



Pune District Education Association's  
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**Arts, Commerce and Science College,**  
**Akurdi, Pune 411044**

# Student Handbook



[www.pdearmacs.edu.in](http://www.pdearmacs.edu.in)

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# ADMISSION PROCESS AND SCHOLARSHIPS

## 1. Admission Process

All admissions are made as per the rules and regulations of Savitribai Phule Pune University.

Admission and Eligibility-

1. An application for admission to college is through printed application and online form by all students (including students in this college for previous years).
2. It should be noted that payment of fess by itself does not confirm admission to college. Fess are treated as deposits and will be refunded (With deductions as per rules in that behalf) if admission is not granted.
3. The admission is valid only if student pays prescribed fees on the day authorities sign admission form.
4. The students who wish to avail themselves of government concession for fees under Economically Backward Class scheme should fill up within one week from the date of admission, on the prescribed application forms which are available in office.
5. A student applying for first year under graduate classes after passing H.S.C. examination of Maharashtra State Board of Secondary and Higher Secondary Education or other board in country will have to apply through the college of Registrar, University of Pune for eligibility Certificate.
  - i. Original mark sheet
  - ii. An attested copy of the mark sheet
6. Students who pass I.C.S.E./C.B.S.E. or equivalent examination or coming from other state, will have to submit the following documents along with eligibility application form(original as well as attested Xerox Copies )
  - i. Migration Certificate
  - ii. Transference Certificate
  - iii. Statement of Marks
  - iv. Attendance / Character Certificate
  - v. Passing Certificate
7. A student coming from any college affiliated to the Savitribai Phule University Pune and applying for S.Y.B.A./ B.Com./ B.Sc./ M.Com. Class can be directly admitted to this college, provided seats are available. He/ she will have to apply to the previous college for transfer certificate after joining college.
8. The foreign students applying for admission to any class of the degree college should contact the “Foreign Students Advisor” for necessary information. Admission will be granted to them only after they fulfill the rules of Savitribai Phule Pune University and after getting final approval for the foreign student advisor. It will be the responsibility of students to see that final transference Certificate and eligibility certificate are received by, college will be before the

end of first term. Students from other college will be admitted to this college only if they have good academic record. Repeaters are not admitted to this college. A student seeking admission to any class of this college shall bring two identity card sized photograph at the time of payment of fees.

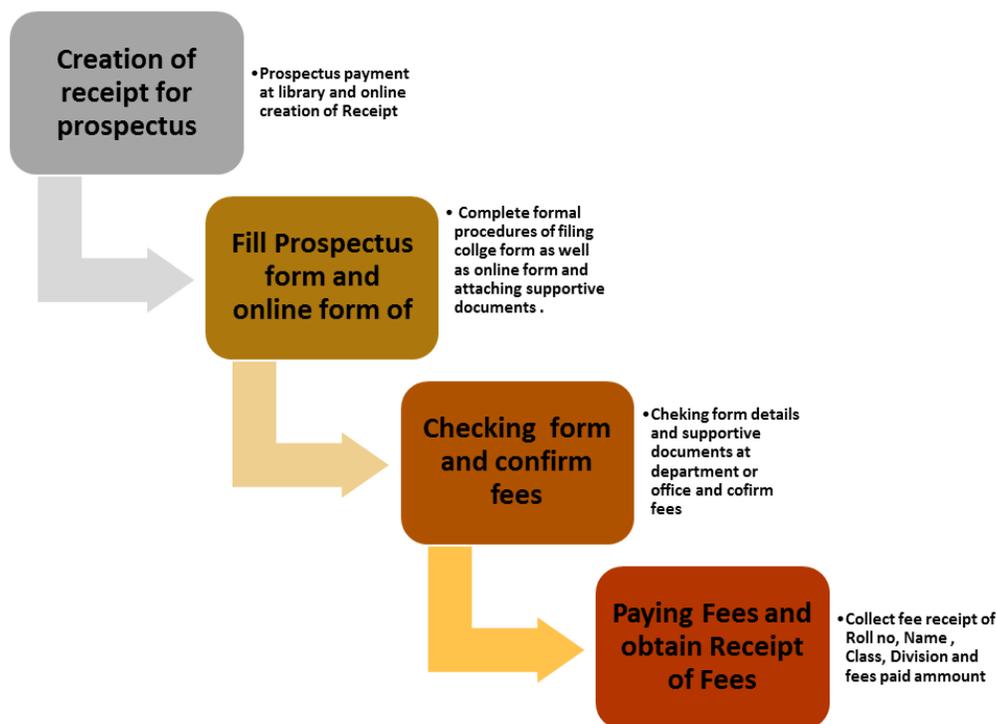
### 2. Reservation Policy

College provide admission to students as per University Grant Commission of Ministry of Human Resource Development circular for implementation of Reservation Policy Maharashtra in admission. The percentage of reservation against total seats available is given in Table 1.

