

St. Vincent College (Arts and Commerce)
Christian Minority College
Affiliated to Savitribai Phule Pune University
(ID NO. PU/PN/C/024/1970)





St. Ignatius of Loyola
1491-1556



Poona Jesuit Schools' Society's
**St. Vincent College (Arts and
Commerce)**

Christian Minority College
Pune - 411 037

Tel : 020- 29511658
E-mail : stvincent2004@gmail.com
Website : www.svcpune.edu.in

Class Timing

Junior College: 12.30p.m– 5.00pm.

Senior College: 7.30am - 12.30pm

M.Com : 7.30am - 12.30pm

Pupil's Hand Book
2022- 2023

Name_____

Class_____Roll No._____ Blood Group_____Date of Birth_____

Address_____

This HAND BOOK must be brought to class daily

Jesuit Education

“We aim to form leaders in service, men and women of competence, conscience and compassionate commitment.”

Education is not mere intellectual formation or instruction; it is the formation of the whole person. It is the whole person that is being formed: body, senses, memory, imagination, intellect, and will. It is developing, disciplining, and directing all the capacities of the human personality. Jesuit education moves the learning experience beyond mere information-gathering to the development of the more complex learning skills of understanding, application, analysis, synthesis, and evaluation. It is a call to human excellence, to the fullest possible development of all human qualities. It is a call to critical thinking and disciplined studies, a call to develop the whole person, head and heart, intellect and feelings. Jesuit education strives to give learners ongoing development of their imagination, feelings, conscience and intellect, and to encourage and help them recognize new experiences as opportunities to further growth. Learners are encouraged to see service to others as more self-fulfilling than personal success.

Jesuit education also aims at the transformation of the present-day social conditions, so that principles of social justice, equality of opportunity, genuine freedom, and respect for religious and moral values, enshrined in the Constitution of India, may prevail, and the possibility of living a fully human existence may be open before all. Achieving these goals rests on the commitment of the teachers. A genuine teacher moves students to action, intellectual or physical, whatever the case may be. To have such teachers is the first means of transforming any society. The Jesuit ministry since the time of St. Ignatius has always accorded top priority to education. Carrying on the Jesuit legacy, we strive to impart quality education to working youth making them future leaders of our country.

AMDG - All for the Greater Glory of God

Uniqueness of St. Vincent College (Arts and Commerce)

- It has a well-equipped Information Communication Technology (ICT) lab.
- It offers students add on Certificate Programmes for a better career.
- It is student oriented and promotes the culture of ‘learn while you earn’.
- It promotes the education of the marginalised sections of society.
- It functions on the Management’s preferential option for the poor and the marginalized.
- It eliminates gender bias by promoting gender-sensitivity.
- It interacts with the Employers’ Association and parents to foster collective involvement of all in the education of the future of India.
- It has tie-up with the corporate world for job-placement of students.
- It conducts extra classes for slow learners, low achievers and also for those students who forego classes on account of co-curricular activities and sports.
- Its teaching method promotes learning and character formation.
- It practices the noble concept of shared leadership and student leadership.
- The Student Bodies, namely, Students’ Council, Mother Teresa Vidyarthini Manch, Rotract and the AICUF function effectively for the welfare of the students.

Our Vision

To provide an all-round education that will help prepare students for the journey of their lives from a human, spiritual, national and global point of view.

Our Mission

The aim is to prepare students to become fully human through their total development: they will become men and women open to the Divine and also committed to fellow human beings, so that the principles enshrined in the Constitution of India and in all religions - social justice, equality of opportunity, fraternity, genuine freedom and respect for moral values – may be promoted. (They will learn how to be happy in life and also how to make others happy.)

Our Motto

"LEAD ME TO LIGHT"

Explanation: The motto has been inspired by the Brihandaranyaka Upanishad which has the line:

From darkness lead me to light
(Tamaso ma jyotirgamaya)

Vande mataram

*vande maataram..
sujalaam sufalaam malayaj sheetalaam
sasyashyaamalaam maataram
vande maataram..*

*shubhrajyotsna pulakit yaaminiim
phulla kusumita drumadal shobhiniim
suhaasinim sumadhura bhaashhinim
sukhadaam varadaam
maataram.. vande maataram*

Pledge

*India is my country / All Indians are my brothers and sisters /
I Love my country / and I am proud of its rich and varied heritage
I shall always strive to be worthy of it / I shall give my parents
Teachers/and all elders respect / and treat everyone with courtesy
To my country/and my people / I pledge my devotion
In their well-being and prosperity alone / lies my happiness.*

National Anthem

*Jana -gana -mana -adhinayaka, jaya he
Bharata bhagya vidhata
Punjab-Sindhu-Gujarata-Maratha,
Dravida-Utkala-Banga,
Vindhya-Himachala-Yamuna-Ganga
Uchchala-Jaladhi-taranga
Tavashubha name jage
Tavashubha ashish maage'
Gaye tava jaya gatha
Jana-gana-mangala-dayaka jaya he
Bharata bhagya vidhata
Jaya he ! Jaya he ! Jaya he !
Jaya, jaya, jaya, jaya he !*

Prayer Song

Make Me A Channel Of Your Peace

Make me a channel of your peace
Where there is hatred let me bring your love
Where there is injury, your pardon, Lord
And where there's doubt, true faith in you.

