



Seva Sadan College of Arts, Science & Commerce

**Affiliated to University of Mumbai
Seva Sadan Marg, Ulhasnagar - 421 003.**

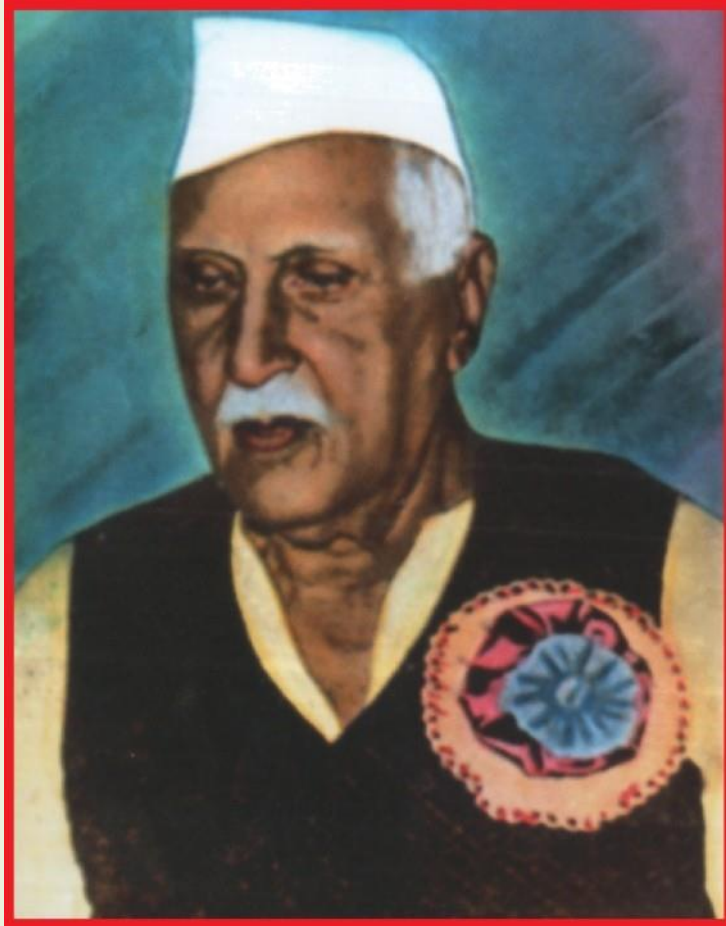
Linguistic Minority- Sindhi

PROSPECTUS 2023-24



Seva Sadan's

Visionary...



LATE SETH PARSRAM PARUMAL

FOUNDER OF SEVA SADAN



**Best Wishes from
Shri Sanjay Dabrai, President & Trustee, Seva Sadan Trust**

Message from the Principal

In the challenging world, education is the most important tool to spread the awareness and knowledge among the students and parents. The true success of human existence comes only through intellectual awakening and mental enlightens. To survive in the present world, we work to develop our students with right sets of skills, yoga, cultural and value to excel in challenging environment.

All our efforts are directed towards this vision aiming at quality improvement in all areas and making student intellectually competent and emotionally humble so as to enable them to get the benefit of successful career.

Seva Sadan college is committed to excellence in education therefore process of education is not limited to classroom lectures but delivered through extensive exposure to corporate world.



Dr. Gulabchand K. Gupta

Introduction

Seth Parsram Parumal, a visionary personality, established Seva Sadan Trust in 1950s to provide educational facilities to Sindhi migrants from Pakistan at the time of partition. Seva Sadan registered under 80G that exempts from taxes. Now the trust has seven educational institutions under its banner. Seva Sadan College of Arts, Science and Commerce is the youngest of all these institutions. The College is Linguistic Minority- Sindhi.

Seva Sadan College of Arts, Science and Commerce established year 2009. We began as a commerce college with B.Com in thereafter from 2010 management courses such as BMS, B Com (A & F), B. Com (B & I) and B.Com (FM) were introduced.

Vision

Seva Sadan will become an institution of admirable in the field of education in order to fulfill the societal and professional requirement by developing future achievers and leaders.

Mission

To serve society by inculcating in students intellectual, cultural and humane sensitivities along with professional expertise.

Goals

- To provide quality education and research for all aspirants
- To develop personal, professional and social responsibility.
- To develop achievers and leaders.

Location

Seva Sadan College of Arts, Science & Commerce is centrally located in Ulhasnagar. It is easily accessible from railway stations like Ulhasnagar, Vitthalwadi, Kalyan and Shahad. It is situated opposite Central Hospital in Ulhasnagar - 421 003.

Salient Features:

- Qualified and Experience teaching Staff.
- Excellent Academic results and healthy academic environment.
- Five class rooms are supported by Smart Board with LCD and audio facility.
- Rich library with Reference books, Journals, Magazines and Newspapers.
- Placement cell for employability after completion of Graduation.
- Excellent playground with Gymkhana
- Exposure to Co-curricular activities.
- Efficient NSS and DLLE unit.
- Spacious Computer Center.
- Auditorium for the activities.



