & II                   |
| 3. Accountancy and Financial Management<br>Paper I & II | 6. Business Economics Paper I & II         |
|   | 7. Business Communication                  |

## SECOND YEAR B.Com SEMESTER III & IV - B.Com

### COMPULSORY SUBJECT

- |  |  |   |
|--|--|---|
| 1. Foundation Course Paper III & IV  | 5. Commerce Paper III & IV                     | 6. Business<br>Economics Paper III & IV |
| 2. Business Law I & II   | 7. Financial<br>Accounting and Auditing V & VI |   |
| 3. Accountancy and Financial Management<br>Paper III & IV  | 6. Business Economics Paper III & IV           |   |
| 4. Applied Component (Advertising I & II<br>/ Economic System I & II / Computer<br>Programming I & II) | 7. Financial Accounting and Auditing<br>V & VI |   |

## THIRD YEAR B.Com SEMESTER V & VI - B.Com

### COMPULSORY SUBJECT

- |  |   |
|--|---|
| 1. Financial Accounting and Auditing Paper<br>VII & IX | 5. Applied Component (Direct and Indirect<br>Taxation) - I & II                             |
| 2. Financial Accounting and Auditing Paper<br>VIII & X | 6. Applied Component (Export Marketing<br>or Computer Systems and Applications)<br>- I & II |
| 3. Business Economics Paper V & VI                     |   |
| 4. Commerce Paper V & VI                               |   |



## SELF FINANCED COURSES

### B.SC. INFORMATION TECHNOLOGY FIRST YEAR - B.Sc (IT)

#### FIRST SEMESTER

- Imperative Programming
- Digital Electronics
- Operating Systems
- Discrete Mathematics
- Communication Skills

#### SECOND SEMESTER

- Object Oriented Programming
- Microprocessor Architecture
- Web Programming
- Numerical & Statistical Methods
- Green Computing

### SECOND YEAR - B.Sc (IT)

#### THIRD SEMESTER

- Python Programming
- Data Structures
- Computer Networks
- Database Management Systems
- Applied Mathematics

#### FOURTH SEMESTER

- Core Java
- Introduction to Embedded Systems
- Computer Oriented Statistical Techniques
- Software Engineering
- Computer Graphics and Animation

### THIRD YEAR - B.Sc(IT)

#### FIFTH SEMESTER

- Software Project Management
- Internet of things
- Advanced web programming

#### Elective I

- Security in Computing
- Linux System Administration

#### Elective II

- Enterprise Java
- Next Generation Technologies

#### FIFTH SEMESTER

- Software Quality Assurance
- Artificial Intelligence
- Business Intelligence

#### Elective I

- Principle of Geographic Information Systems
- Enterprise Networking

#### Elective II

- IT Service Management
- Cyber Laws

## GUIDELINES FOR ELIGIBILITY

**Ordinance 5051:** A candidate for being eligible for admission to the Bachelor of Science - Information Technology shall have passed Std. XII Examination of the Maharashtra Board of Secondary and Higher Secondary Education or its equivalent with Mathematics and Statistics as one of the subjects and secured not less than 45% marks in aggregate in case of reserved category candidates.

OR Candidates who have passed Diploma in Computer Engineering / Computer Science/ Computer Technology/ Information Technology/ Electrical, Electronic. Allied branches/ Mechanical and Allied branches, Civil and Allied branches of Engineering are eligible for admission to the First Year of the B.Sc. (IT) degree course. However the Diploma should be recognized by the Maharashtra State Board of Technical Education or any other recognized government body. Minimum marks required is 45% aggregate for

open category candidates and 40% aggregate for reserved category candidates.

And Students with post HSC- Diploma in Computer Engineering / Computer Science/ Computer Technology will be eligible for direct admission to the second year of B.Sc. (IT). However the Diploma should be recognized by the Maharashtra State Board of Technical Education or any other recognized Government body.

**Ordinance 5052 :** Every candidate admitted to the Degree Course in the constituent/ Afiliated College/ recognized Institution conducting the course shall have to register himself/ herself with the University.

**Ordinance 5053 :** no common entrance test will be conducted. Admissions will be made on the basis of merit.

**Ordinance 5054 :** The course shall be a full time course. The Duration of the course shall be six semesters spread over three years.



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## BUSINESS MANAGEMENT STUDIES

Ordinance 3941: A candidate for being eligible for admission to the BMS Degree Course shall have passed XII Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination at one sitting or Diploma in any Engineering branches with two years or three years or four years duration after the SSC conducted by the Board of Technical Education, Maharashtra State or its equivalent examination and should have secured not less than 45 % marks in the case

of general category and 40 % marks in the case of Backward Class candidates. Ordinance 3942: 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.

Duration: Ordinance 3943: The Course shall be a full time course. The duration of the course shall be six semesters spread over three years.

## FIRST YEAR - BMS

### FIRST SEMESTER

- Core Courses
- Foundation of Human Skills
- Business Economics-I
- Ability Enhancement Courses
- Business Communication - I
- Skill Enhancement Course
- Foundation Course - I
- Elective Courses
- Introduction to Financial Accounts
- Business Law
- Business Maths

### SECOND SEMESTER

- Core Courses
- Business Environment
- Principles of Management
- Ability Enhancement Courses
- Business Communication - II
- Skill Enhancement Course
- Foundation Course - Value Education and Soft Skill - II
- Elective Courses
- Principles of Marketing
- Industrial Law
- Business Statistic



## SECOND YEAR - BMS

### THIRD SEMESTER

- Core Courses
- FC III-Environmental Management
- Business Planning & Entrepreneurial Management
- Accounting for Managerial Decisions
- Strategic Management
- Ability Enhancement Courses
- Information Technology in Business Management - I
- Marketing Electives
- Consumer Behaviour
- Advertising
- Finance Electives
- Equity & Debt Market
- Corporate Finance

### FOURTH SEMESTER

- Core Courses
- Business Economics-II
- Business Research Methods
- Ethics & Governance
- Production & Total Quality Management
- Ability Enhancement Courses
- Information Technology in Business Management - II
- Marketing Electives
- Integrated Marketing Communication
- Rural Marketing
- Finance Electives
- Strategic Cost Management
- Auditing

## THIRD YEAR - BMS

### FIFTH SEMESTER

- Core Courses
- Logistics & Supply Chain Management
- Ability Enhancement Course
- Corporate Communication & Public Relations
- Marketing Elective
- Services Marketing
- E-Commerce & Digital Marketing
- Sales & Distribution Management
- Customer Relationship Management
- Finance Electives
- Investment Analysis & Portfolio Management
- Financial Accounting
- Risk Management
- Direct Taxes

### SIXTH SEMESTER

- Core Courses
- Operation Research
- Ability Enhancement Course
- Project Work
- Marketing Elective
- Brand Management
- Retail Management
- International Marketing
- Media Planning & Management
- Finance Electives
- International Finance
- Project Management
- Strategic Financial Management
- Indirect Taxes



## BACHELOR OF CAPITAL MARKETS (THREE YEAR INTEGRATED)

Capital markets are seen as a reflection of economic health of a nation and they play a vital role in global financial system. To ensure that these markets function effectively, there is a need for more skilled professionals in this domain to supervise and regulate the market operations. Thus, BMS in Capital Market is a three years degree programme introduced by

our institution to equip the students with an extensive understanding of the global capital market, thus gaining an edge over others to excel in this field. The main objective of this programme is to develop specialists with necessary skills and abilities needed to operate in Capital Market.

