



Smt. Shyampatidevi Mishra Educational Trust's

SHRI G.P.M. DEGREE COLLEGE

Affiliated to University of Mumbai www.shrigpmcollegevileparle.org shrigpmvileparle@gmail.com

MG Road, Vile Parle (E), Mumbai – 400057.

☎ : 8928387200

CRITERIA 6.2.1

Strategy

Development and

Deployment



Atul Joshi

Principal

Shri G.P.M. Degree College
M. G. Road, Vile Parle (E),
Mumbai-400 057.



6.2.1 The institutional perspective plan is effectively deployed and functioning of the intutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

- ❖ To Empower Faculty About Emerging Trend in Their Profession for Academic Advancement.
- ❖ To Ensure Transparency and Credibility in the Process of Students' Evaluation.
- ❖ To Launch Value Added and Skills Development Programmes Improving the Employability of Students.
- ❖ To Uphold Continuously Good Academic Performance with Hundred Percentage Results.
- ❖ To Develop a Comprehensive System of Student Mentoring and Student Support.
- ❖ To Motivate Students for Self-Employment and to Enable them to Emerge as Entrepreneurs.
- ❖ To Create a Research Culture in Faculty and Students.
- ❖ To Inculcate Learner Centric and Effective Teaching Learning Process.
- ❖ To Take Care of Horizontal and Vertical up Gradation of Students Considering the Limits of Time and Expectations.
- ❖ To Involve a Friendly, Efficient and Flawless Administrative Set up Ensuring a Smooth Day to Day Functioning.



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PLAN OF ACTION

The SGDC IQAC Proposes the following plan of action to achieve the goals and objectives listed in the perspective plan.

- ❖ SGDC IQAC Shall Work on Devising Strategies to Help Slow Learners in Improving their Academics.
- ❖ SGDC IQAC Shall Motivate the Students and Faculty Towards Research Activities.
- ❖ SGDC IQAC Proposes to Organize Faculty Development Programmes and Also to Send Faculty to Other Colleges for Attending the Same If Needed.
- ❖ IQAC proposes to improve the ICT enabled teaching methods.
- ❖ The student council shall be more active and participative in decision- making.
- ❖ Introduce soft skill development program for non-teaching staff.
- ❖ SGDC proposes to improve the campus infrastructure to make it a more environment friendly and a greener campus.
- ❖ The college should conduct more inter collegiate competitions for the students.
- ❖ SGDC shall plan to organise inter-collegiate completions to facilitate exposure to the students through inter-college participations. More value-added certificate courses shall be planned and introduced.
- ❖ The result of internal evaluation shall be displayed on notice board for more transparency in the evaluation system.
- ❖ The placement cell shall plan to achieve maximum placement.
- ❖ Guest lecturers should be organised by inviting experienced faculty from other colleges who can guide students for exam preparation.
- ❖ Practice test can be conducted before the University exams so as to assess the students and help them to improve and perform better in the University exams.
- ❖ Attendance norms shall be enforced strictly for better academic results.
- ❖ Students shall be motivated to pursue higher education.

The IQAC shall continuously strive to achieve the goals and objectives of the perspective plan keeping the vision and mission statement of SGDC in view



Atul Jorlar

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II. Functioning of the SGDC bodies effective and efficient as visible

