



SOMAIYA
VIDYAVIHAR

K J Somaiya College of Arts & Commerce



Plagiarism Policy and Ethics

K J Somaiya College of Arts and Commerce, Mumbai is committed to maintain the academic integrity and sound ethical values that establish the ethos of quality and integrity in the academic contributions by the teachers and the non-teaching staff of the college. College adheres to the circulars issued by the University Grants Commission and the University of Mumbai introducing regulations for the prevention of plagiarism and Promotion of Academic Integrity in the institutes of higher learning which is also termed as “Prevention of Plagiarism in Higher Educational Institutions (HEI)” regulations for 2018 with a sole motive to create awareness regarding the conduct of research, thesis, and dissertation along with the prevention of any kind of misconduct which primarily includes plagiarism. It focuses on the development of systems for the detection of Plagiarism and the prevention from plagiarism as well as setting criteria to punish students, researchers, faculty or staff for the act of plagiarism. Therefore, college has established an ethical committee to regulate the same and to create awareness for the right conduct of research and academic activities.

The UGC Circular and the University of Mumbai circular follows below:




I/C PRINCIPAL

K. J. SOMAIYA COLLEGE OF ARTS & COMMERCE
VIDYAVIHAR, MUMBAI - 77



SOMAIYA
VIDYAVIHAR

K J Somaiya College of Arts & Commerce



ADMISSION POLICY

K J Somaiya College of Arts and Commerce is an autonomous institution affiliated to the University of Mumbai is committed to follow the regulations and guidelines on admissions stipulated by the statutory bodies such as University Grants Commission (UGC), Government of Maharashtra and, University of Mumbai issued from time to time.

The college has formed an Admission Committee to be headed by the Principal and senior faculties and Heads of the Department as members. The Committee shall meet based on the need to plan and initiate admission related procedures. The Committee provides necessary guidance to ensure that the interests, rights and needs prospective candidates\students who are looking for educational opportunities in various courses at KJSAC are attended and college is strictly adhered to the merit based admissions to the various programs.

IN HOUSE STUDENTS (F Y B Com. and F Y B A)

The students of K. J. Somaiya College of Arts and Commerce and S. K. Somaiya Vinay Mandir are considered as in-house students.

There is no cut-off percentage for students of K. J. Somaiya College of Arts and Commerce but the cut-off percentage for S. K. Somaiya Vinay Mandir students for commerce stream is 65% and above for FYBCOM and there is no cutoff percentage for FYBA.

Admission Procedures

Step 1: Online filling of Pre-admission form Submission of Rs.100/- towards registration of pre-admission form either at cash counter or through online payment gateway.

Step 2: Online display of the Merit list as per the schedule prescribed by the University of Mumbai. Collection of Blank admission form as per the merit list by providing pre-admission form cash payment receipt Filling of admission forms and attaching all the necessary documents required



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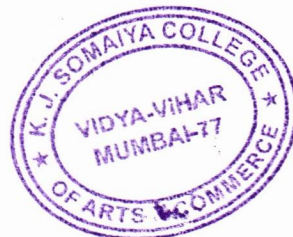


Step 3: Document verification by non-teaching staff.ID number Generation on the college counter

Step 4: Payment of fees through online.

Admission Guidelines:

- Parents and students are requested to go through the prospectus and admission notices put on the college notice boards and college's website before seeking admission in the college.
- The College is conferred with Gujarati Linguistic Minority Status by the Govt. of Maharashtra, under which 50% of the seats at the entry level are reserved for the aforesaid linguistic minority. The remaining seats are allotted as per merit and according to other norms laid down by the university and the government from time to time.
- The College or the Management does not accept any donation or capitation fees for any admission. The admission to students is given as per the standard and transparent procedures. Any person approaching the students or parents for donation/capitation fees should be reported to the Principal immediately.
- The Principal reserves the right to amend or modify the rules regarding admission, as and when such amendments and guidelines are received from the Board, the University, the Government or the Management. The Principal also reserves the right to refuse admission, if in his / her opinion, such an admission is likely to adversely affect the overall discipline of the college.
- Admission preference will be given to students who have passed the eligibility qualification.



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Documents Required

For Open Category

- Print-out of duly filled in online pre enrolment form submitted on University Website.
- Duly filled in admission form and Information Form/s.
- Original HSC Mark sheet with three attested photo copies.
- One attested photocopy of SSC Mark sheet and Passing Certificate.
- Duly filled in Provisional eligibility form (for learners belonging to Divisional Board other than Mumbai/ other state)
- Migration certificate (for learners belonging to Divisional Board other than Mumbai/other state)
- Two passport size latest color photographs of the learner.