Admission Guidelines

The management and the college never ask any donation or capitation fee from any students for admission purpose. The parents should take note of this. Admissions are always on merit basis and as per the norms of government and University of Mumbai. The institution belongs to linguistic minority Sindhi community.

Students belonging to reserve category must produce scholarship form and Caste Certificate issued by the competent authority of government of Maharashtra. Failing to produce caste certificate they will not be treated on the specified category and have to pay full fees. A student migrating from any other state will not have benefit of Caste Certificate.

The forms will be issued and accepted as per schedule notified on the college notice board. The completed forms along with following certified documents are submitted. The merit list will be displayed on the date and time as notified.

First Year Admission Procedure:

1. The college follows the dates declared by University for first year admissions. The students have to fill in pre-admission online registration form available on the University site “mum.digitaluniversity.ac”. For admission in Seva Sadan College of Arts, Science & Commerce, select the name of College as Seva Sadan College of Arts, Science & Commerce, Ulhasnagar - 3.
2. The students from other than Mumbai Board and other than Maharashtra state, seeking admission in these courses will be admitted only on production of provisional eligibility certificates, transfer certificates and NOC from the respective boards. The college tries its level best to get the eligibility certificates from the respective boards but the outcome will depend on the response given by these boards.
3. After applying online on the University site the student has to apply to the college Admission form in the prescribed form. The Link will be available on the Notice Board and College Website.
4. Submit the following documents at college counter after filling the Online Admission form:
 - Print copy of college Admission form.
 - Print copy of Pre-Admission Online form.
 - True copy of SSC/equivalent Marksheet.
 - True copy of HSC/equivalent Marksheet along with original.
 - True copy of Leaving Certificate.
 - True copy of the Caste Certificate issued by competent authority if applicable.

Students who have been short listed for admission must complete admission formalities by paying the fees and submitting the required documents in time; failing which he/she may lose claim for admission. No claims will be entertained after expiry of the list of merit.

Second and Third Year Admission Procedure:

1. To fill the online College admission form (Link will be provided on the Notice Board and Website)
2. To fill Online Admission form from University of Mumbai website (Link will be provided on the Notice Board and Website)
3. Submit the following documents at college counter after filling the Online Admission form:
 - Print copy of college Admission form.
 - Print copy of University Admission Online form.
 - True copy of FY/SY Marksheet.
 - True copy of the Caste Certificate issued by competent authority if applicable.

Admission Criteria

All admissions are on merit basis and depend on completing the formalities prescribed by the university and the college.

Course	Division/s	Total intake capacity
F.Y.B.Com	2	240
F.Y. BMS	1	60
F.Y.B.Com (A & F)	1	60
F.Y.B.Com (B & I)	1	60
F.Y.B.Com (FM)	1	60

Admission Minority Quota

As per admission circular of University of Mumbai, 50% seats will be for Sindhi minority students and remaining seats will be for open, SC, ST, OBC/SBC and others. The admission procedure, date and quota will be displayed on college notice board as per the University of Mumbai.

Course / Program Fee

Once the admission is granted, fees will have to be paid as per schedule decided by university/college. The seat cannot be claimed if the admission is not taken within the prescribed time.

The total Fees of Open Category for First, Second & Third Year UG courses for academic year 2023-2024 are shown in the below table.

Year / Semester	Open Category Total Fees for Academic Year 2023-2024					
	B.Com	B.Com (Computer Subject)	BMS	B.Com (Accounting & Finance)	B.Com (Banking & Insurance)	B.Com (Financial Markets)
First Year (Semester I & II)	8440	-	16140	16140	16140	16140
Second Year (Semester III & IV)	8020	-	17120	17120	17120	17120
Third Year (Semester V & VI)	7970	9470	15870	15870	15870	15870

The Reserved Category Fees of First, Second & Third Year UG courses for academic year 2023-2024 will be displayed on notice board.

Fees can be paid by DD / Online Transfer

With DD Drawn in favour of “Seva Sadan College of Arts, Science and Commerce”

Online Transfer / NEFT / RTGS

Account Name: Seva Sadan College of Arts, Science & Commerce

Axis Bank, Account No. : 605010100043616

IFSC Code : UTIB0000605

Branch : Ulhasnagar, Maharashtra

Refund of Fees

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 of the academic term 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 per the rules.

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

- 1) All the fee items chargeable for one year are as relevant to University circulars for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities).

- 2) The fee charged towards group insurance and all fee components to be paid as University share (including Vice - Chancellor Fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam fee and Enrollment fee) are non-refundable if payment is made by the college prior to the date of cancellation.
- 3) Fee collected for identity card and library card, admission form and prospectus, enrollment and any other course specific fee are not refundable after the commencement
- 4) All refundable deposits (Laboratory, Caution Money and Library etc) shall be fully returned at the time of cancellation provided that whatever admission are made through centralized admission process for professional and / or for any other courses by other competent Authorities the Refund Rules are applicable if specified by such authorities (as per rules of relevant agencies) for the 1st year admission. In case of admission to subsequent years of the course, 0.2859 is applicable for cancellation of admission.