A. Through Policies

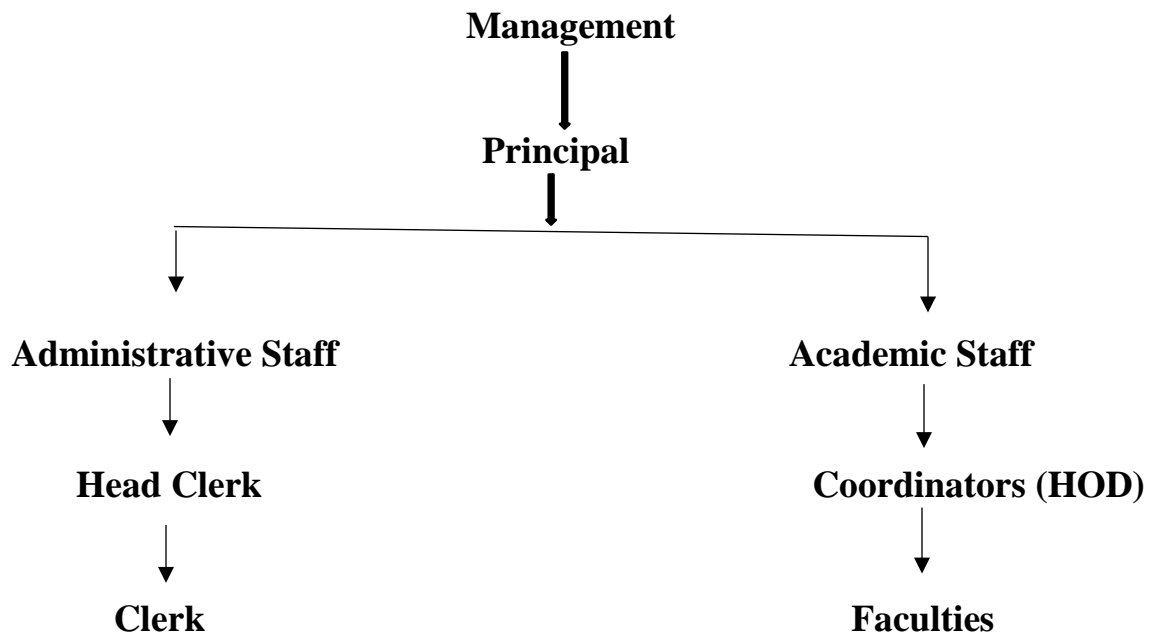
B. Through Administrative Set up

C. Through Appointment & Services Rules

A.) **Through Policies:** - The Institute Has Embarked on an Immutable Endeavour of Providing Quality Education and has been Providing Professionals for Commerce, Science and Allied Sectors with Its Vast Academic Portfolio That Comprises of Undergraduate Programmes. The main ideologies that govern Education Trust are secularism and national integration. To prepare the students for life and work in an information-rich and technology-driven era, the college adopts contemporary tech-driven pedagogy. Shri G.P.M. Degree College of Science and Commerce earnest pursuit of sculpting young aspirants into industry-ready professionals, the institute has become a preferred hiring base for numerous Banking, service and allied organizations. Today SGPMDC proudly boasts of a global alumni network placed in the top echelons of management at prominent leadership positions & also successful entrepreneurs.

B.) **Through Administrative Set up:** -

Effective, Efficient and Functioning



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- I) President II) Joint Secretary III) Treasurer
I) SGDC Principal (Chairperson) II) HOD (Faculties) III) Supporting staff IV) Admin
I) SGDC Admin II) Senior Clerk III) Junior Clerk IV) House keepings V) Securities

(C.) Through Appointment & Services Rules

The Management Governance of SGDC is Smt. Shyampatidevi Mishra Educational Trust. The Shri G.P.M. Degree College belongs to Smt. Shyampatidevi Mishra Educational Trust, Mumbai. The Trust and Management has been very efficient in view through appointment and service. The trust has its own rules and manual for the appointment and service rules. These rules are in frame work of state government rules and Central government rules. The service rules of trust for Principal and teaching faculty is as per University. The appointment and service of admin staff- non-teaching staff is as per joint higher education.

The Instructional Strategic / Perspective plan is effectively deployed

The Institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality policies and strategies.

At the beginning of the academic year, various bodies and committees that constitute the Organogram of the institution, check out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans. One such broad area in which the Institutional Perspective and Strategic plan has been successfully implemented is that of Teaching, Learning and Research.



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Perspective Plan

Short Term	Long Term
1. To keep members abreast with the latest trends and developments in research, Technology and Teaching methodologies.	1. To create an enabling academic environment for students embedded with sincerity, discipline and commitment
2. To continue the special classes for non-English medium students to improve their Communication Skills.	2. To build & promote teams of experts in the upcoming trends and technologies in education sectors.
3. To make the Campus green and Chemical free	3. To mould students to be good citizens of the nation.
4. To go for the energy auditing of the whole campus	4. To establish globally the brand image of the college
5. To motivate the faculty to remain exposed to the Industrial processes & activities	5. To sustained quality system embedded with a conscious, consistent and programmed action.