For Reserved Category

- Print-out of duly filled in online pre enrolment form submitted on University Website.
- Online e-scholarship/free ship form on the web-site <https://mahaeschol.maharashtra.gov.in> and submit the printout.
- Attested copy of the Caste Certificate issued by Govt. of Maharashtra.
- Attested copy of mark sheet.
- Income Certificate for the accounting year 2017-2018 and assessment year 2018-2019 issued by Tehsildar.
- Form No.16 (FOR FREESHIP)
- Ration Card photo copy.
- Non creamy layer certificate (for learners belonging to NT/OBC/SBC) one attested copy
- Duly filled in Provisional eligibility form (for learners belonging to Divisional Board other than Mumbai/other state)



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- Migration certificate (for learners belonging to Divisional Board other than Mumbai/other state)
- Two passport size latest color photographs of the learner.

For NRI students

- Copy of passport and visa
- Letter from Embassy
- Letter from ICCR

Reservations:

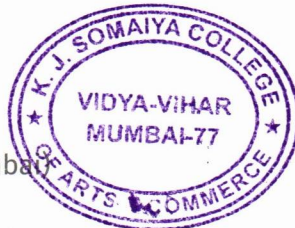
- Open and all Reserve Category : 42%
- Gujarati Linguistics : 50%
- Government Others : 3%

Who all can apply: Open & all other Reserved Category includes OPEN & (DT/NT1/NT2/NT3/OBC/SBC/SC/ST etc.)

Govt. Others include Phy. Handicapped/ Cultural & Sports (National & State level winners)/widow/divorcee women/ and the wards of Ex-servicemen/ Transferred Govt. Employees/ existing & former Defence person)

Fees for the Academic Year 2021-2022

Programmes	Open	Reserved
FYBA	Rs. 8,795	Rs. 4,425
FYBCOM	Rs. 9,995	Rs. 5,425
MA in English	Rs. 16,850	Rs. 16,850
MA in Marathi	Rs. 16,850	Rs. 16,850





MA in Philosophy	Rs. 16,850	Rs. 16,850
MA in Psychology	Rs. 30,000	Rs. 30,000
MA in Sociology	Rs. 16,850	Rs. 16,850
M. Com. Accountancy and Finance	Rs. 14230	Rs. 5835

Refund of Fees

O.2859: Refund of Tuition, Development and all other fees after cancellation of admissions: The candidates who have taken admission in under graduate courses in Govt. colleges, in Govt. aided and unaided courses conducted by affiliated colleges, and recognized institutions may request for refund of fees after applying in writing for cancellation of their admission to the course.

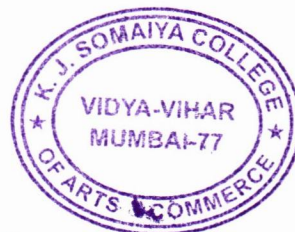
The refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter. The percentage of fees for the course shall be refunded to the candidate after deducting charges as follows:

Period and Percentage of Deduction Charges:

- Point of time when application for admission cancellation is received by college

Deduction Applicable

- Prior to commencement of academic term and instruction of the course Rs.500/- Lump sum
- Up to 20 days after the commencement of academic term of the course 20% of the total amount of fees.
- From 21st day up to 50 days after commencement of academic term of the Course 30% of the total amount of fees.





SOMAIYA
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- From 51st day up to 50 days after commencement of academic term of the course or August 31st whichever is earlier.50% of the total amount of fees.
- From September 1st to September 30th.60% of the total amount of fees.
- After September 30th100% of the total amount of fees.

Note:

- The total amount considered for the refund of fees from the commencement of academic term of the courses includes the following:
- All the fee items chargeable for one year are as per relevant university circulars for different faculties (excluding the courses for which the total amount is fixed by other competent authorities).
- The Fee charged towards group insurance and all fee components 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
- Fee collected for Identity card and Library card, admission form and prospectus, enrolment and any other course specific fee are not refunded after the commencement of the academic term.
- All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation.