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

Under Graduate Courses and Subjects

Bachelor of Commerce : (B.Com)

F. Y. B.Com. Eligibility :

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

SEM-I	Credit	SEM-II	Credit
Accountancy and Financial Management - I	03	Accountancy and Financial Management- II	03
Commerce - I	03	Commerce - II	03
Business Economics - I	03	Business Economics - II	03
Business Communication - I	03	Business Communication - II	03
Environmental Studies - I	03	Environmental Studies - II	03
Foundation Course - I	02	Foundation Course - II	02
Mathematical and statistical Technique - I	03	Mathematical and statistical Technique - II	03

S. Y. B.Com

SEM-III	Credit	SEM-IV	Credit
Accountancy and Financial Management - III	03	Accountancy and Financial Management - IV	03
Financial Accounting and Auditing V - Introduction to Management Accounting	03	Financial Accounting and Auditing VI - Auditing	03
Commerce - III	03	Commerce - IV	03
Business Economics - III	03	Business Economics - IV	03
Advertising - I	03	Advertising - II	03
Foundation Course - III	02	Foundation Course - IV	02
Business Law- I	03	Business Law - II	03

T. Y. B.Com

SEM-V	Credit	SEM-VI	Credit
Financial Accounting and Auditing VII - Financial Accounting	04	Financial Accounting and Auditing IX - Financial Accounting	04
Financial Accounting and Auditing VIII - Cost Accounting	04	Financial Accounting and Auditing X - Cost Accounting	04
Commerce – V	03	Commerce - VI	03
Business Economics - V	03	Business Economics - VI	03
Direct & Indirect Taxation Paper -I	03	Direct & Indirect Taxation Paper -II	03
Marketing Research Paper - I	03	Marketing Research Paper - II	03
OR			
Computer Systems and Applications Paper - I	03	Computer Systems and Applications Paper – II	03

Bachelor of Commerce (Financial Markets)

F.Y.B.Com (FM)

Eligibility :

A candidate for being eligible for admission to the Bachelor of Commerce (Financial Markets) degree course shall have passed XII Std. examination of the Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate (40% in case of reserved category) at one and the same sitting.

SEM-I	Credits	SEM-II	Credits
Financial Accounting - I	03	Financial Accounting - II	03
Introduction to Financial System	03	Principles of Management	03
Business Mathematics	03	Business Statistics	03
Business Communication - I	03	Business Communication-II	03
Foundation Course - I	02	Foundation Course - II	02
Business Environment	03	Environmental Science	03
Business Economics - I	03	Computer Skills - I	03

S.Y.B.Com (FM)

SEM-III	Credits	SEM-IV	Credits
Management Accounting	03	Corporate Finance	03
Computer Skills – II	03	Business Economics- II	03
Portfolio Management	03	Merchant Banking	03
Equity Market - I	03	Equity Market - II	03
Foundation Course in Financial Markets –III (Money Market)	02	Foundation Course in Financial Markets –IV (Foreign Exchange)	02
Commodities Markets	03	Commodities Derivatives	03
Business law –I	03	Business Law- II	03

T.Y.B.Com (FM)

SEM-V	Credits	SEM-VI	Credits
Financial Derivatives	04	Risk Management	04
Business Ethics and Corporate Governance	04	Project Work	04
Marketing in Financial Services	03	Venture Capital and Private Equity	03
Business Valuation Methods	03	Corporate Restructuring	03
Corporate Accounting	03	Organisational Behaviour	03
Direct Tax-Income Tax	03	Indirect Tax – GST	03

Bachelor of Commerce (Accounting & Finance)

F.Y.B.Com (A & F)

Eligibility:

A candidate for being eligible for admission to the Bachelor of Commerce (Accounting and Finance) degree course shall have passed XII Std. Examination from the Maharashtra Board of Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate at first attempt (40% in case of reserved category).

F. Y. B.Com (A & F)

SEM-I	Credit	SEM-II	Credit
Financial Accounting (Spl. Accounting Areas) - I	03	Financial Accounting (Spl. Accounting Areas) - II	03
Cost Accounting	03	Auditing (Introduction & Planning) - I	03
Financial Management - I	03	Innovative Financial Services	03
Business Communication - I	03	Business Communication - II	03
Foundation Course - I	02	Foundation Course - II	02
Commerce (Business Environment)	03	Business Law (Business Regulatory Framework) - I	03
Business Economics - I	03	Business Mathematics	03

S. Y. B.Com (A & F)

SEM-III	Credit	SEM-IV	Credit
Financial Accounting (Spl. Accounting Areas) - III	03	Financial Accounting (Spl. Accounting Areas) - IV	03
Cost Accounting (method of costing) - II	03	Management Accounting	03
Taxation - II (Direct Taxes I)	03	Taxation - III (Direct Taxes II)	03
Information Technology in Accountancy - I	03	Information Technology in Accountancy - II	03
Foundation Course in Commerce - III	02	Foundation Course in Management - IV	02
Business Law - II	03	Business Law - III (Company Law)	03
Business Economic - II	03	Research Methodology in Accounting & Finance	03