Oh, Master grant that I may never seek
So much to be consoled as to console
To be understood as to understand
To be loved as to love with all my soul.

Make me a channel of your peace
Where there's despair in life, let me bring hope
Where there is darkness, Lord your shining light
And where there's sadness, ever joy.

Oh, Master grant that I may never seek
So much to be consoled as to console
To be understood as to understand
To be loved as to love with all my soul.

Prayer for Generosity

*Lord, teach me to be generous.
Teach me to serve you as you deserve;
to give and not count the cost;
to fight and not heed the wounds;
to toil and not seek for rest;
to labour and not ask for reward,
except to know that I am doing your will.*

Amen
St. Ignatius of Loyola

Jesuit Song

Noble Knight, leader of the brave array,

Lead us on, O lead us on;

We will fight 'Neath thy sway, 'neath thy sway;

What the foes gather near, we don't fear, we don't fear!

We'll not shun, we'll not quit, this our noble career;

We will fight ever true till death to thee;

True to God, to faith and thee, true to thee.

Lead us on gallantly, ever more valiantly,

Neath thy banner to fight, for the Church and its rights

'All for God's own greater glory' is our cry, our battle cry.

Not for gain, nor in vain is our strife in this life,

But for God, who is our king all our hearts to him we bring...

Growing... Stronger and stronger as fighting lasts longer

And purer and purer to make heaven surer,

with crosses and Trials and many denials will stop... but to die:

Loyal to our king who reigns on high.

Ignatius lead us on, till we die!

UNIVERSITY RULES

Attendance

- 1. Every student must have 75% attendance to appear for the Exams.**
- 2. Students absent from class due to sickness should submit the necessary documents. Any one on an outdoor assignment during college hours must obtain the necessary permission from the Principal and inform the Class Teacher.**
- 3. Those who wish to take leave for personal reasons must get prior permission from the Principal and inform the Class Teacher.**

A.T.K.T. Rules for Semester System (as per new syllabus 2019)

- If a candidate fails in all the courses (subject heads) of passing of semester I shall be allowed to proceed semester II. However, a student who fails in four theory courses and two practical courses at semester I and II taken together may be admitted to semester III & IV.
- If a candidate fails in all the courses (subject heads) of passing of semester III shall be allowed to proceed to semester IV.
- If a candidate fails in all the courses (subject heads) of passing of semester V shall be allowed to proceed to semester VI. However, a student who fails in four theory courses and two practical courses at semester III and IV taken together may be admitted to semester V & VI.
- No candidate shall be allowed to proceed to semester V unless the candidate has cleared semester I & II in all courses (Subjects).
- ATKT rules are applicable for 2nd and 4th semester.

Admission to T.Y.B.Com

A student is required to Pass in all the subjects of F.Y.B.Com to seek admission to T.Y.B.Com.

College Officials for the Academic Year 2022-2023

Dr. (Fr.) Kenneth Misquitta, S.J. Director

Dr. Anil Babanrao Adsule Principal & Public Information Officer
(PIO)

Dr. Sunil Shete College Examination Officer

Class Teachers for the Academic Year

Junior College

Std. XII : Mr. Rockey Lobo

Coordinator : Mr. Ilahi Shaikh

Senior College

F.Y. B.Com : Prof. Franklin Salvi

S.Y. B.Com : Prof. Gilbi John

T.Y. B.Com : Dr. Sunil Shete

Coordinator : Prof. Franklin Salvi

M.Com (Non-Grant)

Dr. Sunil Shete

Dr. Anil Adsule

Faculty Members

Senior College

1. Dr. Anil Adsule
2. Dr. Sunil Shete
3. Prof. Gilbi John
4. Prof. Franklin Salvi
5. Dr. Sushama Konde
6. Dr. Madhuri Brahmane
7. Dr. Vishal Bhaware
8. Dr. Junaid Shaikh
9. Mr. Shahzad Nariman
10. Prof. Shashikant Sansare
11. Fr. Jesus Vivian Raja SJ
12. Mr. Yogesh Mate (Librarian)

Junior College

1. Mr. Ilahi Shaikh
2. Mr. Ignatius Peter
3. Mr. Allwyn Samuel
4. Mr. Rockey Lobo
5. Mrs. Salma Shaikh

M.Com

1. Dr. Anil Adsule
2. Dr. Sunil Shete

Administrative Staff

1. Mrs. Shaheen Sayed
2. Mr. Sunil Bhise
3. Mr. Vishal More
4. Mrs. Savitri Satpute
5. Mr. Wilson Fernandes
6. Mr. Lincoln Das