Eligibility for Admission to the three-year Degree Course

Three Year Bachelor of Arts (B. A.) / Bachelor of Commerce (B. COM.) Degree Course

- A candidate for being eligible for admission to the three year integrated course leading to the degree of Bachelor of Arts must have passed the Higher



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Secondary School Certificate (Std. XII) examination conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with the following subjects :-English

- Any one of the Modern Indian Languages or Modern Foreign Languages or any classical Language or Information Technology.

- Any four subjects carrying 100 marks each.

OR

- Must have passed the Higher Secondary School Certificate (Std. XII) examination with vocational subject conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with the following subjects:-English

- Any one vocational subject carrying 200 marks prescribed by the Board from time to time. Any three subjects carrying 100 marks each.

OR

- Must have passed the Higher Secondary School Certificate (Std. XII) examination with the Minimum Competency based vocational courses conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with the following subjects:-English

- Any one of the Modern Indian Languages or Modern Foreign Languages or Classical Language or Information Technology General Foundation Course.

- Any one subject carrying 300 marks from among the Minimum Competency based vocational courses prescribed by the Higher Secondary School Certificate examination from time to time.

OR





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- Must have passed an examination of another University or Body Recognized as equivalent thereto

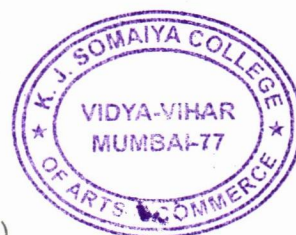
Admission to F. Y. B. A. /B. Com:

- A candidate to be eligible for admission to the three-year integrated course leading to the Degree of Bachelor of Arts / Commerce, must have passed the Higher Secondary School Certificate (S.Y.J.C.) Examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education, Mumbai, or an examination recognized as equivalent with subjects, as may be specified by the university in Arts, Science or Commerce streams.
- Students passing examination equivalent to S.Y.J.C. of the Higher Secondary Board, Mumbai, Intermediate (Arts / Science / Commerce) from other states and immigrating from other universities / boards seeking admission to the F.Y. of the Three-year integrated degree course will be admitted only on production of a "Provisional Eligibility Certificate" issued by the University of Mumbai. Such students shall also submit a Migration Certificate, Statement of Marks and Passing Certificate in original along with true copies within two months from the date of admission, failing which their admission is liable to be cancelled.

Admission to S. Y. B. A. /B. Com:

A candidate, to be eligible for admission to the above course commencing from June 2002 and thereafter must have either:

- Passed the F.Y.B.A./B.COM., or
- failed in not more than two heads of passing at the F.Y. level.





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Admission to T. Y. B. A. /B. Com.

To be eligible for admission to the T.Y.B.A./B.Com. Course commencing from June 2002 and thereafter a candidate must have either:

- Passed the F.Y.B.A./B.Com.
- Passed the F.Y. & S.Y. B.A./B.Com. but failed in S.Y.B.A/B.Com. in not more than TWO subjects **OR**
- Passed the S.Y.B.A./B.Com. but failed in F.Y.B.A./B.Com. in not more than TWO subjects.

Where the student has not cleared either F.Y.B.A./B.Com. or, S.Y.B.A./B.Com. class but taken admission in T.Y.B.A./B.Com. class and appeared for T.Y.B.A./B.Com. examination held by the university, the results will not be declared unless he/she passes in the subject failed in F.Y. or S.Y.B.A./B.Com. Examination.

Students coming from other colleges affiliated to the University of Mumbai will be admitted only provisionally on production of a **No Objection Certificate** from the principal of the college last attended and that admission will be confirmed only on receipt of the Transference Certificate (T.C.) from their previous college.

The distribution of papers during the three-year period of the degree course will be as follows:





SOMAIYA
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THREE-YEAR B. A. DEGREE COURSE

Subject Combinations

Groups Name of the Subject

		<u>With</u>	<u>And any one from</u>
Group I	Economics	Sociology	Political Science
Group II	History	Psychology/Economics	Hindi/Sanskrit/Marathi/Gujarati/English
Group III	Sociology	Philosophy/Psychology	Hindi/Sanskrit/Marathi/Gujarati/English
Group IV	Any Two Languages from Hindi, Sanskrit, Marathi, Gujarati and English	Any one of Social Sciences from History, Philosophy and Political Science	

First Year B.A. (Six papers)

1. Students offering Economics should have preferably obtained at least 40% marks in Economics at the H.S.C. Examination (in Arts).
2. Once selected, change of subjects will not be allowed.