T. Y. B.Com (A & F)

SEM-V	Credit	SEM-VI	Credit
Financial Accounting - V	04	Financial Accounting - VII	04
Financial Accounting - VI	04	Project Work	04
Cost Accounting - III	03	Cost Accounting - IV	03
Financial Management - II	03	Financial Management - III	03
Taxation - IV (Indirect Taxes - II)	03	Taxation - V (Indirect Taxes - III)	03
International Finance	03	Security Analysis and Portfolio Management	03

Bachelor of Commerce (Banking & Insurance)

F.Y.B.Com (B & I)

Eligibility:

A candidate for being eligible for admission to the Bachelor of Commerce (Banking & Insurance) degree course should have passed XII Std. Examination of the Maharashtra State Board of Secondary & Higher Secondary Education, Pune or its equivalent and secured not less than 45% marks in aggregate (40% in case of reserved category candidates) at one and the same sitting.

F.Y.B.Com (B & I)

SEM-I	Credit	SEM-II	Credit
Environment & Management of Financial Services	03	Principles & Practices of Banking & Insurance	03
Principles of Management	03	Business Law	03
Financial Accounting - I	03	Financial Accounting - II	03
Business Communication - I	03	Business Communication - II	03
Business Economics - I	03	Organisational Behaviour	03
Foundation Course - I	02	Foundation Course - II	02
Quantitative Methods - I	03	Quantitative Methods - II	03

S.Y.B.Com (B & I)

SEM-III	Credit	SEM-IV	Credit
Financial Management - I	03	Financial Management - II	03
Management Accounting	03	Cost Accounting	03
Organisational Behaviour	03	Entrepreneurship Management	03
Information Technology in B & I	03	Information Technology in B & I	03
Foundation Course - III	02	Foundation Course - IV	02
Financial Markets	03	Corporate & Securities Laws	03
Direct Taxation	03	Business Economics - II	03

T.Y.B.Com (B & I)

SEM-V	Credit	SEM-VI	Credit
Financial Reporting & Analysis(Corporate Banking & Insurance)	03	Security Analysis and Portfolio Management	03
Auditing - I	03	Auditing - II	03
Strategic Management	03	Human Resource Management	03
Financial Services Management	03	Turnaround Management	03
International Banking and Finance	04	Central Banking	04
Research Methodology	04	Project Work in Banking & Insurance	04

Note: Course selected in Semester V will continue in Semester VI

Bachelor of Management Studies (BMS)

F. Y. BMS

Eligibility:

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

F.Y.BMS

SEM-I	Credit	SEM-II	Credit
Introduction to Financial Accounts	03	Principles of Marketing	03
Foundation of Human Skills	03	Principles of Management	03
Business law	03	Industrial Law	03
Business Communication - I	03	Business Communication - II	03
Business Economics - I	03	Business Environment	03
Foundation Course - I	02	Foundation Course - II	02
Business Statistics	03	Business Mathematics	03

S.Y. BMS

SEM-III	Credit	SEM-IV	Credit
Business Planning & Entrepreneurial Management	03	Business Economics – II	03
Accounting for Managerial Decisions	03	Business Research Methods	03
Strategic Management	03	Production & Total Quality Management	03
Information Technology in Business Management - I	03	Information Technology in Business Management - II	03
Foundation Course (Environmental Management) -III	02	Foundation Course (Ethics and Governance) - IV	02
Finance Electives			
Basics of Financial Services	03	Financial Institutions and Markets	03
Introduction to Cost Accounting	03	Auditing	03
Marketing Electives			
Consumer Behaviour	03	Integrated Marketing Communication	03
Advertising	03	Event Marketing	03

T. Y. BMS

SEM-V	Credit	SEM-VI	Credit
Logistics & Supply Chain Management	04	Operation Research	04
Corporate Communication & Public Relations	04	Project Work	04
Finance Electives			
Investment Analysis & Portfolio Management	03	International Finance	03

SEM-V	Credit	SEM-VI	Credit
Financial Accounting	03	Strategic Financial Management	03
Wealth Management	03	Project Management	03
Direct Taxes	03	Indirect Taxes	03
Marketing Electives			
Service Marketing	03	Brand Management	03
E-Commerce & Digital Marketing	03	Retail Management	03
Sales & Distribution Management	03	International Marketing	03
Customer Relationship Management	03	Media Planning & Management	03

Add-On Course

One year Add-On course: Certificate in Computer Applications

ACADEMIC CALENDER

The Second and Third year academic year 2023-24 will begin from June, 2023 as per the University circular. The First year Lectures will start after admission and per the guidelines of the University of Mumbai.

Attendance

Attendance at lectures and tutorials is mandatory.