## BA IN MULTIMEDIA AND MASS COMMUNICATION FIRST YEAR – BAMMC

### FIRST SEMESTER

- Effective Communication-I (EC-I)
- Foundation Course-I (FC-I)
- Visual Communication (VC)
- Fundamentals Of Mass Communication (FMC)
- Current Affairs (CA)
- History Of Media (HOM)
- Managerial Skills Development-I

### SECOND SEMESTER

- Effective Communication-II (EC-II)
- Foundation Course-II (FC-II)
- Content Writing (CW)
- Introduction To Advertising (ITA)
- Introduction To Journalism (ITJ)
- Media, Gender & Culture (MGC)
- Managerial Skills Development-II

## SECOND YEAR – BAMMC

### THIRD SEMESTER

- Electronic Media-I (EM-I)
- Corporate Communication And Public Relations (CCPR)
- Media Studies (MS)
- Introduction To Photography (ITP)
- Film Communication- I (FCO-I)
- Computers And Multimedia-I (CAM-I)

### FOURTH SEMESTER

- Electronic Media-II (EM-II)
- Writing And Editing For Media (WEM)
- Media Laws And Ethics (MLE)
- Mass Media Research (MMR)
- Film Communication-II (FCO-II)
- Computer And Multimedia-II(CAM-II)

## THIRD YEAR - BAMMC

### FIFTH SEMESTER

#### ADVERTISING

- Copywriting (CW)
- Advertising And Marketing Research (AMR)
- Brand Building (BB)
- Agency Management (AM)
- Direct Marketing And E-Commerce (DMEC)
- Consumer Behaviour (CB)

#### JOURNALISM

- Reporting (REPO)
- Investigative Journalism (IJ)
- Writing And Editing Skills (WES)
- Global Media And Conflict Resolution (GMCRC)
- Business And Financial Journalism (BFJ)
- News Media Management (NMM)

### SIXTH SEMESTER

#### ADVERTISING

- Digital Media (DM)
- Advertising Design (AD)
- Advertising In Contemporary Society (ACS)
- Brand Management (BM)
- Media Planning And Buying (MPB)
- Retailing And Merchandising (RAM)

#### JOURNALISM

- Digital Media (DM)
- Newspaper And Magazine Design (Project) (NMD)
- Contemporary Issues (CI)
- Lifestyle Journalism (LJ)
- Crime Reporting (CR)
- Television Journalism (TI)

AECC: Ability Enhancement Compulsory Course |  
 AECE: Ability Enhancement Elective Course |  
 DSC: Discipline Specific Core |

DSE: Discipline Specific Elective |  
 DRG: Discipline Related Generic |  
 VAC: Value Add On |

### GUIDELINES FOR ELIGIBILITY

Ordinance .5206: A candidate for being eligible for admission to the Degree course in Bachelor of Mass Media shall have passed XIIth Std. examination of Maharashtra Board of Higher Secondary Education or its equivalent from the Science, Arts or Commerce Stream






## BSc (COMPUTER SCIENCE) FIRST YEAR

### FIRST SEMESTER

- Computer Organising & Design
- Programming with Python-I
- Free and Open Source Software
- Database Systems
- Discrete Mathematics
- Descriptive Statistics and Introduction to Probability
- Soft Skills Development
- Practicals

### SECOND SEMESTER

- Programming with C
- Programming with Python-II
- Linux
- Data Structure
- Calculus
- Statistical Methods and Testing of Hypothesis
- Green Technologies
- Practicals

## SECOND YEAR - BSc (COMPUTER SCIENCE)

### THIRD SEMESTER

- Theory of Computation
- Core JAVA
- Operating System
- Database Management Systems
- Combinatorics and Graph Theory
- Physical Computing and IoT Programming
- Skill Enhancement: Web Programming
- Practical I:
- Practical II

### FOURTH SEMESTER

- Fundamentals of Algorithms
- Advanced JAVA
- Computer Networks
- Software Engineering
- Linear Algebra using Python
- .NET Technologies
- Skill Enhancement: Android Developer Fundamentals
- Practical I
- Practical II

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## THIRD YEAR BSc (COMPUTER SCIENCE)

### FIFTH SEMESTER

#### ELECTIVE - I (Select any two)

- Artificial Intelligence
- Linux Server Administration
- Software Testing and Quality Assurance

#### Elective - II (Select any two)

- Information and Network Security
- Architecting of IoT
- Web Services

#### Skill Enhancement

- Game Programming
- Practical - I
- Practical - II
- Practical - III

### SIXTH SEMESTER

#### ELECTIVE - I (Select any two)

- Wireless Sensor Networks & Mobile communication
- Cloud Computing
- Cyber Forensics

#### Elective - II (Select any two)

- Information Retrieval
- Digital Image Processing
- Data Science

#### Skill Enhancement

- Ethical Hacking
- Practical - I
- Practical - II
- Practical - III

## BSc (BIOTECHNOLOGY)

### FIRST SEMESTER

- Basic Chemistry I
- Bio-Organic Chemistry
- Biodiversity and Cell Biology
- Microbial Techniques
- Introduction to Biotechnology
- Molecular Biology and Genetics
- Societal Awareness
- Practicals

### SECOND SEMESTER

- Basic Chemistry II
- Physical Chemistry
- Physiology and Ecology
- Genetics and rDNA Technology
- Microbial Techniques and Tissue Culture
- Enzymology, Immunology and Biostatics
- Globalization, Ecology & Sustainable Development
- Practicals

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### THIRD SEMESTER

- Biophysics
- Applied Chemistry I
- Immunology
- Cell Biology and Cytogenetics
- Molecular Biology
- Bioprocess Technology
- Research Methodology
- Practicals

### FOURTH SEMESTER

- Biochemistry
- Applied Chemistry II
- Medical Microbiology
- Environmental Biotechnology
- Biostatistics and Bioinformatics
- Molecular Diagnostics
- Entrepreneurship Development
- Practicals

### FIFTH SEMESTER

#### Theory

- Cell Biology
- Medical Microbiology & Instrumentations
- Genomes and Molecular Biology
- Marine Biotechnology
- Biosafety

#### Practical

- Cell Biology + Medical Microbiology Instrumentation
- Genomes and Molecular Biology + Marine Biotechnology
- Biosafety

### SIXTH SEMESTER

#### Theory

- Biochemistry
- Industrial Microbiology
- Pharmacology and Neurochemistry
- Environmental Biotechnology
- Agribiotechnology

#### Practical

- Biochemistry & Industrial Microbiology Pharmacology + Neurochemistry & Environmental Biotechnology (50M) + Project Work (50M)
- Agribiotechnology

On the job training: This should be taken up in the summer over a period of one month preferably in an immunology / veterinary / virology institute or a laboratory using recombinant DNA methods. The students should be assigned to assist a clinic (in a

hospital), a fermentation plant, brewery or bakery and watch the various stages in brewing & baking and post-fermentation processing. Prior arrangement must be made on the mode of interaction of the educational institute with the clinic and the industry.

## BSc (DATA SCIENCE)

DURATION: 3 YEARS BATCH SIZE: 60 STUDENTS PER YEAR

**Eligibility for admission:** XIth in any discipline with Mathematics as one of the subjects.

**Objectives:** The course is designed to equip the students with latest technology and techniques in Data Science and help them create data-driven business models.

**Purpose and Rationale:** B.Sc in Data Science is being introduced to provide in-depth knowledge in the area of Computer Science,

Mathematics, Statistics, in order to apply them in real world data analytics. This course intends to make students competent to opt for higher studies or research in Data Science.

**Contact details:**

*Mr. Manoj Singh*

Email: manojks@sies.edu.in

*Ms. Sudha Bhagavatheeswaran*

Email: sudhab@sies.edu.in

## MSc (BIOANALYTICAL SCIENCES)

DURATION: 2 YEARS BATCH SIZE: 20 STUDENTS PER YEAR

**Eligibility for admission:** B.Sc. in Biochemistry, Biotechnology, Botany, Chemistry, Life Sciences, Microbiology, Physics, Zoology; B.Voc in Pharma analytical Sciences

**Selection criteria for admission:** Entrance exam and personal interview

**Objectives:** M.Sc in Bioanalytical Sciences is an Interdisciplinary course specifically planned to address the need of trained personnel in chemical, pharmaceutical industries, and industries manufacturing ASU (Ayurveda, Siddha and Unani) formulations and R&D (Research and Development) Organizations.