3. Students are required to study six subjects in all, three compulsory subjects and three optional subjects.

Sr. No. Name of the Paper: FY BA (Semester I and II)

Compulsory Subjects:

1. Communication Skills
2. **Any one of the following languages:**
Sanskrit
Marathi
3. Foundation Course Paper - I

4. Optional Subjects

- English
Hindi
Marathi
Gujarati
Commerce
Economics
History
Political Science
Philosophy
Psychology
Sociology





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Second Year B. A. (Eight papers):

Semester Three:

Compulsory Paper

Foundation Course Paper III

Any one of the following Applied Component Papers:

Applied Components

Mass Communication

Book Keeping

Journalism

Semester Four:

Compulsory Paper

Foundation Course Paper IV

Applied Components

Mass Communication

Book Keeping

Journalism

Six papers of major / Optional subjects. (Two papers in each of the three Optional / Major subjects studied at the First Year B.A.)

Optional Papers (Two paper Languages) Optional Papers (Two paper Languages)

English III, V

English IV, VI

Hindi II,III

Hindi II, III

Marathi II, III

Marathi II, III

Gujarati II, III

Gujarati II, III





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Sanskrit II, III

Sanskrit II, III

Optional Papers (Social Sciences)

Optional Papers (Social Sciences)

Economics II, III

Economics II, III

Political Science II, III

Political Science II, III

Sociology II, III

Sociology II, III

Philosophy II, III

Philosophy II, III

Psychology II, III

Psychology II, III

History II, III

History II, III

Third Year B. A. (Six Papers)

Six Papers in any one of the following subjects offered at the first and second year:

OR

Three papers each in any two of the *Optional/Major* subjects offered at the First Year and the Second Year provided the choice does not clash with the time-table.

The syllabus of the above papers is available in the Library for reference. Students are requested to go through the syllabi before selecting their subjects.

N. B. : No language/subject will be permitted if the number of students who have enrolled for a particular language/subject is less than 15/24 at the entry point. In the event of such a contingency, student(s) who have offered that



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language/subject will have to change over to another one permitted by the college.

THREE-YEAR INTEGRATED B. COM. DEGREE COURSE

- 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.
- Must have passed the Higher Secondary School Certificate (Std. XII) examination with vocational subjects/ minimum competency based vocational course conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education.
- Must have passed an examination of another University or Body recognized as equivalent to Higher Secondary School Certificate (Std. XII) Examination.

First Year B. Com: (Seven Papers): *Compulsory Course:*

A) Semester One:

Sr. No. Name of the Paper

01. Business Communication I
02. Business Economics; Paper I
03. Environmental Studies I
04. Mathematical and Statistical Techniques I (Lower Level)





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05. Accounting and Financial Management I
06. Foundation Course; Paper I
07. Commerce; Paper I (Business System and the Society)

B) Semester Two:

Sr. No. Name of the Paper

01. Business Communication II
02. Business Economics; Paper II
03. Environmental Studies II
04. Mathematical and Statistical Techniques II (Lower Level)
05. Accounting and Financial Management II
06. Foundation Course; Paper II
07. Commerce; Paper II (Business System and the Society)

Second Year B. Com: (Six Papers): Compulsory Course:

A) Semester Three:

Sr. No. Name of the Paper

01. Commerce Paper III





02. Business Economics Paper III
03. Accounting and Financial Management Paper III
04. Business Law Paper I
05. Advertising
06. Foundation Course; Paper II

B) Semester Four:

Sr. No. Name of the Paper

01. Commerce Paper IV
02. Business Economics Paper IV
03. Accounting and Financial Management Paper IV
04. Foundation Course Paper IV
05. Business Law Paper II
06. Advertising

Third Year B. Com: (Seven Papers)

Under the revised pattern brought into force by the Mumbai University with effect from the academic year 1994-95, a student has to take a total of seven papers at T.Y.B.Com.