**Table 1**

Cast Particulars	Percentage
Scheduled Caste and New Buddhist (SC)	13 %
Scheduled Tribes (ST)	7 %
VJ	3 %
NT (B)	2.5 %
NT(C)	3.5 %
NT(D)	2 %
OBC	19 %

### 3. Flowchart of Admission



## **4. Refund of Development Fees and Other Fees**

The candidate cancelling their confirmed admission will be entitled to receive their funds of fees after deducting the amounts as indicated below except otherwise prescribed by the state government /University/competent authority.

1. From 1<sup>st</sup> day to 10<sup>th</sup> day from the date of securing admission amount to be deducted 20% of the total fees.
2. From the 11<sup>th</sup> to 30<sup>th</sup> day, from the date of securing admission amount to be deducted 40% of the total fees.
3. After 30days amount to be deducted 100%.

General Conditions:

1. The other fees if any is prescribed by the State Government for aided and unaided professional and nonprofessional courses from time to time will supersede the fees prescribed for such courses in the ordinance(s). The Collage/ Institution/ University/ Department / Center / School will be charge only fees prescribed by the State Government.
2. A demand Draft of Registration Fee, Development Fee, Computer Fee, Student Welfare fund and any other fee in which the university has a share shall be remitted to the university by college/institute on or before 31<sup>st</sup> October or within one month from last date of admission whichever is later. The result of students or concerned college may keep in reserve till whole of amount is received.
3. The examination fee for M.Phil. / Ph.D. thesis and dissertation will be paid by the students to university through Collage/ Institution.
4. Development fees is to be charged from the students only in case of Degree/ Diploma (UG/PG), if the course is of one year or more than one-year duration. Development fee is not to be charged for certificate course(s).
5. The development fees and other fees prescribed is the ceiling for such fees to be charged by college/ Institute/ University/ Department/ Center/ School provided it does not lead to unfair competition and violate the provision of universities Act.
6. University examination fee, Library Fee etc. for Degree, Master Degree, Diploma, Certificate course(s) that may be institute by the university under the respective facilities will be the same as is prescribed by Savitribai Phule Pune University (9S) unless otherwise specified by the university/ State government / competent authority.
7. Whenever Library, Development and other fees are prescribed by the State Government, the College/Institute/ University Department/Center/ School/, shall charge only those fees and not fees prescribed by the university except fees which are to share with the universities.
8. The vice- Chancellor shall be the competent authority to interpret these ordinances rules concerning all types of fees and charge. In case there is any dispute regarding interpretation of these rules regarding of an amount of fees to be paid, the vice chancellor shall interpret the provisions of these rules and his decision she be final.

9. If any difficulty arises in giving effect to the provisions of ordinances / rules concerning fees and charges, the vice chancellor may be order, issue necessary directions not inconsistent with the objects and purpose of these rules which appear to be necessary or expedient for the purpose of removing the difficulty.

### 5. Government Scholarship and Concessions

Government Post S.S.C. Scholarship to B.C. students:

The scheme of grant of government of India scholarship for the Backward Class student/Scheduled Cast / Nomadic Tribes / Vimukt Jaties / NavBuddhas and Scheduled Tribes outside specified area for the post S.S.C. courses is implemented by the director of Social welfare, M.S., Pune. All the Backward Class students undertaking approved post S.S.C. courses are considered eligible for the Government of India scholarships subject to the rules & regulations of scheme.

Only those candidates who belongs to S.C. and S.T. as specified in relation to the State / Union territory i.e. are permanently settled and those who have passed the matriculation or higher secondary or any other examination of a recognized University or Board of Secondary will be held eligible.

#### Conditions of Eligibility-

- i. Candidates who are studying in the stream of education in a different subject will not be eligible.
- ii. Candidates who have completed their educational career in the one profession line like L.L.B., B.Ed., will not be eligible.
- iii. Students studying in class XI of higher secondary school courses of multipurpose High School will not be eligible being continuous school courses. However, in case where 10<sup>th</sup> class examination of such courses is treated as equivalent to S.S.C. and students who after passing 10<sup>th</sup> class join other courses, such students will be treated as post S.S.C. students and will be eligible for the award of scholarships.
- iv. Candidates who after failing or passing the Undergraduate, Graduate, Post graduate examination in Arts/ Science/ Commerce join any recognized professional or technical certificate /Diploma/ Degree course will be awarded scholarship, if otherwise found eligible.no subsequent failure will be condemned and no further change in cause will be allowed.
- v. Students who are in fulltime employment will not be eligible for scholarship.
- vi. Only two children of the same parents/ guardian will be entitled to receive scholarship.
- vii. A scholarship holder under this scheme will not hold any other scholarship/stipend.