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Smt. Shyampridevi Mishra Educational Trust's

SHRI G.P.M. DEGREE COLLEGE

Degree College : Affiliated to University of Mumbai.
Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Mahatma Gandhi Road, Vile-Parle (E), Mumbai - 400057. ☎ : 2612 2886 / 87

Date: 14/06/2022

Outward No.: _____

Mr. Suresh Patrappa Rokkadkatti
Shree Green Village Agarwal Complex
3/ Kashmiria Kashigaon,
Mira Road –east, Mumbai –401107

Letter of Appointment

Mr. Suresh Patrappa Rokkadkatti

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College at Vile Parle - East for the position of **Asst. Professor**. We would like to avail your service with effect from 14/06/2022. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 14/06/2022 and ends on 30/04/2023. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.
2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 30,000/ (Thirty Thousand Only) per month. Statutory deductions will be as applicable by the law.
4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encashed. The same cannot be claimed as matter of right.
6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.
14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

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14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.
15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
18. You will prepare and provide oral / written assessments relating to the learning and development of students.
19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or in the presence of students.
25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you proved to be false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.



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34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it.

36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College.

Atul Yadav

(Mr. Atul Yadav)
Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above letter of Appointment.

Juresh
Mr. Suresh Patrappa Rokkaskatti
Date: 14.06.2022



Atul Yadav

Principal
Shri G.P.M. Degree College
M. G. Road, Vile Parle (E),
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COLLEGE GENERAL RULES

I. Rules for Discipline in the College

1. No one is allowed to enter the college premises without valid identity cards, displayed on a person or a valid pass for a specific purpose.
2. **Smoking** as well as taking an alcoholic drink or a forbid drug is strictly prohibited in the college premises. If any student is found smoking, drinking, taking drugs in the college premises, he/she will be summarily dismissed from the college.
3. **Loitering** in the corridors of the college is strictly prohibited. If any student is found loitering in the corridors, he will be penalized.
4. **Copying** during examinations is a penal offence.
5. If any student enjoying the representation of the student at any level (particularly any students body) is caught using unfair means. The representation of such a student stands automatically cancelled forth with.
6. During their free period, the students can utilize time for reading/writing/studying only.
7. No students should mishandle the college property/furniture/fixtures/electrical gadgets etc.
8. No function or meetings of any kind, under any circumstances, anywhere in the college or outside, shall be organized except with the prior permission of the principal.
9. No disturbance of any kind is permitted in the college premises, spitting on the Floors and staircase, throwing of waste paper in the compounds as well as disfiguring the college wall and similar objectionable activities are strictly prohibited.
10. **Walkman** and **mobile phone** are banned in the college premises.
11. In matters of discipline, the principal's decision will be final
12. **Ragging** is completely prohibited in college premises. Those engaged in ragging will be severely published. Action will be taken against such students under the "Ragging prohibitions act, 1999"
13. A minimum of 75% attendance in each term is necessary for keeping terms.
14. No meeting or entertainment shall be organized in the college without the permission of the Principal.
15. Any article lost or found shall promptly be reported to the office.
16. Irregular attendance, insubordination to teachers, habitual shirking of class work, obscenity of any sort are sufficient grounds for the suspension or the dismissal of a student from the college.
17. Students are advised to follow the announcements on the notice boards.
18. Students are forbidden from organizing or attending any meeting in the college or to collect money for any purpose without the prior permission of the Principal.
19. Educational concessions awarded to students are liable to forfeit in the event of misconduct and the concessions will be withdrawn.
20. No student shall indulge in any activity which may cause disruption to classes or disturbances in the college campus. If any student violates the above regulation, he/she is liable to be dismissed from the college summarily.
21. **Political activism** is strictly banned in the campus. Students are forbidden from organizing or attending meetings other than the official ones.
22. Ragging, teasing, intimidating, harassing, using words of abuse etc. on junior students especially, female students within the campus or outside is a punishable crime under police act and such matters will be immediately reported to the police. Students involved in such acts will be adequately punished.
23. Students or outsiders are not allowed to be present in the campus after 7 P.M. without the permission of the Principal.
24. Students and outsiders are not permitted to bring vehicles inside the college campus or take them out of the campus during class hours. They have to park their vehicles outside the college premises on their absolute own responsibility. It is **strict order** for all Students **not** to Park their 2 wheelers around College Main Gate / Nearby Residential area under any circumstances. The Parked Vehicles will be towed away by the Police and the college will also take disciplinary action on any such complaint received from.
25. The Principal or duly constituted college authority may frame and issue disciplinary rules of permanent or temporary nature regulating the conduct of students within the campus or hostel premise. Students are bound to follow them.
26. **Transfer Certificate** - An application for transfer certificate must be submitted though the Principal of the college to which the students wishes to be transferred.