**Purpose and Rationale:** The curriculum for this course has been designed by experts from industries, scientists from research

institutions and academicians with special emphasis on hands on training of instruments and exposure to industries.

**Relevance and Impact:** The course has received positive feedback from students, teachers and researchers and this course also serves as an ideal platform for industry-academia collaboration and job opportunities in pharmaceutical and allied industries.

**Contact details:**

*Dr. Satish Sarfare, Vice Principal and Course Coordinator*

Email: satishs@sies.edu.in

*Ms. Pracheta S. Salunkhe, Faculty and Mentor*

Email: prachetas@sies.edu.in



## POST GRADUATE DIPLOMA - FOOD TECHNOLOGY AND NUTRACEUTICALS

DURATION: ONE YEAR CLASSROOM TRAINING PLUS 3 MONTHS INTERNSHIP

**Objective:** To Impart skill based training and develop human resource for the fast growing food processing and Nutraceutical sector

**Highlights:**

- Customized curriculum as per industry requirement.
- Guest lectures, Seminar and Workshops involving experts from Industry.
- Practical oriented course with 4 months industrial training.
- Placement assistance.

**Eligibility:** Graduates and Postgraduates with Biochemistry/Biotechnology/Microbiology/

Life Science/Botany/Zoology/Chemistry and allied subjects like Nutrition, Food Processing and Preservation, Hotel management etc.

Candidates from non-Science background but with at least two years' experience in Food or Nutraceutical industry can also apply.

**Contact details: \*Email ID:** foodtechnutra.sies@gmail.com

**\*For Enquiry Contact:** Dr. Deepali Kothekar

(Co-ordinator) -9967038139;

Dr. Sandhya Nambiar (Faculty) - 9594506911;

Ms. Mayuri Bane (Faculty) - 8286349680

## MSc (DATA SCIENCE)

DURATION: 2 YEARS, BATCH SIZE: 20 STUDENTS PER YEAR

**Eligibility for admission:** B.Sc in Information Technology, Computer Science, Mathematics, Statistics, Physics, Electronics and B.C.A, B.E in relevant subject.

Selection criteria for admission: Entrance exam and personal interview

**Objectives:** M.Sc in Data Science course is designed to create data literates, who can be directly employed

or start his/her own work as Analytics Engineer, Analytics Manager, Big Data Engineer, Business Analyst, Data Architect, Data Scientist, Data Visualisation Specialist, Business Intelligence Architect etc.

**Purpose and Rationale:** The curriculum for this course has been designed to apply quantitative modeling and data analysis techniques to solve real world business problems, communicate findings, and effectively present results using data visualization techniques.

**Contact details:**

Mr. Manoj Singh

Email: manojks@sies.edu.in

Ms. Sudha Bhagavatheeswaran

Email: sudhab@sies.edu.in



### FIRST SEMESTER

- Statistical Methods and Linear Programming
- Advanced Database Management Systems
- Data Mining for Business Intelligence
- Data Science -I
- Statistical Methods and Linear Programming Practical
- Advanced Database Management Systems Practical
- Data Mining for Business Intelligence practical
- Data Science -I practical

### SECOND SEMESTER

- Advanced Statistical Methods
- Machine Learning
- Linear Algebra
- Research Methodology
- Advanced Statistical Methods practical
- Machine Learning practical
- Linear Algebra practical
- Research Methodology Practical

### THIRD SEMESTER

- Big Data Analytics
- Data Science -II
- Data Visualization
- Data Storage and Management
- Big Data Analytics Practical
- Data Science -II Practical
- Data visualization Practical
- Data Storage and Management Practical

### FOURTH SEMESTER

- Deep Learning
- Web and Social Network Data Analytics
- Deep Learning practical
- Web and Social Network Data Analytics
- Internship
- Project

The course consists of 96 credits. Each credit equals 15 hours. The credit distribution across the course is as follows: Semester-wise: 24 credits (each semester)

#### Introductory Fee Structure

The introductory fee of M.Sc in Data Science in the year 2020-21 would be Rs 75000/- per year. It would be revised depending on the variable factors like cloud service charge and professional charge etc. from 2021 June onwards.

#### Eligibility Criteria

1. A student who has completed B.Sc (Information Technology), B.Sc

(Computer Science), B.Sc (Mathematics), B.Sc (Statistics), B.Sc (Physics), B.Sc (Electronics) and B.C.A from any recognized university in India with minimum of 55 percent or equivalent C.G.P.A is eligible for this program.

2. It is mandatory that all students should have done Calculus and Linear Algebra course during their graduation.
3. An entrance test(online) will be conducted on General and Logical Aptitude (60 marks) The selected students will go through an interview process (40 marks)



## SIES CENTRE FOR EXCELLENCE A CENTRE TO MEET YOUR PROFESSIONAL NEEDS

The Centre for Excellence offers more than 70 career based value added courses. The main objective of the Centre is to ensure overall development of the students in professional courses and to train them as per the global needs. To acquire a job in this competitive world, only academic activity or a degree is not sufficient. The following courses are conducted under the banner Centre for

excellence in the college premises for the benefit of the students. We try to motivate students who enroll for the course and guide them in right career options.

Website: [www.siesascs.edu.in](http://www.siesascs.edu.in)

Email: [siescentreforexcellence@gmail.com](mailto:siescentreforexcellence@gmail.com)

Like our page <https://www.facebook.com/siescoe>

## LANGUAGE PROFICIENCY CLASSES

### INDIAN

- Tamil Certificate Course
- Telugu Certificate Course
- Gujarati Certificate Course
- Kannada Certificate Course
- Malayalam Certificate Course
- Sanskrit Certificate Course (Autonomous)

### FOREIGN

- English Speaking Classes
- Japanese Certificate Course
- French Certificate Course
- Spanish Certificate Course
- German Certificate Course
- Chinese Certificate Course
- Korean Certificate Course

## COMPUTER COURSES

- Web Designing
- Desktop Publishing (DTP)
- Web Animation
- Computer Hardware & Assembling
- Computer Hardware & Networking
- Advanced Excel
- Computer Basic Skill
- Computer Programming (C/C++/Java)
- Oracle, DBMS
- Embedded System (ES)
- VHDL / VLSI
- Personal Home Page – PHP
- Assembler Code



## SELF ENRICHMENT PROGRAMME

- **Creative Art** – Decoupage, M-Seal, Punch Craft, Quilling, Pot decoration, Wooden Craft, Murals.
- **Painting Courses** – Kalamkaari, Coffee, Meenakari, Warli, One-stroke, Mug, Nib, Emboss, Glass painting.
- Calligraphy
- **Hobby Classes** – Chocolate Making, Candle Making, Cake Making
- Nail Art Course – Basic & Advanced
- Handwriting Improvement Course
- Personality Development Course
- Creative Writing Skills
- Soft Skill Programme

## COLLABORATIVE VENTURES

- Financial Markets
- Commercial Banking
- IFRS - International Financial Reporting Standards
- Digital Marketing
- Certified Financial Planner
- Diploma in Banking
- **TRIZ LEVEL I Certification** – A systematic problem solving technique through TRIZ theory. (Develop new ideas/patent)
- Tally Management Course
- CAT / MHCET / GRE
- ACCA - Association of Chartered Certified Accountants (UK Based)

## AUTONOMOUS COURSES / TRAINING PROGRAMMES

- UPSC - MPSC Foundation Course
- Certificate/Diploma in Creative Art
- Certificate/Diploma in Painting
- PG Diploma in Special Education + 8 more courses (ICE Dept.)
- R Software (Statistics Dept.)
- PG Diploma in Food Technology & Nutraceuticals. (Biochemistry Dept.)
- Entertainment Journalism (BMM Dept.)
- Capital Markets (Commerce Dept.)
- Vedic Mathematics – Speed Mathematics
- Diploma in Clinical Laboratory Science (DMLT Dept.)
- Yoga Upasana (Philosophy Dept.)
- Certificate Course in Hindi Translation
- PG Diploma in Hindi Journalism and Mass Communication (Hindi Dept.)