Attendance of students at all courses is regulated by University of Mumbai. "For granting terms, attendance of 75% of theory, practical and tutorials (wherever prescribed) separately will be required, out of the total number of lectures, practical's and tutorials conducted in the term."

The college will grant terms only on the basis of :

- (a) Satisfactory attendance
- (b) Satisfactory performance in Internal / classroom tests (Offline mode) and at the Semester examinations.
- (c) Satisfactory completion of the course of study for the term/year for the class to which such a student belongs.
- (d) Good conduct.

- Students who do not satisfy these conditions will not be granted terms. This means that such students will not be eligible to take College/ University Examinations.
- The Principal is empowered to excuse absence of students who are required to leave the town where the College is situated for the purpose of taking part in sports held under University or government body for the period during which they are unavoidably absent from the College.
- The College will remain closed on Sundays and all Public Holidays as declared by the Government of Maharashtra and on such other days as the Principal may declare from time to time.

Code of Conduct and College Regulations

Dress Code

At Seva Sadan Arts Science & Commerce College we believe in inculcating a sense of discipline. Thus the college observes a dress code all the times. Also on the occasion of guest lectures, seminars etc. students are required to, be formally dressed. A student failing to adhere the dress code will face disciplinary action.

Documents issued by the College

IDENTITY CARD

The Identity Card is an important document. Every student is required to take a good care of it and must always carry it with oneself. Students are required to show it on demand in the College, in the Library, at any college event during examination and while travelling on local trains. The loss of Identity Card should be immediately reported to the College Office in writing, Along with police complaint copy with a statement of the circumstances in which it was lost. The office will issue a Duplicate Identity Card against payment of Rs. 50/-.At the University Examination all candidates are required to produce, at the examination centers, their identity cards bearing their photographs attested by the Principal along with their Hall Tickets.

Railway Concession

All students are eligible for concession on railways for local journeys between the stations nearest to the place of their residence in Mumbai and the College; and also for journeys between their place of requested to enter their local and permanent addresses correctly in the

Transcripts

Students desirous of pursuing further studies abroad should apply for transcripts along with necessary fees to the Transcript counter in the office well in advance. After verification of Mark sheets and other relevant papers the college will hand over the transcripts / Recommendation Letter in ten days' time.

Duplicate Copies of Documents

Students who intend to apply for duplicate copies of their statements of marks, certificates of passing, degree certificates as well as special certificates, should produce an affidavit on a non-judicial stamp paper made in that behalf before the metropolitan magistrate or notary appointed by the government to that effect, the reason for the issue of duplicate copy of the aforesaid documents mentioning therein so also, the first information report FIR registered in the police station for the reasons whatsoever, i.e., loss, damage of the same, etc, to check the misuse of the aforesaid documents. On completion of these formalities and payment of necessary fees the required duplicate certificates will be issued to the concerned students accordingly.

Intensive Coaching

Seva Sadan College we believe that due diligence, seasoned with the right amount of efforts can ensure brilliant results at the examinations. Therefore Intensive Coaching Sessions are organized keeping the following objectives in mind.

- To help students to not only study hard but also to study smart
- To help students adopt a more productive and effective approach to the learning process.
- To support students with additional learning material and library books
- To generate confidence among students and enable them to believe in themselves.

Students in the intensive coaching batches are given the benefit of internal as well as external faculty to facilitate comprehensive grasp of the subject. The sessions have examination-oriented approach, topics are discussed and the main points are summarized at the end of the discussion. It is impressed upon the students that the technique of writing answers in the prescribed time limit is what sets apart the toppers from the rest. Hence full practice is given in solving test papers which are then evaluated by internal and external examiners.

SCHOLARSHIP:

Students should fill online form on the website (mahaeschol.maharashtra.gov.in). If student fail to fill the online form in prescribed time. The student will be considered in open caste and will have to pay the full fees of the course.

- 1) Students joining the college are strictly bound by the Rules and Regulations of the college.
- 2) Every student must obtain on admission, and keep his/her Identity Card affixed with photograph, duly attested and present it for inspection on demand.
- 3) Students must attend lectures and tutorials according to the timetable on all working days of the College. Students should not remain absent from lectures, tutorials and examinations without prior permission of the Principal. Students are warned that if their attendance at lectures and tutorials is unsatisfactory, their names may be struck off the college rolls/ or may be detained from the examinations.
- 4) In case of illness, a student must apply for leave, as soon as possible, with a doctor's certificate. He / She must personally report to the Prof. In charge / Vice Principal on resuming class.
- 5) Students must not loiter on the College premises while classes are going on.
- 6) Students must not attend classes other than their own without the permission of the Principal.
- 7) Smoking is strictly prohibited in the College premises.
- 8) Students shall do nothing either inside or outside the College that will in any way interfere with its orderly conduct and discipline.
- 9) No Society or Association can be formed in the College and no person invited to address a meeting without the Principal's prior permission and sanction.
- 10) No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.