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27. **Migration certificate** - Students migrating to other universities should note the following procedure for securing a migration certificate.
- * They must submit their application in the printed form prescribed for the purpose by the University of Mumbai, which should be obtained directly from the registrar, university of Mumbai.
 - * The application for a migration must be accompanied by a separate application for a transfer certificate, which should be submitted to the principal, through the principal of the college in which students has taken admissions.
28. Before applying for a migration certificate, transfer certificate, students must clear all dues outstanding in their name or account of college. library, laboratories.
29. Students joining the college are bound by the Rules and Regulations of the college. Students receiving a government or college scholarship or any remission in fees must note that the grant and continuance thereof are subject to good behavior, regular attendances, satisfactory progress and good academic results at college and board.
- * Matters not covered by the existing rules will rest at the absolute discretion of the principal.
 - * The Parents are advised to inform the college shall tender all possible medical assistance to such students in case of any emergency, the college authorities will not be responsible for any unforeseen eventuality if, for any reason the continuance of a students in the college is, in the opinion of the principal detrimental to the best interest of the college, the principal may ask such a students to leave the college without assigning any reason thereof.
30. The students should not be allowed to eat any **chewable / fast / junk foods** or drink any **cold drinks / beverages** moving around the college premises or in the class rooms.

II. Dress code

- * Students are expected to wear appropriate clothes. They are expected to come to the college in neat, clean and simple clothes. They must conform to the high standards of modesty maintained by the institutions. They should not wear gaudy dresses. Students should refrain from wearing the following in the college premises.
- * **Boys** : Gaugles, Caps, Hats, Shafa, Half-pants, Shorts, Bermudas, Sleeves T-shirts, Three fourth pants and Kurta-Payjama.
- * **Girl's** : Gaugles, Caps, Hats, Half-pants, Shorts, Bermudas, Skin tight and Revealing dresses, Short dresses or Short skirts, Sleeveless, Short tops and Pedal pushers.
- * The student should not use any **DISTRACTING** scent / perfumes in college premises.
- * Facial piercing other than ear-rings and nose ring is strictly prohibited. Any other attire which, according to the college authorities is not suitable to the cultural/environment will not be permitted.
- * B.M.S., BAF, B.B.I, B.F.M., B.Sc. (I.T.), B.Sc.(C.S.), B.A.M.M.C. students will be given a Blazer (1No) from college which students have to compulsory wear during viva exams, industrial visits, filed visits etc. as per the instruction from the college.

III. ID Card

An identity card will be issued to every student after admission with the attestation by the Principal. The identity card must be with the students whenever he/she is in the College Campus and should be produced for inspection when demanded by any member of the staff. If this card is lost, a duplicate can be obtained on payment of Rupees 150/- with the special permission of the principal. The card must be produced for issue of certificates, Hall tickets, Mark lists, Payment of scholarship/stipends, etc.

IV. Cell Phones

Use of cell phones in any form within the college premises is strictly prohibited. On breach of this discipline, the cell phone will be confiscated and retained in the custody of the Principal for five working days. In case of repetition by the student a penalty of Rs.500/- will be charged.

V. Notice Board

It is the responsibility of the student to read the Notice Board and College Website regularly for important announcements made by the college office from time to time. They will not be given any concession on grounds of ignorance.