#### Procedure for Submission of form for government of India Scholarship

Online Site-

1. SC/OBC/NT/SBC- [mahaeschol.maharashtra.gov.in/](http://mahaeschol.maharashtra.gov.in/)
2. ST- <https://etribal.maharashtra.gov.in>only for SC/ST category scholarship income limit 2,00,000/-

All backward class students and students coming under the lower income group category should apply for the Government of India Scholarship in The prescribed form through their respective collage in the month of July only. The application form will be made available to them at the time of admission. All students will be vigilant enough to fill form, complete, in all respects as any incorrect, false information is act to disqualify them for above scholarship. The students having a gap in their education should invariably file a court affidavit declaring as to what they were doing during intervening period.

The students in M.A. Part I / M. Com. Part I will be treated as fresh candidates for the purpose of Scholarship in prescribed fresh application forms. The students who were in receipt passed the annual examination are also required to fill in the prescribed renewal application forms.

1. Processing online.
2. Attested copies of mark list, School leaving certificate, cast certificate are required
3. Minimum 75% of attendance is required to sanction scholarship, free ship.
4. Students have to submit new application form for every year within 30 days after taking admission otherwise complete amount of fees shall have to be paid.

### 6. Eligibility Certificate

Students migrating from other universities / boards either from the state of Maharashtra or from outside Maharashtra state will be admitted to the collage on production of Eligibility Certificate (or a provisional admission certificate, pending issuing of the final eligibility certificate) from the university of Pune.

For this purpose, the student will have to apply to the Pune University in prescribed form of Eligibility certificate along with following certificates in original (and Xerox copy thereof)

1. Passing Certificate
2. Statement of Marks and
3. Migration certificate from previous university/ Board and
  - i. Attendance Certificate
  - ii. Character Certificate from the Principal of Previous college
  - iii. The student has to pay eligibility certificate fees

In all the cases the fees paid shall not be refunded (Ref. Pune University Circular no. 82 of 1978). The responsibility of obtaining an Eligibility Certificate from the Savitribai Phule Pune University lies with student themselves. The college will however provide necessary guidance.

Eligibility:

All the students seeking admission to M.A./M.Com. Part I of all faculties are required to complete the eligibility formalities on or before due date positively in interest of confirming their admission. Those who fail to comply with this procedure for one reason or the other are to note that their admissions will automatically stand cancelled for which the college authorities shall not be responsible whatsoever.

Documents required for admission are –

- Original graduate mark list with two photo copies

- Original Transfer Certificate with two photo copies
- Caste Certificate (If applicable)
- Gap Certificate affidavit (If applicable)

## STUDENTS CODE OF CONDUCT

### [A] Discipline of Attendance

We do spare the rod do not spoil the student.

1. The students are advised to refer regularly to all notices displayed at various places on the notice board. Ignorance of the same shall not be entertained as excuse.
2. A student must always possess his/ her I-card which must be produced on the demand by college authorities.
3. The students shall attend lectures, Practical's, Tutorials, Unit tests and Examinations and shall keep their guardians in touch with the progress in their studies.
4. The students should note that they will not be permitted to appear for the university examinations if they fail to satisfy the college authorities on any of the following grounds-
  - a) At least 75% attendance at lectures / Practical.
  - b) At least 75% attendance at NCC parades/ NSS work as prescribed.
  - c) Attendance and performance at the college examinations/tutorials.
  - d) Good behavior and observance of disciplines in the college premises.
  - e) Obedience of the instructions of teachers / staff and other college authorities.
  - f) Payment of college fees as instructed.
5. Students should note that smoking, Tobacco chewing, spitting etc. is strictly prohibited in the college campus.
6. Students must deactivate their cell phones or mobile phones in classrooms or laboratories or during academic activities.

### [B] Rules of Disciplines

1. Students must observe strict discipline in the college premises/campus and should not disturb the college / teaching & administration in any manner whatsoever.
2. Students should take proper care of collage property and help in keeping the premises clean, neat and tidy. Any damage whatsoever come will be treated as a serious breach of discipline and cost of the damage(s) will be recovered from students.
3. No society or association shall be formed by students in college and no person should be invited to attend and address any meeting without prior permission of principal.
4. Students should be regular and punctual in attending their lectures, practical, tutorials and tests. However, if student desire to remains absent for any genuine reason(s) prior permission of Principal or H.O.D. should be taken.