- 11) No student will be allowed to take active part in current politics.
- 12) No student shall communicate any information or write about matters dealing with the College in any manner to the Press or Media.
- 13) Students are expected to take proper care of college property and to help in keeping the premises neat and clean. Causing damage to the property of the College, e.g. disfiguring walls, doors, fittings, or breaking furniture, etc., is a breach of discipline and the guilty will be duly punished.
- 14) Students should not leave their books, valuables and other belongings in the classroom or any other place in the college.
- 15) The College is not responsible for lost property. However, students may approach and inform the Principal for the lost property to find out, if it is deposited in the College Office.
- 16) Students applying for certificates, testimonials, etc. and those requiring the Principal's signature on any kind of documents or applications should first contact the College office. Students should bring no paper directly to the Principal for his/her signature.
- 17) If, for any reason, the continuance of a student in the College, is, in the opinion of the Principal, detrimental to the best interest of the College, the Principal may ask such a student to leave the College without assigning any reason for his/her expulsion.
- 18) Insubordination and unbecoming language or misconduct on the part of a student are sufficient reasons for his/her suspension or dismissal from the college.
- 19) Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at College and Board or University Examinations.
- 20) All College activities must be organised under the guidance and supervision of the Principal and Professor In-Charge with prior permission only.
- 21) Students must not associate themselves with any activity not authorised by the College Principal. Serious view will be taken of students found organising or participating in such unauthorised activities.
- 22) Students using unfair means at examinations will not be readmitted to the College.
- 23) It is the responsibility of the student to read the notice boards regularly for important announcements made by the College authorities from time to time. They will not be excused or be given any concession on grounds of ignorance.
- 24) Use of cell phones is banned inside the college premises. Defaulters are liable to be punished.
- 25) Students are prohibited to use college name to any private or individual event. Violation may lead to permanently debarring such students from the college.
- 26) Matters not covered under the existing rules will rest at the absolute discretion of the Principal.

MERIT SCHOLARSHIP

- The Seva Sadan Trust provides scholarship to the meritorious and financially weak students of Sindhi Community.
- The Seva Sadan Trust will support meritorious and financially weak students pursuing unaided courses.
- Nihchal Israni Foundation will support meritorious students pursuing unaided courses of Seva Sadan College of Arts, Science and Commerce, Ulhasnagar.

EXAMINATIONS SCHEME FOR OFFLINE PAPERS

- F.Y. B.Com, S. Y. B.Com & T. Y.B.Com.
External Examination; 100 Marks Duration: 3 Hrs
- BMS / B.Com (A & F) / B.Com (B & I) / B. Com (FM)
External Examination: 75 Marks Duration: 2½ Hrs
Internal Assessment: 25 Marks

GRACING

The gracing shall be carried out as per the existing Ordinances of the University of Mumbai.

VERIFICATION / REVALUATION OF MARKS

Verification of marks or Revaluation of answer books at F.Y. and S.Y. B.Com examinations shall be conducted by the college as per the norms laid down by the University. Students must submit their application for verification / revaluation along with photo copy of marksheet and necessary fees as prescribed within the stipulated time. Revaluation is not applicable for MCQ online papers

Nature of Punishment in the Examination

Possession of copying material or any unlawful work in the examinations by the student at the University/College/Institution examination will be punished as per the University of Mumbai Guidelines.

RULES FOR PROMOTION FOR NEXT CLASS

1. A candidate who fails in any particular theory papers shall be allowed to reappear for those theory papers. However, his/her internal evaluation marks shall be carried over.
2. a) A candidate shall be allowed to keep terms for Semester II if he/she fails in not more than two Internal or External at Semester I
b) A candidate shall be allowed to keep terms for Semester III if he/she passes Semester I and Semester II OR if he/she fails in not more than two Internal or Externals Semester I and Semester II taken together.
c) A candidate shall be allowed to keep terms for Semester IV if he/she passes in each semester I,

II and III OR if he/she passes Semester I and fails in not more than two of Semester II and Semester III taken together.

- d) A candidate shall be allowed to keep terms for Semester V if he/she passes in each of Semester I, II, III and IV OR he/she passes Semester I and Semester II and fails in not more than two papers of Semester III and Semester IV taken together.
- e) A candidate shall be allowed to keep terms for Semester VI if he/she passes in each of Semester I, II, III, IV and V OR if he/she passes Semester I, Semester II and Semester III and fails in not more than two theory papers of Semester IV and Semester V taken together, irrespective of his/her Grade in Project-I of Semester V.
- f) A candidate who does not secure a minimum grade of C in each project has to submit a fresh project till he/she secures a minimum of grade C

Percentage of Marks Obtained	Grade Point	Grade	Performance
80.00 and above	10	O	Outstanding
70- 79.99	9	A+	Excellent
60- 69.99	8	A	Very Good
55- 59.99	7	B+	Good
50- 54.99	6	B	Above Average
45- 49.99	5	C	Average
40- 44.99	4	D	Pass
Less than 40	0	F	Fail

LIBRARY RULES

USE OF BOOKS

Readers are requested to use the books with care. They should not do any marking with pen or pencil in the books, nor should they fold pages, nor try to remove pages from books and magazines or take unissued material out of the library. For serious study a calm and peaceful atmosphere is necessary and we therefore, request the readers to help us maintain such an atmosphere in the Library. Students should refrain from causing disturbance to others or else they will be denied access to library facilities.