Administrative Committees

College Development Committee

1	Chairperson of the Management	Fr. Agnelo Mascarenhas, SJ.
2	Secretary of the Management	Fr. Francis Patekar
3	Member (Management)	Fr. Nelton Thomas, SJ
4	Head of Department & Co-ordinator (IQAC)	Prof. (Dr.) Sunil Shete
5	Teachers	Dr. Gilbi John
6	Teachers	Dr. Franklin Salvi
7	Non Teaching	Ms. Shaheen Sayyed
8	Director/Local Members	Fr. (Dr.) Kenneth Misquitta, SJ
9	Local Members	Dr. Yashodhan Mithare
10	Local Members	Dr. M.G. Mulla
11	President – College Students Council	Ms. Sushma Sateesh
12	Secretary – College Students Council / University Representative	Ms. Ananya Bahadur
13	Women Teachers	Dr. Sushma Konde
14	Secretary	Dr Anil Adsule (Principal)

Budget Committee

Chairperson (Principal)	Dr Anil Adsule
Director	Fr. (Dr.) Kenneth Misquitta, SJ
Secretary	Fr. Jesus Vivian Raja, SJ
Member (Faculty)	Dr. Gilbi

John

Member (Administrative Staff)	Ms. Shaheen Sayyed
Member (Librarian)	Mr. Yogesh Mate
Member (Administrative Staff)	Mr. Sunil Bhise

Financial Planning Committee

1	Chairperson (Principal)	Dr Anil Adsule
2	Director	Fr. (Dr.) Kenneth Misquitta, SJ
3	Secretary	Fr. Jesus Vivian Raja, SJ
4	Member (Faculty)	Dr. Gilbi John
5	Member (Administrative Staff)	Ms. Shaheen Sayyed
6	Member (Administrative Staff)	Mr. Sunil Bhise

Library Committee

1	Chairperson (Principal)	Dr Anil Adsule
2	Director	Fr. (Dr.) Kenneth Misquitta, SJ
3	Member (Faculty)	Mr. Franklin Salvi
4	Secretary (Librarian)	Mr. Yogesh Mate
5	Member	Fr. Jesus Vivian Raja, SJ
6	Member (Administrative Staff)	Ms. Shaheen Sayyed

Admission Committee

1	Chairperson (Principal)	Dr Anil Adsule
2	Director	Fr. (Dr.) Kenneth Misquitta, SJ

3	Member (Faculty)		Purchase Committee		
	Prof. (Dr.) Sunil Shete		1	Chairperson	Dr Anil Adsule
4	Member (Administrative		(Principal)		
Staff)	Ms. Shaheen Sayyed		2	Director	Fr. (Dr.)
5	Member (Administrative		Kenneth Misquitta, SJ		
Staff)	Mr. Sunil Bhise		3	Secretary	Fr. Jesus
			Vivian Raja, SJ		

Faculty Development Committee

1	Chairperson	Dr Anil	
Adsule (Principal)			
2	Director	Fr. (Dr.)	
Kenneth Misquitta, SJ			
3	Secretary	Prof. (Dr.)	
Sunil Shete			
4	Member (Faculty)	Dr.	
Gilbi John			
5	Member (Faculty)	Dr.	
Vishal Bhaware			
6	Member (Librarian)	Mr.	
Yogesh Mate.			
7	Member (Faculty)		
	Sister Dr. Madhuri		
Bramhane			

Examination Committee

1	Chairperson	Dr Anil	
Adsule (Principal)			
2	Director	Fr. (Dr.)	
Kenneth Misquitta, SJ			
3	College Examination Officer		
	Prof. (Dr.) Sunil Shete		
4	Member (Faculty)	Dr.	
Gilbi John			
5	Member (Faculty)	Mr.	
Franklin Salvi			
6	Member (Faculty)		
	Sister Dr. Madhuri		
Bramhane			
7	Member (Administrative		
Staff)	Ms. Shaheen Sayyed		
8	Member (Librarian)	Mr.	
Yogesh Mate			

Student Development Committee

1	Chairperson	Dr Anil Adsule	
(Principal)			
2	Director	Fr. (Dr.)	
Kenneth Misquitta, SJ			
3	Secretary	Dr. Gilbi John	
4	Student Welfare Officer	Mr.	
Yogesh Mate			
5	Member (Administrative Staff)		
	Ms. Shaheen Sayyed		
6	Member (Faculty)	Mr.	
Franklin Salvi			
7	Member (Student) UG	Ms.	
Ankita Gupta			
8	Member (Student) UG	Ms.	
Prajakta Kale			

Cultural Committee

1	Chairperson	Dr Anil Adsule	
(Principal)			
2	Director	Fr. (Dr.)	
Kenneth Misquitta, SJ			
3	Coordinator	Dr. Gilbi John	
4	Member (Faculty)	Fr.	
Jesus Vivian Raja, SJ			
5	Student Welfare Officer	Mr.	