Semester V

- | Sr. No. | Name of the Paper |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01. | Commerce; Paper III: Management and Production Planning
(Compulsory) |
| 02. | Business Economics; Paper III: Indian Economics (Compulsory) |
| 3 & 4. | Special Group; Two papers:

A. Financial Accounting and Auditing

Financial Accounting; Paper I

Auditing and Cost Accounting; Paper II |
| 05. | Related Applied Component to the special Group: For
Accounts: Introduction to Management Accounting |
| 6. & 7. | Any one of the following applied component papers:

Computer System / Direct & Indirect Taxation

Direct & Indirect Taxation/ Export Marketing

Direct & Indirect Taxation/ Psychology of Human Behaviour at
Work

Computer System / Psychology of Human Behaviour at Work |



Semester VI

- | Sr. No. | Name of the Paper |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01. | Commerce; Paper III: Management and Production Planning
(Compulsory) |
| 02. | Business Economics; Paper III: Indian Economics
(Compulsory) |
| 3 & 4. | Special Group; Two papers:

A. Financial Accounting and Auditing

Financial Accounting; Paper I

Auditing and Cost Accounting; Paper II |
| 05. | Related Applied Component to the special Group: For
Accounts: Introduction to Management Accounting |
| 6. & 7. | Any one of the following applied component papers:

Computer System / Direct & Indirect Taxation

Direct & Indirect Taxation/ Export Marketing

Direct & Indirect Taxation/ Psychology of Human Behaviour
at Work

Computer System / Psychology of Human Behaviour at Work |





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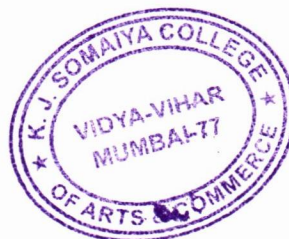
POST GRADUATE and DOCTORAL STUDIES

ADMISSION AND ELIGIBILITY FOR POST GRADUATE PROGRAMS IN ARTS

A candidate for being eligible for admission to the course leading to the degree of Master of Arts must have passed the examination for the degree of Bachelor of Arts (three year integrated course) of this University or the degree of Bachelor of Arts (Old that is four year course) of this University or a degree of another University recognized as equivalent thereto. Provided, however, that applications of graduates of this University in faculties other than the faculty of Arts, or those who have passed the equivalent examination of another recognized University seeking admission to the M.A. degree course by papers, will have to appear for eligibility test.

ADMISSION AND ELIGIBILITY FOR POST GRADUATE PROGRAMS IN COMMERCE AND ACCOUNTANCY

A candidate for being eligible for admission to the course leading to the degree of Master of Commerce must have passed the examination for the degree of Bachelor of Commerce (three year integrated course) of this University or the degree of Bachelor of Commerce (Old that is four year course) of this University or a degree of another University recognized as equivalent thereto. Provided, however, that applications of graduates of this University in faculties other than the faculty of Commerce, or those who have passed the equivalent examination of another recognized University seeking admission to the M. Com. degree course by papers, will have to appear for eligibility test.



Students are registered for Ph.D. in Commerce, English, History, Hindi, and Gujarati

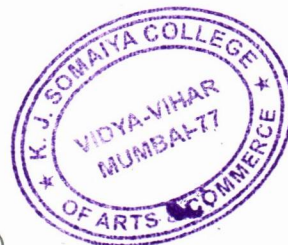
Candidates must have a Master's Degrees in relevant in English/History/Hindi/Commerce/Gujarati from a UGC recognized University with 55% marks or above or its equivalent, and the candidates from Reserved Categories must have 50% marks. In addition, the candidates should have passed SET/ NET/JRF examinations or should hold M. Phil. Degree in English/History/Hindi/Commerce/Gujarati from UGC recognized University. If required, you may refer VCD No. Exam./Thesis/Uni./VCD/947 of 2018 dated 15th June, 2018 available on University of Mumbai website for more details.

- M.A./M.A./M Com. Gen/Hon. in respective Domain
- Entrance Examination in case of subject/faculty change candidates
- Advanced level proficiency in the intended Domain
- Qualifying GPA/Percentage in the previous exam (As per the University guidelines)
- M.Phil./SET/NET in relevant subject
- Statement of Research Interest (SRI) in not more than 1000 words
- Interview

Documents required at the Time of application

Following documents are required to be uploaded 'Online' along with duly filled Google Form link given below:

- Mark sheets of Graduate and Post-Graduate Degrees (Statements of Marks) and Degree Certificates





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- PET/ SET /NET /JRF Certificate or M. Phil. Passing and Degree Certificate
- Caste Certificate, Caste Validity, Non-creamy layer Certificate and all the relevant documents if any.

Intake Capacity: The allotted intake capacity to the Research Centre varies for each. However, the intake capacity will be as per the availability of seats with research supervisors.

Note: Admission rules, eligibility, fees and procedures may change from time to time on account of circulars, instructions and orders received from the University of Mumbai, Government of Maharashtra and, University Grants Commission (UGC).

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