## ONLINE COURSES

- NPTEL Online Certification (NOC) – Online courses by IIT Madras (HRD Ministry) – IIT Certification.
- Online Training for Civil Service Examinations (MPSC / UPSC)
- Fluent Life (English Speaking)
- Being PRO
- Online Special Education Needs (SEN)
- NSIM – SEBI – Finance/Derivative/ Equity
- **Online Skill Development Program (Univ. affiliated online course):**
  - Introduction to Financial Markets
  - Introduction to Financial Accounting
  - Diploma in Banking professional
  - Diploma in Equity Market Professional
  - Diploma in Accounting Professional
  - Diploma in Tax Professional
  - Diploma in Digital Marketing Expert

**For details of all the above mentioned courses contact:**

Ms. Mahalaxmi Nadar, Coordinator  
Centre for Excellence, Gymkhana, Ground floor,  
SIES College of Arts, Sciences and Commerce (Autonomous),  
Sion (West), Mumbai – 400 022.  
Email ID: siescentreforexcellence@gmail.com  
Mobile: 9769040609

### NEW COURSES FROM 20-21

- MSc Data Science (2 year Masters programme)
- BSc Environmental Science (3 year Integrated)
- BSc Packaging Technology (3 year Integrated)

### NEW COURSES FROM 21-22

- BSc Data Science (3 year Integrated)



# ACTIVITIES

## NATIONAL SERVICE SCHEME (NSS)



The National Service Scheme (NSS) is an Government of India recognized - sponsored public service program conducted by the Department of youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year, 1969. The NSS scheme is aimed at developing student's personality through community service. Through their participation in community service, the students get acquainted with the task of Nation Building.

## CULTURAL ACTIVITIES

### VISIONS

Visions is the annual students cultural fest. This provides training in leadership, Management and Financial Planning and showcases youth talent at its best. The student volunteers organize several inter college competitions during this festival.



### UTKARSHA

This is the Annual Literary Fest. Utkarsh is amalgamation of various activities and programmes organized by different departments of Degree, Junior College and the various Associations. Each department

organizes a host of workshops, live demonstrations and competitions where the students can show case their talent in both the literary and fine arts sections.



## ASSOCIATIONS

- Commerce Association
- English Association
- Economics Association
- Hindi Association
- History Association
- Jigyasa
- Marathi Vangmaya Mandal
- Malayalam Association
- Philosophy Association
- Politics Association
- Psychology Association
- Rotaract Club
- Science Association
- Tamil Association
- Value Lab

Activities conducted by the above Associations are Seminars, Workshops, Guest Lectures, Exhibitions, Presentations, Industrial Visits,

Surveys, Group Discussions, Film Screenings, Role Plays, Skits, Ad Campaigns, Debates, Quiz, Elocutions, Essays, Slogan, Poster Making, Recitations, Nature trails, music, Creative writing, dance competitions, performances, etc.

Opportunities provided by these Associations enhance knowledge, develop desirable attitude, promote skills and healthy behavioral practices among students.

### THE STUDENTS' COUNCIL

Constituted as per the guidelines of the University of Mumbai. It consists of class representatives, Lady representatives and student representatives of the NCC, NSS, Sports and Cultural activities. The Principal is the ex-officio chairman of the council.

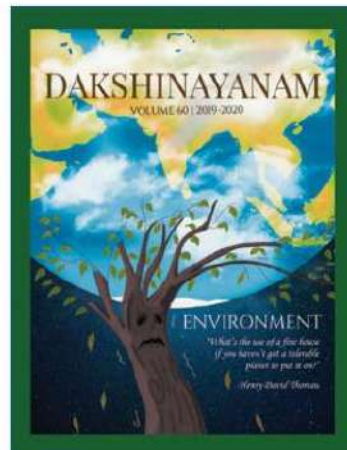


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## OUR PUBLICATIONS

### DAKSHINAYANAM

Published annually, the college magazine provides an effective outlet for young talented students to get their original articles and creative work published. It is also a record of important events in the college and the success of our young achievers. The academic achievements of the teachers are also projected in this magazine. The Magazine received for the second time the M.V.Chandgadkar Trophy for best magazine in the City of Mumbai for its Vol.58 2017-18 edition.



### SKYLINE

It is biannual newsletter started by the students of BMS. It features all the events and news happening in the college. It is a self-sustaining endeavor.



### LIFE

Newsletter by Biological Sciences.



## LEARNING RESOURCES & OTHER FACILITIES

### ONLINE TEACHING LEARNING AND EVALUATION MODULES

- E Techniques and E Resources
  - MS Teams
  - Google meet
  - Zoom
  - One Note
  - MS Office
  - Google classroom
  - Mentimeter
  - Quizzizz
  - MS forms
  - Google forms
  - Academia
  - Youtube
- Teams meeting platform
- Online Evaluation
- MCQ Papers in Google form and MS form
- Google classroom for ATKT Examinations
- Workshops, Webinar, Guest Lecture and Students activities

### PRAJNYA VISION - CENTRE FOR VISUALLY CHALLENGED STUDENTS

The Centre began functioning from the month



of June 1979 and 30 Visually Challenged Students avail of the facilities provided. The Staff at the centre provide training in using computers and JAWS / Kurzweil software. Coaching is provided in English and the visually challenged students are motivated to speak in English. Notes are recorded in the center and provided in a digital format. Assistance is provided to students for completing their projects and class assignments. Newspapers and articles of interest are read aloud to the students. Arrangements are made for readers and writers. Student volunteers are assigned to the visually challenged students to ensure their academic wellbeing. AUSENCO Foundation from Australia have donated funds in 2013.



- Mr. Siddhant Shah from 'Access for all' foundation conducted a 'Heritage Walk in Churchgate on 29th December 2018.
- Mr. Krishnamurthy from Help the Blind Foundation (HTBF) distributed Scholarship amounts of Rs. 10,000 to visually challenged students on 14th December 2018.
- A workshop on Collage Art was conducted by Mr. Siddhant Shah from 'Access for all' foundation on 25th August, 2018.
- A cooking session was conducted by Ms. Sushmeetha from Voice Vision on 17th July, 2018.
- Students participated in Enable India Workshop conducted in Victoria Memorial School on 14th & 15th June 2018.
- Smt. Samjuben Girdharlal Vora Educational Library For The Visually Challenged Students along with Student's Council, Rotaract Club and Cultural Association has conducted various events for holistic development of the students.
- The college conducted an eye check-up session for visually challenged students at KEM Hospital.

### COUNSELLING CENTRE

Aimed at ensuring a stress free life for the students and helping them cope with anxieties



and challenges the college has established the counseling center in collaboration with Disha-the professional counselors. Both personal and career counseling is available.

### LABORATORIES

State of the art modern laboratories and 5 Computer Laboratories are available with latest software for students are available.

### CANTEEN & NESTLE COUNTER

Relax, chat, share experiences and lecture notes over a cup of tea.

### GYMKHANA

The College encourages promising young sportsmen and women by providing the Gymkhana, playground facilities and Coaching. Basket Ball, Badminton, Boxing, Chess, Cricket, Carrom and Table Tennis are our special areas of excellence. Our students have invariably kept the lag of SIES lying high at Inter-College, State, National and even International levels. Special coaching in Basketball, Boxing, Football, Taek-won-do, Cricket.



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### ISR

The Institution's Social Responsibility Cell has taken up the initiative of contributing towards the development of our nation by adopting a village Kawthewadi in Maharashtra. With a view to inculcate the value of social commitment in our college students and staff, the SIES has initiated this project to reach out to the underprivileged sections to financially empower them.

### INTERNAL COMPLAINTS COMMITTEE

ICC has been constituted in the college since the academic year 2017-18 to prevent sexual harassment at work place. Following are the members of ICC - Vice Prin. Dr. Rashmi Bhure, Convenor, Khurshid Italia, Maria Fernandes, Vrushali Gupte Paralkar, Dinesh Pathak, Sarojini K., Anand Ambardekar.