Yogesh Mate	5	Member (Student)	Ms.
6 Member (Administrative Staff)	Jessica Samson		
7 Ms. Shaheen Sayyed	6	Member (Student)	Ms.
8 Member (Administrative Staff)	Jessica Samson		
Mr. Sunil Bhise			
8 Member (Faculty)	Dr.		
Junaid Shaikh			
9 Member (Faculty)	Dr.		
Vishal Bhaware			
10 Member (Faculty)	2	Member (Faculty)	Mr.
Sister Dr. Madhuri	Ilahi Shaikh		
Bramhane	3	Member (Student – Female)	
11 Member (Student) UG	Ms.	Ms. Shruti Desai	
Lokhande Nidhi	4	Member (Student – Male)	
12 Member (Student) UG	Ms.	Mr. Mohammed Ali Patwegar	
Shrisunder Elisheeba			

St. Mother Teresa Women Empowerment Cell

1 Coordinator	Dr. Sushma	
Konde		
2 Secretary	Ms.	
Shaheen Sayyed		
3 Member (Faculty)		
Sister Dr. Madhuri		
Bramhane		
4 Member (Service Staff)	Ms.	
Savitri Satpute		
5 Member (Student) UG	Ms.	
Shrusti Kadam		
6 Member (Student) UG	Ms.	
Bhoomika Shah		

AICUF Committee

1 Chairperson	Dr. Anil	
Adsule (Principal)		
2 Advisor	Fr. Jesus	
Vivian Raja, SJ		
3 Animator	Dr. Gilbi	
John		
4 Member (Administrative Staff)		
Ms. Rebecca Nazareth		

Sports Committee

1 Chairperson	Dr. Anil Adsule	
(Principal)		
2 Director	Fr. (Dr.) Kenneth	
Misquitta, SJ		
3 Secretary	Prof. (Dr.) Sunil	
Shete		
4 Member (Faculty)	Dr.	
Gilbi John		
5 Member (Faculty)	Mr.	
Franklin Salvi		

Co-curricular and Extra Curricular Activities Committee

1 Chairperson	Dr. Anil Adsule	
(Principal)		
2 Director	Fr. (Dr.) Kenneth	
Misquitta, SJ		
3 Secretary	Dr. Gilbi John	
4 Member (Faculty)	Dr.	
Vishal Bhaware		
5 Member (Faculty)	Sister	
Dr. Madhuri Bramhane		
6 Member (Faculty)	Dr.	
Junaid Shaikh		

7	Student Development Officer	Mr. Yogesh Mate	7	Member (Service Staff)	Ms. Savitri Satpute
8	Member (Administrative Staff)	Ms. Shaheen Sayyed	8	Member (Service Staff)	Mr. Wilson Fernandes
9	Member (Student) UG	Ms. Naik Reshma	9	Member (Student) UG	Ms. Jessica Gaikwad
10	Member (Student) UG	Mr. Alexander Nada	10	Member (Student) UG	Ms. Bhoomika Shah

Prevention and Redressal of Sexual Harassment

1	Secretary	Sister Dr. Madhuri Bramhane
2	Legal Advisor (External Expert)	Dr. Ms. Jacinta Bastian
3	Member (Female)	Dr. Sushma Konde
4	Member (Female)	Ms. Shaheen Sayyed
5	Member (Faculty)	Dr. Gilbi John
6	Member (Administrative Staff)	Mr. Yogesh Mate
7	Member (Service Staff)	Ms. Savitri Satpute
8	Member (Female Student)	Ms Roseberth Furtado

Discipline Committee

1	Chairperson	Dr. Anil Adsule (Principal)
2	Director	Fr. (Dr.) Kenneth Misquitta, SJ
3	Secretary	Dr. Gilbi John
4	Member (Faculty)	Dr. Vishal Bhaware
5	Member (Faculty)	Dr. Junaid Shaikh
6	Member (Administrative Staff)	Ms. Shaheen Sayyed

Grievance Committee

1	Chairperson	Dr. Anil Adsule (Principal)
2	Director	Fr. (Dr.) Kenneth Misquitta, SJ
3	Secretary	Fr. Jesus Vivian Raja, SJ
4	Member (Female)	Ms. Shaheen Sayyed
5	Member (Administrative Staff)	Mr. Yogesh Mate
6	Member (Service Staff)	Ms. Savitri Satpute

Anti Ragging Committee

1	Chairperson	Dr. Anil Adsule (Principal)
2	Director	Fr. (Dr.) Kenneth Misquitta, SJ
3	Secretary	Fr. Jesus Vivian Raja, SJ
4	Member (Female)	Ms. Shaheen Sayyed
5	Member (Female)	Sister Dr. Madhuri Bramhane
6	Member (Faculty)	Dr. Gilbi John
7	Member (Administrative Staff)	Mr. Sunil Bhise
8	Member (Service Staff)	Ms. Savitri Satpute
9	Member (Faculty)	Mr.