5. Students should not tolerate about and sit bear classrooms, laboratories, in verandas, stairs, and cycle stand and play ground that may cause disturbance to the periods/classes which are going on. They should either go to library or leave the collage premises, in the case there are no lectures or practical.
6. Annual social gathering and any similar program/functions which are likely to disturb the academic atmosphere on the college campus shall not be permitted.
7. Anyone found indulging in any ragging within or outside the college premises shall be instantly expelled from the college.

Various scholarships like the government of India National Scholarship are awarded on state government like B.C., Rajarshi Chhatrapati Shahu Maharaj scholarship are available to deserving students of the college on fulfillment of government conditions in this regards.

Free ships towards of primary, secondary& higher secondary teachers and scholarship and concessions to wards of freedom fighters are available on fulfillment of the conditions in this regards. These conditions will be notified on the college notice board.

A students belonging to economically backward classes will be admitted to college F.Y., S.Y., T.Y., classes on payments of caution money, laboratory deposit (in case of science student), library deposits and other miscellaneous fees.

Tuition fee will be refunded to F.Y. student after E.B.C. free ship is sanctioned by government and after the amount of fees is received by the college. The student then need not pay further tuition fees if his/ her income or about any condition of the ward.

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

The B.C. free ship like other fee concessions, scholarship etc. are subject to good conduct, regular attendance and satisfactory progress. Failure to satisfy these conditions will result in forfeiture of the B.C. free ship and student will have to pay college fees entirely of him/her self.

### **[C] Parking Facility**

A separate parking for two wheelers and Cycles is provided for students. Students should park their vehicles in concerned restricted parking area. No four wheelers are allowed for students. Students should park their vehicles on their own risks and no any authority of college is responsible for any theft or damage of their vehicles. Parking and cycle stand is open from 7:00am- to 7:00 pm except Sunday and holidays declared by college.

### **[D] Prevention of Sexual Harassment and Violence on Women**

The college has Sexual Assault and harassment policy which prohibits all forms of sexual misconduct based on gender exploitation, gender assault, indecent

exposure, bullying or physical assault or discrimination. College tries to maintain good and committed environment for protecting human values of gender equality, freedom and nonviolence. If any discrimination found on the basis of circumstances of sexual assault and harassment, women violence will be legally enforced for punishment and discarded from college.

### **[E] Unauthorized Entry or Access**

Unauthorized entry in the presence within enclosed college building or areas, including Gymkhana facilities, study rooms or offices, even when unlocked is prohibited. Climbing on any college building, or college owned structure or being present on building roofs is prohibited without authorization. Tempering with locks to college building, unauthorized possession or unauthorized use of college keys, alteration or duplication of keys is against college policy. Any evidences with this or similar activities of such will result to fine or further disciplinary actions of college.

### **[F] Unauthorized Use of College facilities or Services**

The unauthorized use of college facilities, including but not only limited to college buildings, space, grounds, college documents and records, college furniture, equipment and material etc. is violation of college policy. Use of college stationary, computers or other materials or any related with this such can be used by maintaining proper record as official rules.

### **[G] Weapons, Fireworks and risky appliances**

No student may possess or use a weapon or firearm in college property or campus. Firearm include rifles, shotguns handguns, air guns, gas powered guns or hand loading equipment, swords, knife, acid or any fire instigating materials in the college campus are strictly prohibited.

### **[H] False Representation**

Any student of college knowing provide false information or make misrepresentation to any college office, unauthorized college logo or certificates or record, paper or electronic mails are prohibited.

### **[I] Smoking, Tabaco, Gutakha or Alcohol consumption**

Smoking, Tobacco or Gutakha chewing, alcohol or drugs like activities are strictly prohibited in college campus including classes, offices, ground and parking. A fine of Rs. 200/- in addition to other potential penalties including discarding from college will be charged for violation of this rule.

### **[J] Theft and Damage**

Theft, intentional or accidental damage to personal or college property is prohibited, as is possession of stolen property. Restitution will be charged to appropriate student(s) and may warrant college disciplinary actions. In the event that damage occurs in common room or by group of students for which no one assumes responsibility, restitution may be divided equally among all students

present at that place. Administrative fees will be added if students do not comply by the end of semester.