### NIRMITEE KENDRA (ECSSH)

The Nirmitee Kendra is the Entrepreneurship Cell and Skill Hub of the College established and funded under the Rashtriya Uchchar Shiksha Abhiyan (RUSA). It was digitally launched by the honourable Prime Minister on February 3rd, 2019. The SIES College of Arts, Science & Commerce (Autonomous) has been one among the sixty-six colleges across the country which received a grant under the scheme. The project envisions to develop skills among students and create successful entrepreneurs.

Programmes like Start-up India, launched in 2015, has opened up myriad avenues for Indian business. It has created a policy ecosystem that accommodates novel business ideas and models. It has created a business environment that works towards

innovation, development, deployment or commercialization of new products and services driven by technology or intellectual property. The Nirmitee Kendra wishes to make use of this conducive policy environment by attempting to transform students into job providers from being just job seekers.

### We had conducted various course / activities like

- Value Added Course on Vertical Gardening
- Seminar Ideas/Innovation for Start Ups, Funding and More
- Nature Aqua-scaping Certificate Course
- Soft Skills Development
- The Art of Reasoning and Critical Thinking
- Creative Writing
- Bootcamp aimed at preparing students to develop their business ideas. A business idea pitching competition is held every year and financial support is provided by the funding from RUSA
- Stress Management Workshops Innovation and Entrepreneurship Workshop
- Innovation and Entrepreneurship lecture for College Students
- Insights on Student Entrepreneurs - Traits, Opportunities & Platforms
- 'Foundation Programme (Online) for Budding Entrepreneurs' conducted by the Atal Incubation Centre - Rambhau Mhalgi Prabodhini Foundation

### ACHIEVEMENTS

The following are the products / applications designed by our students:

#### Yash Hajare (MSc Data Science):

- UV Box: (2020)

Alcohol sanitizer are good, but we cannot use everywhere. Presenting UV Box which kills



germs using UV-C technique. Sanitize cash, phones, papers, vegetables, etc.

† *UV Lamp: (2020)*

Sanitize small area using UV-C, best use in office, operation theatre, shops, etc.

† *UV Conveyor Belt: (2021)*

Sanitize bags, luggage's, laptop, or any large size objects. Double Sanitizing method: UV-C + Alcohol spray. Best for airports, malls, offices, etc.

† *Smart Timer: (2020)*

For normal and industrial use, we present Smart Timer. Control electronic appliances on time. Smart Timer can turn ON or OFF on given time. Time option: 15 sec, 30 sec, 1 min, 3 mins, 5 mins, 10 min, 30 mins, 1 hr.

† *Automatic Hand sanitizer: (2021)*

No need to touch!

Automatic hand sanitizer sprays sanitizer on hands without any physical touch. Suited for entrances, hospitals, washroom, etc

† *Smart Switch board: (2019 - under development)*

Control your electronic appliances (AC, light, RGB, anything) from anywhere in the world using your mobile phone.

**Vignesh Reddy (TY CS)**

† Flood-Watch

Description: Disaster management - warning system. Flood-Watch is a standalone, real-time, community-centric, rising flood warning global system.

**Siddik Pathan(TY CS)**

† Sharing Cycle

Description: Pay and ride cycle with minimal cost. This idea will reduce the pollution and traffic congestion.

**Ravi (M.Sc Chemistry)**

† Farm and vegetables waste to wood free paper

**Ganesh Bommeri, Jaiba Malpekar and Shrutilaya Shastri (PGD BioChemistry)**

'AaharNutra', an enterprise initiated by SIES students of Post Graduate Diploma in Food Technology and Nutraceuticals for their food product named 'Iron Bytes' used to combat Iron Deficiency Anaemia.



Scan to watch: Flood-Watch Presentation to JD of Higher Education (Mumbai)

We are supported by:

SIES Management, Student Alumni, RUSA, Atal Incubation Centre - Rambhau Mhalgi Prabodhini Foundation & DSSE School of Entrepreneurship - IIT Bombay.

**GENDER SENSITIZATION CELL**

Following the 1997 Guidelines given by the Supreme Court of India on the Vishaka Case the University of Mumbai set up the "University Women Development Cell (UWDC)" in 2001 with the prime purpose of making the University a gender-sensitive space, where all the employees, especially its women employees and students, could achieve their full potential. The college has followed the University Guidelines and has set up the Gender Sensitization Cell. The cell has actively promoted awareness on gender issues through film screening, workshops, competitions and street plays.

**PLACEMENT CELL**

Academic - Industry link is created by the cell, by maintaining the students' profile and coordinating with the corporate world. The cell makes an organized effort to put students in touch with reputed employers





and also to train them in the writing of resumes and to acquaint them with the selection process of the corporate world.

#### **THE STUDENTS' AID FUND**

The Fund helps needy and deserving students with purchase assistance to pay term fees and books. Prescribed application forms are available in the College Office.

#### **SCHOLARSHIPS & ENDOWMENT PRIZES**

Various Scholarships & Endowment Prizes have been generously offered by well wishers, teachers, ex-students, neighbourhood community, trusts, senior citizens etc. which encourages excellence among the students.

#### **STUDENTS' BOOK BANK**

The student book bank distributes text books to the students belonging to economically weaker section of society.

#### **COLLABORATION WITH NGOS / AGENCIES / EXTENSION SERVICES / SPECIAL RESEARCH PROJECTS**

The college has collaboration with various national and international organizations and undertaking special projects which encourage research, analytical abilities, application and extension services. American Center, Majlis, Maharashtra State Commission for Women, Pollux Life Science, Actreco, Indian Cancer Society, Praja Foundation have entrusted us for conducting the collaborated activities, Research projects, National and International Seminars and Conferences.

#### **GREEN INITIATIVES**

College has a Herbal Medicinal Plant Garden, Rainwater Harvesting, Waste Management & Composting Project and Solar panels have been installed.

#### **BOARD ROOM**

Located on the Ground Floor this is a centralized facility for presentations and academic meetings.

#### **SIES COLLEGE PAST STUDENTS' ASSOCIATION (P.S.A.)**

The Association through its various activities has established a very close link with its Alma Mater. Hariharan, Shankar Mahadevan, Shreya Ghoshal, Justice F. M. Kode, Nirupama Mankad, Suma Shiroor, Major R. Parameshwaran, Late Capt. S. Srinivas among prominent alumni. Annual reunion meet is arranged by the PSA.



## MODE OF REFUND OF FEES

### FOR UNDER GRADUATE DEGREE PROGRAMMES

(Reference No.:/412 of 2008)0.2859

Refund of Tuition, Development and all other fees after cancellation of Admission The candidates who have taken admission in under graduate programmes may request for refund of fees after applying in writing for cancellation of their admission to the

programme. The refund of fees as applicable shall be made by NEFT transfer to parent's SB Account only thereafter. The percentage of fees for the programme shall be refunded to the candidate after deducting charges as follows.

**TABLE FOR FEE DEDUCTION ON CANCELLATION OF ADMISSION**

Sr. No.	Period	Deduction Charges
1	Prior to commencement of academic term and instruction of the programme	Rs. 500/- lump sum
2	Upto 20 days after the commencement of academic term of the programme	20% of the total amount of fees
3	From 21 <sup>st</sup> day upto 50 days after commencement of the academic term of the programme	30% of the total amount of fees
4	From 51 <sup>st</sup> day upto 80 <sup>th</sup> day after the commencement of the academic term of the programme or August 31 <sup>st</sup> whichever is earlier	50% of the total amount of fees
5	From September 1 <sup>st</sup> to September 30 <sup>th</sup>	60% of the total amount of fees
6	From 1 <sup>st</sup> of October	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 programmes includes the following-

- All the fee items chargeable are as per relevant University circulars for different faculties (Excluding the programmes for which the total amount is fixed by other competent authorities).
- The fees charged towards group insurance and all fee components to be paid as University share (including Vice – Chancellor's fund, University fee for sports and cultural activities, E-charge, disaster management fund, examination fee, N.S.S. cell fund and enrolment fee) are non-refundable if payment is made by college prior to the date of cancellation.