Student Development Committee

- 1 Chairperson Dr. Anil
Adsule (Principal)
- 2 Director Fr. (Dr.) Kenneth
Misquitta, SJ
- 3 Secretary Fr. Jesus
Vivian Raja, SJ
- 4 Student Welfare Officer Mr.
Yogesh Mate
- 5 Member (Administrative
Staff) Ms. Shaheen Sayyed
- 6 Member (Service Staff) Mr.
Wilson Fernandes
- 7 Member (Student) UG Ms.
Paules Francis
- 8 Member (Student) UG Ms.
Shivani Admulwar

Placement Cell

- 1 Chairperson Dr. Anil
Adsule (Principal)
- 2 Director Fr. (Dr.) Kenneth
Misquitta, SJ
- 3 Coordinator Mr. Gilbi
John
- 4 Member (Administrative
Staff) Ms. Shaheen Sayyed
- 5 Member (Librarian) Mr.
Yogesh Mate

Student Body Associations

a) Students' Council

St. Vincent College (Arts and Commerce) has an active and vibrant Students' Council with representatives from all classes. The Students' Council plans and executes all the co-curricular and extra-curricular activities. The Council acts as a bridge between the teachers and the student community.

- 1) University Representative & Secretary :
- 2) President :
- 3) Treasurer :
- 4) Members : Representatives from All Classes

b) Mother Teresa Vidyarthini Manch

The purpose of the Mother Teresa Vidyarthini Manch is to promote the empowerment of women and it aims at making them self-reliant and independent. Mother Teresa Vidyarthini Manch conducts various activities throughout the year to achieve its purpose.

- 1) President:
- 2) Secretary:
- 3) Treasurer:
- 4) Members: Representatives from All Classes

c) AICUF

Inculcating a sense of civic responsibility and solidarity with the poor is the duty of an Educational Institution. All India Catholic University Federation (AICUF), which was inaugurated on February 2, 2011 serves this purpose.

AICUF ensures students' involvement in various social and youth activities. AICUF, as an international body, provides the perfect platform to students to broaden their horizon to reflect on global concerns. AICUF organizes various activities for personality development of the students. AICUF is a perfect platform for the students to exercise their social responsibility. AICUF also organizes various youth camps.

- 1) President:

- 2) Vice-President:
- 3) Secretary:
- 4) Treasurer:
- 5) Executive Members: From All Classes

d) ALUMNI – VINCA

The Alumni is a formal forum to facilitate interaction between the ex-students and the college as well as amongst themselves. The Alumni plays a special role in the placement cell in procuring better job opportunities for the students. The Alumni also organizes various activities for the ex-students. On the occasion of the Annual Day (29/01/2011), the Chairman of our college, Rev. Fr. Bertram Rozario, S.J. launched the Alumni with the name VINCA. Alumni was registered officially on 24 May, 2012.

SUBJECTS AND CODE NUMBERS

JUNIOR COLLEGE

STD XI	STD XII
1. English	English
2. Hindi	Hindi
3. Economics	Economics
4. Book Keeping & Accountancy	Book Keeping & Accountancy
5. Organisation of Commerce & Mgmt.	Organisation of Commerce & Mgmt.
6. Secretarial Practice	Secretarial Practice
7. Environment Education	Environment Education

**F. Y. B. Com Semester-I w.e.f
2019-20 Semester I**

S.No.	Title of the Subject
1	Compulsory English I
2	Financial Accounting-I
3	Business Economics - I
4	Business Mathematics and Statistics-I
5	Optimal Group (A) Organization Skill Development I
6	Optional Group (B) Business Environment & Entrepreneurship I
7	Language Additional English I / Hindi I

Semester II

S.No.	Title of the Subject
1	Compulsory English II
2	Financial Accounting-II
3	Business Economics - II
4	Business Mathematics and Statistics-II
5	Optimal Group (A) Organization Skill Development II
6	Optional Group (B) Business Environment & Entrepreneurship II
7	Language Additional English II / Hindi II

S. Y. B. Com (Semester III & IV)

Sr.	Title .of the Subject
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COMPULSORY SUBJECTS

1	Business Communication I
2	Corporate Accounting I
3	Business Economics (Macro) I
4	Principles & Functions of Management I
5	Elements of Company Law I

SPECIAL SUBJECT

6	Business Administration I	OR
	Cost & Works Accounting - I	
7	A Course in Environmental Awareness	

Semester IV

- 1 Business Communication II
- 2 Corporate Accounting II
- 3 Business Economics (Macro) II
- 4 Principles & Functions of Management II
- 5 Elements of Company Law II

SPECIAL SUBJECT

- 6 Business Administration II OR
Cost & Works Accounting - II
- 7 A Course in Environmental Awareness