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VI. Ragging

Ragging is strictly prohibited within and outside the college premises. Students indulging in ragging will be punished as per the Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII OF 1999) published in Maharashtra Govt. Gazette on 15th May 1999.

VII. Student Behaviour

1. Students are reminded that they represent the college and its values. So, their behaviour at all times shall be such that it brings credit to the institution.
2. While attending a meeting they shall show due respect to the president and the speakers and shall avoid leaving during the meeting or showing their approval/disapproval in a noisy manner.
3. Students shall be polite and decent in their words and deeds and shall preserve order and decorum. They must be courteous both inside the campus as also outside. They are reminded to work for the common good.
4. Students should not bring discredit to the college or to themselves. Insubordination and rude behavior of any kind inside or outside the college will be severely dealt with.
5. Students should be regular and punctual in attending the classes and all activities connected with the college. No student is allowed to enter the classroom or leave the class room during class hours without the permission of the principal. They are not permitted to go out during lunch break.
6. The students should stand up and wish the teacher when he/she enters the class. They should take their seats only after the teacher takes his/her seat or instructs the students to do so.
7. They should wish all the teachers irrespective of their departments.
8. Strict silence should be maintained during class hours in the Classrooms, Library, Laboratory, Examination halls and in the College premises.
9. Use of books, magazines and other materials not approved by the principal will not be permitted in the college campus.
10. All lost property should be brought to the college office.
11. Students are expected to take care of the college property and help in keeping the premises neat and clean. Disfiguring of walls, doors or breaking the furniture is a breach of discipline and will not be tolerated.
12. Students are forbidden from organizing any meeting in the college premises or collecting money for any purpose without the permission of the principal.
13. Students are not permitted to entertain the visitors in the college during the working hours. They are strictly forbidden from receiving personal phone calls or letters.
14. Student should not enter the office room, staff room or computer lab without permission.
15. Periodic tests and model examinations are part of curriculum and student should be sincere in taking these tests. They should not indulge in any kind of malpractice during examinations or tests.
16. Students must take pride in keeping the college and its environs clean and beautiful.
17. Once students are admitted to the college, they are bound by the code of conduct laid down by the college through the college calendar and it is implied that they should observe the code of conduct necessary for the proper administration and management of the institution.
18. No mass petitions can be presented to the Principal. The campus should not be disfigured by graffiti, posters or bills.

VIII. Special Request to Parents/Guardians

1. Parents are specially requested to contact the college authorities periodically to get first-hand information about the attendance, academic progress, conduct, etc..., of their wards.
2. Parents are reminded that they are not absolved of their responsibility in the education of their children once their daughters/sons are admitted to the college. They should follow the students' progress in studies and her/his general conduct in and outside the college. Their co-operation is solicited especially to ensure regular attendance of classes.

IX. Industrial Visit

Students will participate in the Industrial visits / Excursion / Study Tours at their own risk and will not hold the college responsible for any undue incidents or claim compensation for damages arising out of it.



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X. Lab Rules

1. Silence should be maintained inside the computer lab.
2. Playing games and chatting are prohibited.
3. Students should work only in their assigned systems and they are responsible for the given system.
4. Chewable items are prohibited inside the lab.
5. If a student damages the system i.e. either software or hardware component, the expense will be collected from him/her.
6. Students should get permission while entering & leaving the lab.
7. Students should get permission to use (Pen drives/CDs) inside the lab.
8. Students should bring observation notebooks without fail.
9. Scribbling on the walls or computer tables is not permitted.
10. Chairs should be arranged properly before leaving the lab.

XI. Attendance Circular No. 0-6086

Every Bonafide learner shall ordinarily be allowed to keep terms for given semester in a program of enrolment, only on fulfilment of at least seventy five percent (75%) of the attendance taken as an average of the total number of lecturers, practical, tutorials etc., wherein short and/ or long excursions/ field visits/ study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to the attendance for the total number of periods which are otherwise delivered on the day/ days. Further it is mandatory for every learner to have minimum 50% attendance for each course and attendance for each course and average attendance has to be 75%.