3. All refundable deposits (Laboratory, caution money, library, etc.) shall be fully returned at the time of cancellation after deducting liability if any.

### FOR POST-GRADUATE DEGREE PROGRAMMES

(Reference No.: UG/253 of 1996) 0.3574

1. The registration fee once paid for the postgraduate programme will not be refunded for any reason.
2. The tuition fee paid by a candidate for the programme in which he / she is registered as a post-graduate learner will be refunded to him / her if he / she leaves the said programme without attending any lectures, seminars or practicals, subject to a deduction of 20% of tuition fee there from the administrative charges. An application by the candidate for such refund will only be entertained if it is received by the Principal within fifteen days from the date of commencement of the lectures of the semester in which the fee is paid.
3. The tuition fee paid by the candidate for the programme in which he / she is registered as a post-graduate learner will be refunded to him / her if he / she leaves the said programme and joins another programme of this University for which he / she applied at the same time and the selection for the new programme of this University is made later, subject to deduction of 20% of the tuition fee there from for the administrative charges. An application is entertained if it is received by the Principal within fifteen days from the date of his / her paying tuition fee for the new programme.



## ATTENDANCE AND GRANT OF TERMS

461. Attendance of learners is regulated by 0.119, 0.120 and 0.125

### A. ORDINANCES 0.119, 0.120

The explanation issued by the university wide circular no. UD / 235 / 98 dated July 3, 1998 relating to 0.119 says that – ‘for granting of terms of 75% of theory, practical and tutorials (wherever prescribed) separately will be required, out of the total number of lectures, practicals and tutorials conducted in the term.

### B. ORDINANCE 0.125

1. It states that ‘To keep a term at a college or recognized institution, learner must complete to the satisfaction of the Principal or the Head of Institution, the course of study at the college or institution prescribed for such terms for the class to which such learner then belongs’.
2. Learners who fail to maintain the condition of minimum attendance on account of bonaide illness, or any other reason which

is deemed right by the Principal, should apply in writing to the Principal, for leave of absence, prior or within two days from the date of commencement of such leave, failing which they will be treated as defaulters.

3. All applications for leave of absence along with medical certiicate, if any, should be submitted to the Principal and not directly to any teacher.

### GENERAL RULES PERTAINING TO ATTENDANCE

1. Learners who request leave of absence from lectures / practicals/ tutorials for participating in sports, cultural, ‘Avishkar’ research convention or any other activities on behalf of the college should submit the application countersigned by the respective teacher incharge.
2. All decisions pertaining to grant of terms will be decided by an Attendance Committee duly constituted by the college.



## RULES OF EXAMINATIONS

### FYBA / BCOM / BSC AND SYBA / BCOM / BSC- AND TYBA / BCOM / BSC

Semester - I, II, III, IV, V, VI

Internal Examination - 40 marks

Semester End Examination - 60 marks.

### POST-GRADUATE PROGRAMMES

#### FACULTY OF SCIENCE

M.Sc part I and Part II will have a 40 marks Internal component and 60 marks external component at the end of each semester I) Scheme of Examination The performance of the learners shall be evaluated in two parts. The learner's performance shall be assessed

by Mid Semester Examination with 40% marks in the first part and by conducting the semester End Examinations with 60% marks in the second part. The allocation of marks for the Mid Semester Examination and Semester End Examinations are as shown below-

#### a) Mid Semester Examination: 40% (40 Marks)

Sr. No.	Period	Marks
1	One seminar on curriculum assessed by teacher of the institution teaching PG learners / Publication of a research paper / presentation of a research paper in seminar or conference A. Selection of the topic, introduction, write up, reference: 15 Marks B. Presentation with the use of ICT: 15 Marks	30 Marks
2	Active participation in routine class instructional deliveries and	05 Marks
3	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities.	05 Marks

#### b) Semester End Examinations: 60% (60 Marks)

i) Duration: These examinations shall be of 2.5 hours duration.

ii) Theory question paper pattern:

- There shall be five questions each of 15 marks.
- All questions shall be compulsory with internal choice within the questions.
- Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the weightage of the topic.



▸ Students should secure 40% marks in both the Internal & External components separately as they are separate heads of passing.

II) Passing Standard The learners shall have

to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and semester End Examination.

## SCHOLARSHIPS AND FREESHIPS

### a. Government Scholarships

1. SC / ST / NT / VJ / OBC / SBC Scholarship
2. State / National Open Merit Scholarship
3. Physically Handicapped Scholarship

### b. Government Freeships

1. SC / ST / NT / VJ / OBC / SBC Freeship
2. EBC I PTC Freeship
3. Ex-Servicemen Freeship
4. CIDCO Stipend

Sr. No.	Name of the Scholarship/ Freeship	Eligibility	Necessary Documents
1.	Government of India Scholarship (SC / ST / NT / VJ / OBC / SBC Learners)	Who have passed the last examination and annual income is not more than Rs. 1,00,000/- (For NT /VJ / OBC /SBC) Rs. 2,00,000/- (For SC / ST).	<ol style="list-style-type: none"> <li>1. Caste Certificate from collector office</li> <li>2. Income Certificate (From Tahsil Office)</li> <li>3. Attested photocopies of S.S.C. and previous year's marksheets in duplicate</li> <li>4. Non Creamy Layer Certificate (For NT /VJ I SBC / OBC)</li> <li>5. Attested photocopy of Ration Card</li> <li>6. Passbook of Bank of India</li> <li>7. Attested photocopy of Aadhaar Card</li> <li>8. Domicile Certificate</li> </ol>
2.	National Merit Scholarship	Who have passed H.S.C. examination securing more than 60% marks or who were receiving this scholarship in the last academic year is eligible. The learners must submit their progress report before July 30.	<ol style="list-style-type: none"> <li>1. Income Certificate from the concerned authorities in duplicate</li> <li>2. Attested photocopies of H.S.C. and previous year's marksheets in duplicate</li> <li>3. Attested photocopy of Aadhaar Card</li> <li>4. Ration Card Xerox copy</li> </ol>



Sr. No.	Name of the Scholarship/ Freeship	Eligibility	Necessary Documents
3.	State Government Open Merit Scholarship	Who have passed H.S.C. examination securing more than 60% marks. The learners must submit their progress report of the last year.	1. Attested photocopies of H.S.C. and previous year's marksheets in duplicate. 2. Attested photocopy of Aadhaar Card 3. Ration Card Xerox Copy
4.	Physically Handicapped Scholarship	Who are physically handicapped having a certificate (Minimum 40%) by the concerned Civil Surgeon and minimum 40% marks in last examination.	1. Medical Certificate in the prescribed forms 2. Income Certificate (From Tahsil Office) 3. Attested photocopies of previous year's marksheet in duplicate 4. Attested photocopy of Ration Card. 5. Attested photocopy of Aadhaar Card
5.	Scholarship for the Ex-Servicemen's Sons / Daughters / Wife / Widow	Sons / daughters / wife / widow of Ex-serviceman	1. Written bond on a prescribed forms 2. Certificate as a Ex-Serviceman and Identity Card 3. Attested photocopies of previous year's marksheet in duplicate 4. A certificate by the concerned Principal stating that the learner was receiving this scholarship in the previous year 5. Attested photocopy of Aadhaar Card
6.	Post Matric Scholarship for Learners of Minority Community (Muslim, Sikh, Christian, Buddhist and Parsi)	The minority learners who have not secured not less than 50% marks or equivalent grade in the final examination and the annual income of whose parent's / guardian's from all sources does not exceed Rs. 2,00,000/-	1. Cast Certificate 2. Income Certificate (From Tahsil Office) 3. Attested photocopies of the marksheet of previous year's examination in duplicate 4. Domicile Certificate 5. Attested photocopy of Ration Card 6. Passbook of Bank of Maharashtra 7. Attested photocopy of Aadhar Card