T. Y. B. Com (Semester V & VI)

Sr. Title of the Subject

COMPULSORY SUBJECTS

- 1 Business Regulatory Framework I
- 2 Advanced Accounting I
- 3 Indian & Global Economic Development I
- 4 Auditing & Taxation I

SPECIAL SUBJECTS

- 5 Business Administration III - OR
- 6 Cost & Works Accounting - III
- 7 Business Administration – IV OR
Cost & Works Accounting IV

Semester VI

Sr. Title of the Subject

COMPULSORY SUBJECTS

- 1 Business Regulatory Framework II
- 2 Advanced Accounting II
- 8 Indian & Global Economic Development II
- 9 Auditing & Taxation II

SPECIAL SUBJECTS

- 10 Business Administration - V OR

- 11 Cost & Works Accounting – V
 12 Business Administration - VI OR
 Cost & Works Accounting VI

F.Y.B.A Semester I & II

Sr No.	Title of the Subject
SEMESTER-I	
1	Compulsory English
2	Optional English I
3	Indian Economic Environment I
4	Early India : From Prehistory to the Age of Mauryas
5	Foundations of Psychology
6	Introduction to Sociology
SEMESTER II	
1	Compulsory English II
2	Optional English II
3	Indian Economic Environment II
4	Sociology: Social Institutions and Change
5	Early India: Post Mauryan Age to the Rashtrakutas
6	Introduction to Social Psychology

M. COM - Advanced Accounting & Taxation

Sr No.	Code No.	Title of the Subject
SEMESTER-I		
1	101	Management Accounting (Compulsory)
2	102	Strategic Management (Compulsory)
3	103	Advanced Accounting
4	104	Income Tax
SEMESTER II		
1	201	Financial Analysis & Control (Compulsory)
2	202	Industrial Economics (Compulsory)
	A	
3	203	Specialised Areas in Accounting
4	204	Business Tax Assessment & Planning
SEMESTER - III		
1)	301	Business Finance (Compulsory)
2)	302	Research Methodology (Compulsory)
3)	303	Advanced Auditing
4)	304	Specialised Auditing

SEMESTER - IV

1)	401	Capital Market & Financial Services (Compulsory)
2)	402	Industrial Economic Environment (Compulsory)
3)	403	Recent Advances in Accounting, Taxation & Auditing
4)	404	Project Work

M. COM - Business Administration

Sr. No.	Code No.	Title of the Subject
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SEMESTER - I

1)	113	Production & Operation Management
2)	114	Financial Management

SEMESTER - II

1)	213	Business Ethics & Professional Values
2)	214	Elements of Knowledge Management

SEMESTER - III

1)	313	Human Resource Management
2)	314	Organizational Behaviour

SEMESTER - IV

1)	413	Recent Advances in Business Administration
2)	414	Project Work

General Conduct

1. Students should strictly follow attendance rules, dress code and code of conduct as per the directives of the Principal and respective coordinators.
2. If any Student/s damages college property, then the cost will be recovered from the concerned student/s.
3. Students should regularly follow the 'Notice Board' instructions for all announcements of the college.
4. Students are responsible towards the college for their conduct in the college premises. The chewing of tobacco, gutka or gum; consumption of alcohol, taking of drugs or smoking on the campus is forbidden.
5. Students should help maintain cleanliness in the classrooms and

on the campus. No eatables are allowed in the classrooms, library or computerlab.

6. Students should enter and exit only through the main gate of the premises.
7. Before or after classes, students should not be a hindrance to the easy flow of pedestrian and vehicular traffic on the adjacent street, either by their vehicles or in person.
8. Parents / Guardians must keep themselves apprised of their child's/ward's progress throughout the year, It is obligatory that they attend the Open Day and the P.T.A. meetings during the year.
9. Outsiders are not allowed in the college premises without permission.

Attendance Guidelines

- A value-based and disciplined approach to education implies that the students be present on the campus on a day-to-day basis, not only attending all the lectures but also participating in extra and co-curricular activities and availing themselves of the facilities of the college.
- Students who wish to take leave are required to obtain prior permission/sanction from the Principal/Class Teacher.
- If any student proceeds on outdoor assignment during the college hours, he/she should obtain prior permission/sanction from the Principal/Class Teacher.
- 100 % attendance is appreciated but 75 % attendance is required of every student as per the requirement of Savitribai Phule Pune University.
- Students who are absent for the reason of sickness, accident or any other reason should submit the necessary documents to the college.

Administrative Rules

- Junior college students are expected to wear the uniform daily
- Vehicles with “Parking Permit” will be allowed to enter the campus.
- Students are required to attend all the tests, tutorials and examinations conducted during the year. Malpractice of any kind will not be condoned and will result in serious action being taken. Journals and Practical Assignments must be completed and submitted within the stipulated period.
- Each student must possess an Identity Card, which he/she shall display/wear at all times on campus.. Students should note that attempting to use forged identity cards or identity cards of previous years is a punishable offence that could lead to dismissal.
- Students are not permitted to enter the Principal’s Office and the Faculty Room without permission.
- During class hours, guest lectures, workshops and seminars, students are not permitted in office, library, computer lab and staff room; nor should they linger around in the corridor, canteen or playground.