XII. Leave of Absence

- * In case students are not able to attend Lectures and/ or tutorials for a period exceeding a week in a term, they should inform the principal about such absence in advance.
- * Absence from classes should be with prior intimation; in case it is due to unforeseen circumstances, an application duly supported by a medical certificate in the case of illness or duly supported by other satisfactory evidence in the case of other reasons, must reach the / Principal within a week of such absence.
- * The submission of leave application does not entitle the student to earn attendance for the days of absence.
- * The minimum attendance of 75% of the total number of working days required for the annual certificate is absolutely essential for promotion and for admission to the University examination.
- * No application for condonation of shortage of attendance will be recommended by the principal unless he is satisfied that the shortage was due to reasons beyond the control of the student and also that leave was availed of during the period of absence.
- * No leave will be granted for any periodic tests and model examinations, unless for reasons of great necessity, which must be proved to the satisfaction of the Principal.
- * Students are instructed to strictly follow the format of the leave letter available in the college office.
- * No student should absent herself/himself on the first and last working day of the college.
- * Masses leave by students or abstaining from classes for whatever reason will be strictly viewed.

A Student who is absent

1. **On medical ground needs to :**
Submit an application addressed to the Principal seeking grant of leave on medical grounds along with a medical certificate issued by a registered medical practitioner for the period of absence. The application should be submitted to the Principal, within four days of resuming classes.
2. **For Participation and representation of the college in events :**
Such as Sports/ Cultural Events, should submit an application with evidence of participation and signature of staff-in charge of the activity
3. **For any other reason :**
Should submit an application stating the reason for absence with supporting documents if any for consideration of condonation of absence.



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XIII. Transfer / Migration

Students seeking transfer from one college to another during the academic's year are required to submit a Transference Certificate and the mark-sheet showing marks obtained at the earlier Semester conducted by the former college. In the event of a student getting transferred from one college to another within the University of Mumbai, the marks secured at the end of the first term examination in the original college, shall be binding on the college to which the lecturer transferred. Further a student migrating from another University to Mumbai University for joining the second-year course need not be required appear and pass First Year Examination of this University.

Transfer Certificate

* The College is entitled to charge a fee of Rs. 100/- for issuing the Transfer Certificate. When a student applies for a Transfer certificate after lapse of more than one vacation since he/ she last attend the College, the Principal, who issues the Transfer certificate may levy a fee of twenty rupees for each Semester that has lapsed since the applicant last attended the college, vided however, that the fee charged shall not exceed Rs. 120/- on the aggregate.

* It shall be necessary for a student leaving one college to join another, to have attended % of the lecturer/ during the Semester.

* A Transfer Certificate shall not be granted except for reasons which appear to be sufficient and except with the written permission of the Principal of the college which he/she intends to join. Application for Transfer certificate shall be made by – students without unnecessary delay through the principal of the College to which to they wish to be transferred.

XIV. Rules for Examination

Examination for semesters I to IV will be conducted by the College, on behalf of the University of Mumbai, at the end of each semester. Examinations for the semester V and VI will be conducted by the university.

1. Use of Unfair Means

Consequence of unfair means at examinations : Students are warned not to use any unfair means during the examinations. The College looks upon such acts very strictly. A student may stand to lose the academic year due use of unfair means during the examination. It may also result in rustication.

2. Mobile phones or Electronic Date Storage Devices (EDSD) :

Carrying the above in person by a student is treated as use of unfair means by the student at the examination and will invite strict disciplinary action even if the phone or EDSD is on silent mode or switched off. A mobile phone confiscated during any examination will not be returned to the student

3. The College does not take responsibility for the loss of any of the above nor would any representation by the student or her/his parents be entertained by the College authorities.