Sr. No.	Name of the Scholarship/ Freeship	Eligibility	Necessary Documents
7.	Government of India Freeship (SC / ST / NT / OBC / SBC / Learners)	Who have passed the last examination and annual income is a) More than Rs. 2,00,000/- for SC/ST learners. b) More than Rs. 1,00,000/- and not more than Rs. 4,50,000/- for NT / VJ / OBC / SBC learners.	1. Cast Certificate 2. Income Certificate (From Tahsil Office) 3. Attested photocopies of S.S.C. and previous year's marksheets in duplicate 4. Non-Creamy Layer Certificate (For NT / VJ / SBC / OBC) 5. Attested photocopy of Ration Card 6. Passbook of Bank of India 7. Attested photocopy of Aadhar Card
8.	Scholarship for Physics and Mathematics Subject	Who have passed H.S.C. examination securing more than 60% marks in Physics or Mathematics subject and offer this subject up to degree level.	1. Attested photocopies of H.S.C. and previous year's marksheets in duplicate 2. Attested photocopy of Aadhar Card
9.	Economically Backward Class (E.B.C)	Fees concession is given to the learners. The annual income of the parents should not be more than Rs. 1,00,000/- per annum.	1. An Income Certificate endorsed by Government Gazetted Officer or Tahsildar / Sarpanch 2. Attested photocopy of Aadhar Card
10.	CIDCO Stipend	The sons and daughters of the parents who belong to the CIDCO project affecting person are eligible to apply.	1. Income Certificate from the concerned authority. 2. Certificate regarding the possession of land on 7/12 form. 3. Award Copy. 4. C.C. form 5. Attested photocopy of Previous Year's Marksheet

Note: Learners who have taken the admission with SC / ST / NT / SBC / OBC / Scholarship / Freeship facility and want to cancel their admission during the academic year have to pay the fees from the date of admission to the date of cancellation of admission as prescribed by the University







- SEAT provides full scholarship to deserving students for various programmes
- SEAT was inaugurated by Bharat Ratna Dr. APJ Abdul Kalam on 15th August 2008
- Grants can be donated back by the student at their option after they start earning.
- 500 SIES students across all the institutions to benefit every year
- Required documents:
  1. Student's Marksheet
  2. Photocopy of the students' passbook
  3. Photocopy of students' cancelled cheque
  4. Residential proof
  5. Parent's Income certificate



## GENERAL INSTRUCTIONS

### ACADEMIC YEAR 2021-22 BEGINS FROM 14<sup>TH</sup> JUNE 2021

For smooth conduct of academic and administrative activities, students and parents are requested to cooperate and follow the instructions/rules and regulations of the University of Mumbai and the college which are as follows:

All admission procedures and fee structure will be as per the guidelines of the University of Mumbai.

1. a. Admissions are provisional until all the necessary documents (like Original Mark sheets, attested copy of Mark sheets, Original Leaving Certificate, attested copy of Leaving Certificate, Eligibility and Transfer Certificate (wherever applicable) photographs etc. are submitted to the college office, verified and endorsed.  
b. For FY B.A. / B.Sc. / B.Com. the students must complete the Enrollment procedure for the conformation of their admission.
2. On securing admission every student shall obtain an Identity card and a Library Card. No student shall be permitted to enter the college premises without a valid Identity card. Every student shall daily wear his/her Identity Card while being present in the college premises.
3. Students are allowed to attend lectures in the college only for the subjects for which they are enrolled.
4. Cancellation of admissions Cancellation of admissions will be done as per the norms of the University of Mumbai. If no intimation regarding cancellation of

admission is received by the Principal in writing till the beginning of the Second Term, the full fees for the Second Term will be charged.

5. Refund of fees for the Degree College shall be as per rules of the University of Mumbai.
6. For the cancellation of admissions and refund of fees, the Identity Card, the Library Readers' Cards (if issued) and the Fee Receipt shall be surrendered to the college office along with the application of refund.
7. Caution Money and Library Deposit will be refunded (if not forfeited for any reason) to a student when he/she ceases to be a student of the college, provided
  - a. It is certified that he/she owes no money to the college.
  - b. He/she has no library books or any other college property in his/her possession.
8. The Caution Money and Library Deposit will be refunded only on the dates notified by the college. A prescribed form for the refund of fees is available in the college office.
9. Students applying for testimonials, transcripts, certificates or any other document certification by the Principal should first contact the Registrar in the college office.
10. Those requiring certificates, recommendations or testimonials with reference to their performance, progress and participation in a subject or activity



should apply to the concerned Head of the Department or the Coordinator incharge.

### EXAMINATIONS AND EVALUATION

1. Examination will be conducted as per credit base system for all courses Under this scheme, in each semester, students will be evaluated through internal assessment, consisting of class tests, assignments and projects, (for 40%) and semester end examination (for 60%). For Regular Degree Courses there will be two semester end examination per year. It is compulsory for every student to be present for internal evaluation and Semester End examination as per schedule announced in each Semester. Students should also note that each (internal evaluation and semester end examination) is a separate head of passing.
2. The standard of passing, rules of gracing and the benefits of ATKT (i.e. Allowed To Keep Terms) will be as per the rules of University of Mumbai.
3. Verification/Revaluation of answer books is provided as per the University Circular No. Exam/VCD Colleges/(RevNer) /603 of 2005.
4. A student can appear for the examination only for the subjects allotted to him/her.
5. The details regarding schedule of Examinations, Results, Verification and Revaluation will be displayed on the College Notice Boards from time to time.
6. Eligibility for promotion to higher class will be as per examination circulation

### USE OF UNFAIR MEANS

A student found to have used Unfair Means in the examination will be dealt with as per the provisions laid down under Section 7 of the Maharashtra University Act

### CODE OF CONDUCT

1. The conduct of students in the college shall be such that it will not interfere with the orderly administration and discipline in the college, or cause any disturbances to fellow students.
2. Students are expected to come to the college decently attired. If a student's dress, in the opinion of the Principal and staff members, is indecent and is detrimental to the best interests of the college, appropriate disciplinary action may be taken against such a student.
3. Ragging in any form is strictly prohibited in and around the campus and is punishable under law as per the Supreme Court decision.
4. Use of Mobile Phones is permitted only in the college canteen or Gymkhana or Cloak Rooms.
5. Co-curricular and extra-curricular activities of the college would be conducted by the Chairpersons of Associations or Conveners of various committees with the help of student secretaries. No Associations/Organisations/ Societies shall be formed in the college without the prior permission of the Principal.
6. Any official information related to college will be released to Media only with the prior permission of the principal
7. Any external interference in college



functioning and administration will not be permitted.

8. Students will participate in the Industrial visits/Excursions/Study Tours at their own risk and will not hold the college responsible for any undue incidents or claim compensation for damages arising out of it.
9. Students are expected to take care of the college property and to help in keeping the premises clean. Damage to the property of the college e.g. spitting, disfiguring walls, doors, breaking furniture, fittings, glasses is a breach of discipline and will attract severe punishment.
10. Students are advised to carry with them their books, valuables and other belongings whenever they leave their

classrooms/laboratories / library. The college is not responsible for any loss of students property. Those who ind lost property should deposit in the college office. The owner should claim the lost property at the college counter on the following day after due identification.

11. Students are expected to read the Notice Boards daily for academic and administrative information.
12. Smoking/ Spitting In the College Premises Is Strictly Prohibited.
13. Sexual Harassment Is A Punishable Offence.
14. Matters not covered under the above mentioned instructions/rules and regulations shall rest with the discretion of the Principal.