Library Rules

1. The Library is intended for the use of the students and faculty members of the college. Students from other Colleges/ Institutions may be allowed only with the prior written permission of the Management/Principal for a limited period. However they shall, refer to the documents within the premises of the library only.
2. Books from the library are issued and returned between 8.00 a.m. and 05.00 p.m. on working days.

3. Students must return the books within SEVEN days or else a penalty of Re. 5/- per day will be charged.
4. Certain documents are intended to be used only in the library. These include reference books, textbooks, rare books, current and bound periodicals etc. These are issued against Identity Card only for the purpose of reading in the Reading Hall.
5. No notes or marks of any kind should be made on library books.
6. If the book is lost, the borrower should report to the Librarian in writing to avoid accumulation of fine.
7. The borrower has to replace the book or is liable to pay the cost of the book and the prescribed fine as well.
8. The borrower has to fill the borrower's card in his/her own handwriting.
9. Library 'Borrow Card' is non-transferable.
10. Any book may be recalled at any time by the Principal at 24 hours notice.
11. Silence shall be maintained in the Library. No cell phones allowed.
12. Utmost care shall be taken by all to keep the library clean.
13. The library rules and regulations shall be modified from time to time and shall be binding on all concerned. The students are expected to follow the Library Notice Board for updated instructions.

Anti-Ragging Norms

Ragging in any form is banned at St. Vincent College (Arts and Commerce). It is a punishable offence according to the guidelines of the *Honourable Supreme Court of India, Maharashtra Prohibition of Ragging Act, 1999* and *UGC Prohibition of Ragging Regulations, 2009*. If any student is found guilty, the college will take disciplinary action/ legal proceedings / expulsion from the college as per the rules and regulations prohibiting ragging.

Criteria for Awards

Best Class Award

- 1) Academic Performance (Distinctions, First Class, Hr. Sec. Class)
- 2) Co-operation and Unity of the Class
- 3) Class Participation in College Activities
- 4) Winning Certificates in College Events/Competitions
- 5) Winning Certificates in Competition held outside College

Best Student Award

- 1) Minimum Two Years in the College
- 2) Academic Performance
- 3) Attendance
- 4) Overall Conduct
- 5) Participation in Co-curricular and Extra-Curricular Activities
- 6) Membership in Student Bodies

Criteria for Management Scholarship

- 1) Non-Recipient of any other Scholarship
- 2) Academic Performance
- 3) Participation in Co-curricular and Extra-Curricular Activities
- 4) Overall Conduct
- 5) Attendance

1	Wed	
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thur	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thur	
17	Fri	
18	Sat	
19	Sun	
20	Mon	First Term Begins
21	Tue	International Yoga Day
22	Wed	
23	Thur	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	

1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thur	
8	Fri	
9	Sat	
10	Sun	Bakri eid / Eid al Adha
11	Mon	
12	Tue	
13	Wed	Guru Purnima
14	Thur	Formation and Installation of Student Bodies
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thur	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	Talk on St. Ignatius of Loyola
31	Sun	Feast of St. Ignatius of Loyola

1	Mon	
2	Tue	
3	Wed	
4	Thur	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	Muharram
10	Wed	
11	Thur	Raksha Bandhan
12	Fri	
13	Sat	
14	Sun	
15	Mon	Independence Day – Flag Hoisting
16	Tue	Parsi New Year
17	Wed	
18	Thur	
19	Fri	Janmashtami
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	Ganesh Chaturthi/Vinayaka Chaturthi

1	Thur	
2	Fri	
3	Sat	
4	Sun	
5	Mon	Teachers' Day
6	Tue	
7	Wed	
8	Thur	Onam
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thur	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tue	Feast of St. Vincent De Paul – Patron Saint of College
28	Wed	
29	Thur	
30	Fri	

1	Sat	
2	Sun	Mahatma Gandhi Jayanti
3	Mon	Mid Semester Exams
4	Tue	
5	Wed	Dussehra
6	Thur	
7	Fri	
8	Sat	
9	Sun	Milad un-Nabi/Id-e-Milad
10	Mon	
11	Tue	
12	Wed	
13	Thur	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	Diwali/Deepavali / Diwali Holidays
25	Tue	
26	Wed	Bhai Duj
27	Thur	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

1	Tue	
2	Wed	
3	Thur	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	Guru Nanak Jayanti
9	Wed	
10	Thur	
11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thur	
25	Fri	
26	Sat	Constitution Day
27	Sun	
28	Mon	
29	Tue	
30	Wed	First Term Ends University Term End Examination

1	Thur	
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thur	
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thur	
23	Fri	
24	Sat	
25	Sun	Christmas
26	Mon	Second Term Begins
27	Tue	
28	Wed	
29	Thu	
30	Fri	
31	Sat	