RE-ISSUE OF BOOKS

The books must be returned to the library on the date marked on the date slip at the end of the book. As a rule, a book will not be re-issued on the day on which it is returned. It may be issued the next day, if there is no other claimant for it.

BOOKS FOR INTERNAL READING

A considerable number of textbooks and help books for various examinations are kept apart for internal reading in the Reference Section. Books from Reference Section must not be taken out

of the Library under any circumstances and should be returned on the same day before 5.00 p.m. In case the book is not returned on the same day a fine of Rs. 1/- shall be charged. If the book is not returned on the next day the default will be reported to the Principal.

BOOKS BANK

The college library has books bank facility. Information and application date for books bank will be displayed on library notice board.

DAMAGES AND LOSS

Every borrower is supposed to check the pages of the book before getting it issued. The last borrower shall be held responsible if the book is found damaged. If a borrower loses the book he shall have to pay the market price plus replacing charges.

TERMINATION OF MEMBERSHIP

The membership of the library will be cancelled immediately if a person is found guilty of violating wilfully the rules and regulations of the library. Facility of issuing books for home reading can be suspended if a borrower is in the habit of retaining books overtime.

CLEARANCE CERTIFICATE

At the end of the second term all books must be returned to the library. However, by special provision, books would be issued during examination period. The Librarian will issue a 'NO DUE' CERTIFICATE to a borrower who has cleared his/her account. This is necessary for obtaining the refund of Student Deposit from the College Office.

Ragging is Unlawful Activity

College punishment will be termination of admission then is a police action.

Most Important Instructions to Students

I card should be always worn while in the college premises.

Note: If University changes examination rules & regulations, the same will be applicable.

List of Faculty for Academic Year 2022-23

Name	Qualification
Principal	
Dr.Gulabchand K. Gupta	M.Sc., M.Tech., Ph.D.
Department of Commerce	
Dr.Vanshika Ahuja	M.Com., B.Ed., M.Phil., NET, Ph.D, CMA
Priya Kripalani	M.Com, M.A(Eco), L.L.M
Prabha Dorai	LLB, CS, CWA
Kiran Hinghwani	MA, B.Ed
Department of Accounting and Finance	
Sona D Dawra	M.Com, IIBF, NCFM, NET, M.A (Eco)
Bipin Hiranandani	MMS(Fin), M.Com
Nimrata Kurseja	M.Com, B.Ed
Amyra Sachdev	M.Com
Department of Banking and Insurance	
Deepa Sadhwani	M.Com, B.Ed
Niraj A. Mishra	M.Com, B.Ed, MA (Eco)
Bhavika Therani	M.Com, B.Ed
Bhavna Tejnani	M.Com
Department of Financial Markets	
Rachna Vadhiya	M.Com., B.Ed, MA (Eco)
Neeta Sindhi	M.Com, NET
Kanishka Dingra	M.Com, PGDFM, B.Ed
Department of Management Studies	
Soniya Lakhyani	MMS, M.Com, B.Ed
Darshi Kataria	M.Com, MMS (Mkt)
Dipika Satnathi	MMS(Fin)
Nimrata Kurseja	M.Com, B.Ed
Anjali Kamble	M.Sc (Maths), B.Ed
Department of Add-On Courses	
Dipali Ranalkar	MCA
Librarian	
Archana J. Dhulap	M.Lib.Sc.

Office Staff

Reshmi Bajaj	B.Com
Ruchita Chahande	B.Sc
Vaishnavi Dere	B.Com

Name of Staff for Enquiry and Information

Name of Teacher / Staff	Enquiry & Information Subject
Dr Vanshika Ahuja	B.Com course & subjects and Lectures Time Table
Asst Prof Sona D Dawra	B.Com (A&F) course & subjects and Lectures Time Table
Asst Prof Deepa Sadhwani	B.Com (B&I) course & subjects and Lectures Time Table
Asst Prof Rachna Vadhiya	B.Com (FM) course & subjects and Lectures Time Table
Asst Prof Soniya Lakhyani	BMS course & subjects and Lectures Time Table
Asst Prof Sona D Dawra	Test & Examination Time Table and Results
Asst Prof Niraj Mishra	NSS admission and NSS activates
Asst Prof Soniya Lakhyani	DLLE Extension work admission and activities
Asst Prof Deepa Sadhwani	Job and Campus Placement related work
Asst Prof Niraj Mishra	Gymkhana and Sports related work
Ms. Archana Dhulap	Library and Books, magazine, newspapers related work
Ms. Reshmi Bajaj	Admission and University related works
Ms. Vaishnavi Dere	Railway concession, Admission, any college related queries at counter
Ms. Ruchita Chahande	Govt / NGO Scholarship, Results & any college related queries at counter

Dear Parents / Guardians

You are the most vital link between your child / ward and the college. It is highly desirable on your part to keep track of the progress of your child / ward while he / she is in the college. We are always eager to apprise you of the same.