### [K] Examination and Squad

It's compulsory for all students to remain present for inter and university examinations as a college curriculum on time. Respective notices are displayed on notice board with examination schedule and seating arrangements. College has squad for prohibition and control of copy cases and maintain transparency in the examination system. Students are strictly avoided to carry any study material, mobiles, any other copy materials, prompting or discussing with other in examination hall. Student (s) if found to involve such activities are filed to copy case and further proceedings of university and college.

### [L] Library

- 1) College is providing fully computerized facility of library and books are issued as per Barcode System. Separate Reading room facility is offered for Boy's & Girl's Students.
- 2) Open access service is for all P.G. Students and Special Services are provided for Competitive and NET/SET Examinations.
- 3) Library is equipped with Internet and OPAC facility.
- 4) Reader Club facility is offered for Student and Staff.
- 5) Special Services to Blind Students.
- 6) For New I-Card  
All the Students, who have taken admission in the college should take Membership of Library within one month.  
Please bring following document for New I-Cards
  - Admission fee Receipt
- 7) Library Timing  
Day - Monday to Saturday  
9.30 a.m. to 5.30 p.m.  
On Examination Day Jan to May Monday to Saturday  
9.30 a.m. to 6.00 p.m.  
Reading Hall during the Examination 9.30 a.m. to 5.30 p.m.
- 8) Book Circulation
  - A Book will be issued to a student only in exchange for of his /her member account.
  - In return a book to the library on or before due date. If not return in due date he/she pay due charge.
  - Journals publication, Dictionaries, bound volume and such other documents cannot be take on Library account or I-Card except with the permission of the Library authority.
  - For Reading Room purpose book will be issued on I-Card and this book will be return same day.
- 9) In the Stack Room

## **Student's Handbook**

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- No member will be allowed to take in the stack room bags or other similar material.
- While inside the libraries and Reading room no member will be allowed to break the silence by talking or by action of any kind, eating food, and sleep on the table.

### **[M] Gymkhana and Sports**

Separate fitness rooms are available for gents and ladies. Badminton court, Table tennis, basketball courts are available in the college. Current students can avail gymnasium facility. Gymnasiums are fully equipped. Students have to follow rules designed by the college to use sports facilities.



Let's make  
Road Safety  
our goal  
for every life  
has a role



Pune District Education Association's  
**Prof. Ramkrishna More Arts, Commerce and Science College**

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Affiliated to University of Pune (Id No. PU/PN/ASC/090/1992) Re-Accredited by NAAC 'B' Grade

**OPPORTUNITIES FOR ACADEMIC DEVELOPMENT**

**Graduate Courses**

**Arts, Commerce & Science Faculties**

- B.A. ■ B.Com. ■ B.Sc.
- B.Sc. (Computer Science)
- B.B.A. ■ B.C.A. (Science) B.B.A. (C.A.)

**B.Voc.** (Bachelor of Vocational Degree Courses)

UGC Approved & Pune University Recognised

- i) Food Science & Technology
- ii) Software Development

**Add on Courses**

- G.I.S. ■ Plant Tissue Culture ■ Modi Script
- Basics in Stock Marketing ■ C-Programming
- Fruits and Vegetables Processing and Canning
- Spoken English Courses

**College Activities**

- Cultural Association ■ Sports
- Science Association ■ NSS ■ NCC
- Commerce Association ■ Placement Cell
- Student Welfare Cell ■ Magazine
- Scholarship & Endowments

**Post Graduate Courses**

**P.G. in Arts and Fine Arts**

- M.A. (English) ■ M.A. (Marathi) ■ M.A. (Hindi)
- M.Phil. (English) ■ Ph.D. (English)

**P.G. in Social Science**

- M.A. (Economics) ■ M.A. (Politics) ■ M.A. (Psychology)
- M.Phil. (Economics) ■ Ph.D. (Economics)
- M.A. / M.Sc. (Geography)

**P.G. in Commerce Faculty**

- M.Com ■ M.C.A. ■ M.Phil. (Commerce) ■ Ph.D. (Commerce)

**P.G. in Science Faculty**

- M.Sc. (Computer Science) ■ M.Sc. (Botany) ■ M.Sc. (Zoology)
- M.Sc. (Analytical Chemistry) ■ M.Sc. (Physics) ■ M.C.A. (Sci.)
- M.Phil. (Chemistry) ■ M.Phil. (Zoology) ■ M.Phil. (Geography)
- Ph.D. (Botany) ■ Ph.D. (Zoology) ■ Ph.D. (Geography)

- P.G. (Diploma)** ■ Diploma in School Psychology ■ Diploma in Taxation

**Certificate Courses**