4. Processing the case of Unfair Means & consequences :

- (1) Students alleged to have used unfair means are required to appear before an Unfair Means Inquiry Committee (UMIC)
- (2) Students who have used unfair means are informed to appear before the UMIC vide a letter from the College with details about the date and venue to meet the UMIC when the student has to give an explanation.
- (3) The students are required to bring with them an application addressed to the Principal, alleged us of Unfair Means
- (4) During the meeting, the students have to answer the queries raised by the committee member, so as to allow the committee to ascertain facts.
- (5) The students are given a chance to explain their case to the Committee during the meeting. If the student fails to report for an enquiry, ex-party decision will be binding on her/him.
- (6) The decision of the Committee which may be punishment and penalty, will be communicated to the students vide a letter.
- (7) Depending upon the decision of the Unfair Means Inquiry Committee, the students have to collect a copy of the result as notified.
- (8) Students using unfair means at any examination shall not be re-admitted to the college.



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5. **Revaluation** : The directives of Mumbai University should be followed by students wishing to apply for Revaluation of papers. This may be done manually or by using the online mode, as the case may be.
6. **Credit Based Evaluation System** : The Performance of the learners will be evaluated at the Semester End Examination carrying 100 marks for all the subjects except Foundation course. The Foundation Course paper will be evaluated in two components. One component will be the Internal Assessment Component carrying 25% marks (Project) and the second component will be the Semester End Examination component carrying 75% marks.
7. **Semester End Examination** – 100 Marks.
8. **Duration** : These examinations shall be of 3 hours.
9. **Passing Standard** : The learners to pass a course shall have to obtain the minimum of 40% marks in aggregate for each course in all subjects except Foundation Course.

In the subject of Foundation course, the learner shall have to maintain of 40% marks (i.e. 10 out of 25) in project work and 40% marks in the semester End Examination (i.e. 30 out of 75) separately to pass. A learner will be said to have passed in the subject if the learner passes the Internal Assessment (Project Work) and Semester End Examination together.

10. A.T.K.T. Rules

- (1) A candidate shall be allowed to keep terms for Semester II irrespective of number of heads of failures in Semester I.
- (2) A candidate shall be allowed to keep terms for Semester III if he/ she passes Semester I & Semester II Or if he/she fails in not more than two theory papers of Semester I & Semester II taken together when the total does not exceed 200.
- (3) A student shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III. However, the student has to pass each of Semester I & II to appear for Semester IV.
- (4) 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 if he/ she passes Semester I & Semester II and fails in not more than two theory papers of Semester III & Semester IV taken together.
- (5) A candidate shall be allowed to keep terms for Semester VI irrespective of number of heads of failure in the Semester V.
- (6) The result of Semester VI shall be kept in abeyance until the student passes each of Semester I, II, III, IV and V.

XV. Rules for Admission to Degree College

Admission and Withdrawal

1. Students are admitted to the first year of the UG courses at the beginning of the academic year or as soon as the results of their qualifying exams are published.
2. Application for admission must be in the prescribed form, copies of which can be had from the office on payment.
3. At the time of admission, the student shall produce all the certificates mentioned in the admission prospectus.
4. The candidate shall not be enrolled or permitted to attend classes until the prescribed fees are paid.
5. The Principal reserves the right to refuse admission to any applicant without assigning any reason whatsoever.
6. A student applying for T.C. should do so in the prescribed form and should have cleared all the dues.
7. A student applying for other certificates such as Conduct or Course Certificate must furnish all particulars required for identification.
8. The conduct and course certificates shall not be issued unless the student has completed the course of instruction to the satisfaction of the college authorities and his progress and conduct have been satisfactory.
9. The eligibility of candidates to appear for the University Examination shall depend upon their completing the course and also their good conduct and character.

Eligibility

- * A student passing the H.S.C. examination conducted by the Maharashtra State Board for Secondary and Higher secondary Education, Mumbai Divisional Board in the six subjects specified below is eligible for admission to the First year of the senior College in Arts/science/ Commerce course.



Atul Jodhae

Principal

Shri G.P.M. Degree College
M. G. Road, Vile Parle (E),
Mumbai-400 057,



Smt. Shyamapidevi Mishra Educational Trust's

SHRI G.P.M. DEGREE COLLEGE

Affiliated to University of Mumbai www.shrigpmcollegevileparle.org shrigpmvileparle@gmail.com

MG Road, Vile Parle (E), Mumbai – 400057.

☎ : 8928387200