## IMPORTANT NOTE

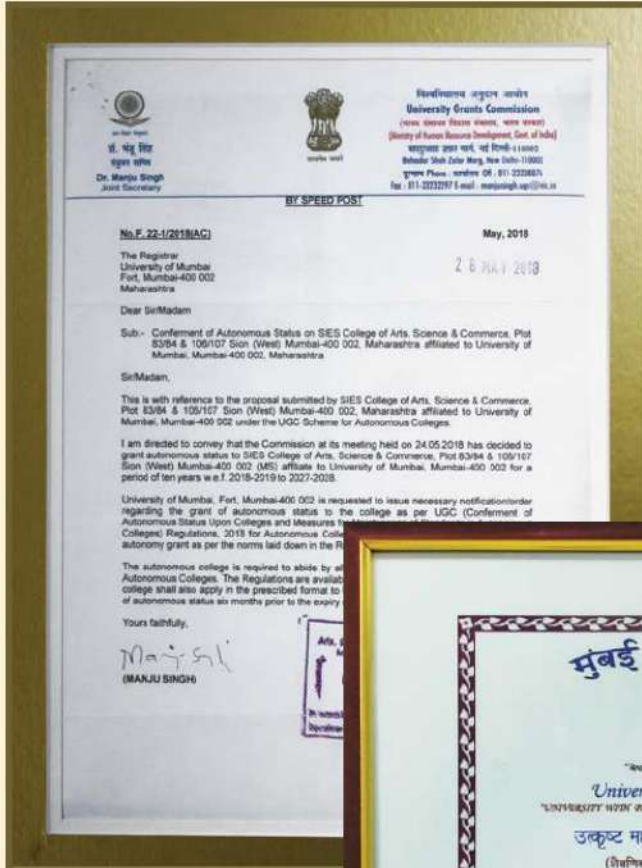
Ragging is strictly prohibited in the College premises and outside.

Students indulging in ragging other students will be punished as per the Maharashtra Prohibition of Ragging Act, 1999 (May. XXXIII of 1999) Published in Maharashtra Govt. Gazette on 15th May 1999.

Such students will also be expelled from the college and F.I.R will be lodged with the police against them.

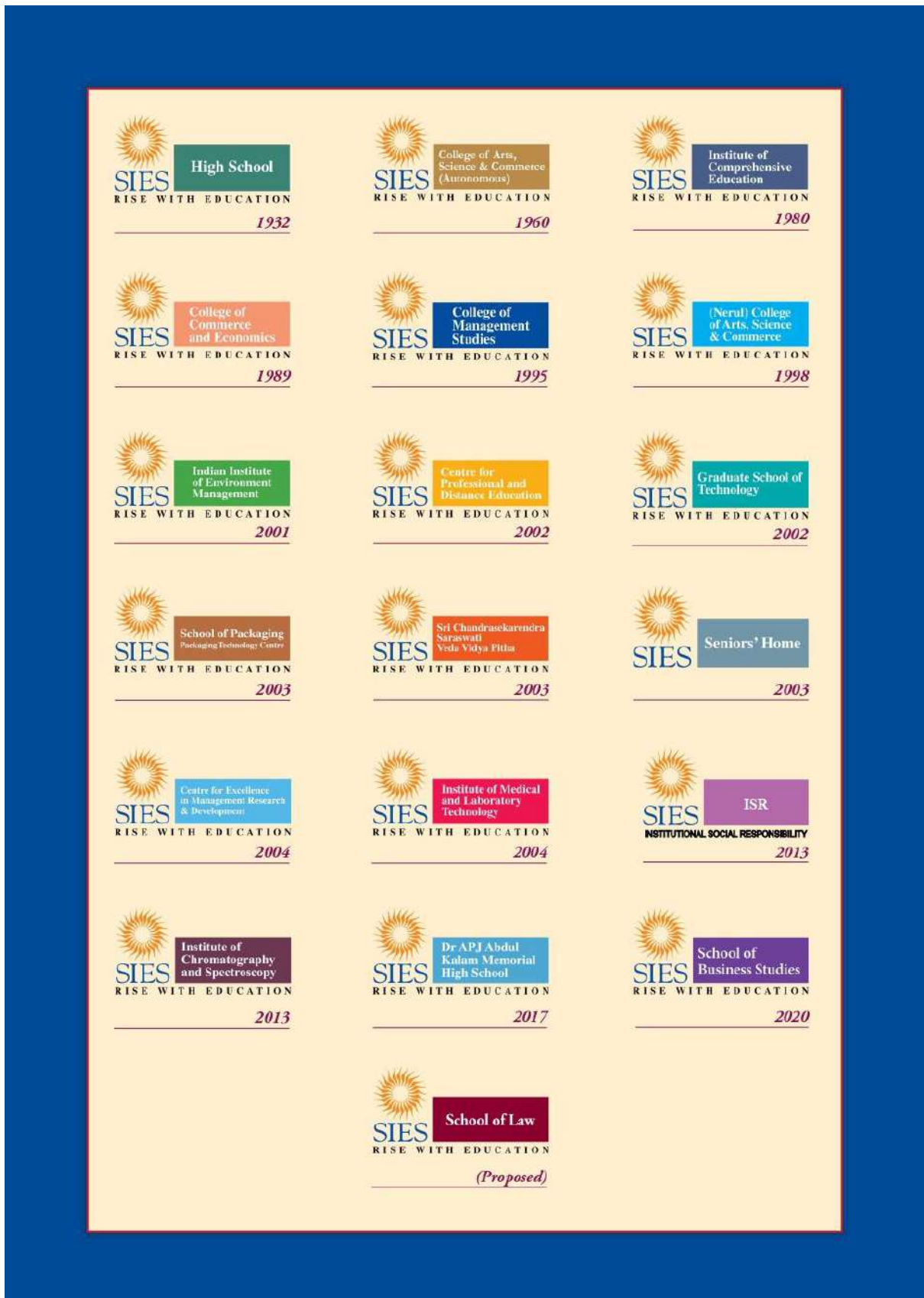
Moreover, it will be mentioned in the college leaving certificate of such students they are expelled because of their indulgence in ragging.

NAAC REACCREDITED 'A GRADE' | BEST COLLEGE AWARD - UNIVERSITY OF MUMBAI  
 PROSPECTUS 2021-2022



*Conferment of Autonomous Status on SIES College of Arts, Science & Commerce, Sion West*







# SIES SHALL BE AMONGST THE MOST ADMIRABLE ACADEMIC INSTITUTIONS IN INDIA

## WHAT DOES ADMIRATION MEAN?

A feeling of wonder, pleasure or approval.

The act of looking on or contemplating with pleasure

Approval, esteem, regard, affection, veneration, honor, idolization, reverence - synonyms for admiration

## OUR ADMIRATION SHALL FLOW FROM

The quality of our efforts in the field of education

The quality – the reach, the expanse and sweep of our academic services

Our respect for 'Law' at all times

The creation of an SIES Family where a full family tree would have experienced SIES as students

## WHAT DOES THAT CONVEY FOR SIES?

We shall confine ourselves to our core competence i.e. universalising education

We shall redefine the boundaries of our activities beyond Mumbai, Navi Mumbai to India

We need not be 'BIG' but shall endeavour to be the 'BEST'

We shall be 'Admired' for our activities in life learning process through 'Education' The admiration shall come from all stakeholders – students, staff, society

Our scale of admiration shall be based on the value addition we provide during the student days

We shall ever remain 'Student centric' for we have no existence without them

## IT'S HALF WAY THROUGH OUR CENTENARY IN 2032

### Phase I - GOALS

Student strength to reach over 50,000

SIES – University for Higher education

All institutions accredited at the highest grade 'A' for e.g. in NAAC

Socially responsive education. Beyond the classrooms or social media. 'ISR' the dominant face of SIES. A Good share of admiration from ISR.

Most vibrant network of Alumni, Past Teachers and Staff, present human resources creating the vast SIES Family.

### Phase II – Goals and action plan in 2022



## THE IDENTITY FOR ANY SIES INSTITUTION

A distinct logo within the SIES logo

A value lab      An ISR Department

A Past Student's Association within the institution without separate legal existence

An active forum for parents and teachers

Capitation Free Merit based student enrollment at all levels

Highest accreditation from a National Agency

Research unit



Sion West, Mumbai – 400022, Tel.: 2407 2729.  
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