According to the new University reforms your child / ward stands to lose a full academic year if he is not following the University Examination norms.

To avoid any such unpleasant consequence and to save a crucial academic year of your child / ward, please remain in touch with the college authorities to know the progress of your child at periodical intervals. The Principal and the college authorities will be always eager to help you.

COLLEGE EVENTS AND ACTIVITIES FOR ACADEMIC YEAR 2022-2023

International Yoga Day on 21/06/2022



Annual Sports Day on 20th & 21st December, 2022



Cyber Crime Speech on 06/01/2023



Annual Function and Prize Distribution on 28/01/2023





6th International Multidisciplinary Conference (Online) held on 11th February, 2023



Health Checkup Camp on 23/02/2023



Degree Convocation Ceremony held on 15/04/2023



Students Achievement for Academic Year 2022-23

Ms Poonam M Chaudhary won first prize Trophy in the event of Food Competition at district level Inter-Collegiate completion organized by Bharat College of Arts, & Commerce, Badlapur on 11th February, 2023.



Seva Sadan Student won Gold Medal in the event of Legislature at NSS Inter-Collegiate completion organized by Ramnarain Ruia Autonomous College, Matunga on 11th February, 2023.



Seva Sadan Students won 2nd prize first prize Trophy in the event of Cricket at Inter-Collegiate completion organized by V B Deshpande College, Mulund on 12th December, 2022.



Seva Sadan Student won 3rd prize in the event of AIDS Awareness and Quiz Competition at Inter-Collegiate completion organized by NSS unit of Seva Sadan College of Arts, Sience and Commerce on 12th November, 2022.



Seva Sadan Student won 2nd prize in the event of Poster Competition and Elocution on Constitution Day at NSS Inter-Collegiate completion organized by NSS unit of Seva Sadan College of Arts, Sience and Commerce on 26th November, 2022.



Ms Rupali Rajawat won Bronze Medal in the event of Weight Lifting at University Thane Zone Sports organized by University of Mumbai Thane Zone on 27th September, 2022.



Class / Lectures Time

Class Room Lectures will be conducted between 12.15 pm to 5.15 pm. Lectures time may change during examinations and other activities. Lectures schedule will be displayed on college notice board.

Principal / Office Communication

Seva Sadan College of Arts, Science & Commerce

Seva Sadan Marg, Ulhasnagar, Dist Thane, Maharashtra PIN - 421 003.

Phone No.: 0251-2561021

Website: www.ssasc.edu.in

Office Email: office@ssasc.edu.in

Principal Email: principal@ssasc.edu.in

Location of Class Room and other Rooms

Seva Sadan College of Arts, Science & Commerce Ulhasnagar 421003

GROUND FLOOR	FIRST FLOOR	SECOND FLOOR	THIRD FLOOR	FORTH FLOOR
BOYS WASHROOM	FASHION DESIGN INSTITUTE	TEACHER'S COMPUTER LAB	BOY WASH ROOM	STORE ROOM 1
LIBRARY	COLLEGE OFFICE 1	GIRLS WASH ROOM	CLASS ROOM 306	STORE ROOM 2
CLASS ROOM G2	CLASS ROOM 107	CLASS ROOM 207	CLASS ROOM 305	CLASS ROOM 401
GIRLS COMMON ROOM	CLASS ROOM 106	CLASS ROOM 206	FACULTY ROOM 2	CLASS ROOM 400
BOYS COMMON ROOM	CLASS ROOM 105	CLASS ROOM 205	CLASS ROOM 303	
GYMKHANA	EXAMINATION ROOM 1	FACULTY ROOM 1	CLASS ROOM 302	
CLASS ROOM G3	CONFERENCE ROOM	CLASS ROOM 203	CLASS ROOM 301	
CLASS ROOM G4	CLASS ROOM 102	CLASS ROOM 202	EXAMINATION ROOM 2	
CLASS ROOM G5	COMPUTER LAB	CLASS ROOM 201		
NSS OFFICE	PRINCIPAL OFFICE	COLLEGE OFFICE 2		



Seva Sadan is engaged since 1950 in providing educational services to the students of Primary School, High School, Jr.College and Colleges with Post graduate courses apart from management courses and Fashion Design.

Late Baba Parsram Parumal Dabrai was its Founder and it was his courage of conviction and foresight that brought education to masses at all levels without any distinction of caste, colour and clime and today the following institutes are established and managed by Seva Sadan.

- Seth Parsram Parumal New Era High School & Junior College
- New Era Sindhi & Hindi Primary School with Balmandir
- New Era English Primary School
- R. K. Talreja College of Arts, Science and Commerce
- Seva Sadan College of Education
- Seva Sadan College of Design Studies