1	Sun	New Year's Day
2	Mon	
3	Tue	Savitribai Phule Jayanti
4	Wed	
5	Thur	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Makar Sankranti
15	Sun	Pongal
16	Mon	
17	Tue	
18	Wed	
19	Thur	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thur	Republic Day – Flag Hoisting
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

1	Wed	
2	Thur	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	Savitribai Phule Pune University Foundation Day
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thur	
17	Fri	
18	Sat	Maha Shivaratri
19	Sun	Chhatrapati Shivaji Jayanti
20	Mon	
21	Tue	HSC Board Examination
22	Wed	
23	Thur	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	

1	Wed	Mid Semester Exams
2	Thur	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	Holi
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thur	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	Gudi Padwa
23	Thur	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	Rama Navami
31	Fri	

1	Sat	
2	Sun	
3	Mon	
4	Tue	Mahavir Jayanti
5	Wed	
6	Thu	
7	Fri	Good Friday
8	Sat	
9	Sun	Easter Day
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	Ambedkar Jayanti
15	Sat	Term End Examination
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	Ramzan Id/Eid-ul-Fitar
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	

1	Mon	Maharashtra Din/ International Worker's Day
2	Tue	
3	Wed	
4	Thu	Second Term Ends University Term End Examination
5	Fri	Buddha Purnima
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

ABSENCE & LEAVE RECORD

Parent _____

Specimen Signature of

Guardian

[illegible]

N. B.: The excuse is to be written in brief

LIBRARY - READING RECORD

[illegible]

Name : _____ Std. _____ Div. _____

TEACHER'S REMARKS

Date	Subject	Teacher's Sign.	Parent's Sign.

TIMETABLE FOR F.Y.B.A 2022-23

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.30 a.m. to 8.15 a.m.	Compulsory English	Economics	History	History	Compulsory English	History
8.15 a.m. to 9.00 a.m.	Sociology	Compulsory English	Sociology	Economics	Psychology	Optional English
9.00 a.m. to 9.15 a.m.	Break					
9.15 a.m to 10.00 a.m.	History	Sociology	Economics	Optional English	Optional English	Psychology
10.00 a.m. to 10.45 a.m.	Economics	Sociology	Compulsory English	Optional English	Psychology	Psychology
10.45 a.m. to 11.30 a.m.	P.T.	P.T.	C.C.	C.C.	C.C.	C.C.

TIMETABLE FOR F.Y.B.COM 2022-23

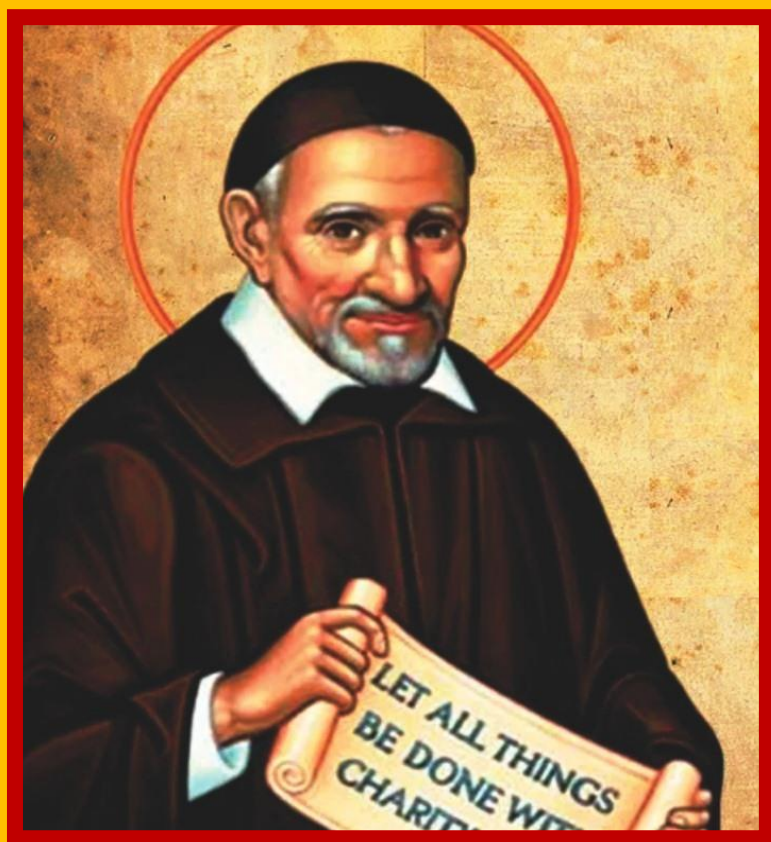
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.30 a.m. to 8.15 a.m.	Eco	Com. English	B.E	A/c	B.E.	Eco
8.15 a.m. to 9.00 a.m.	A. Eng/ Hindi	A/c	A. Eng/ Hindi	A/c	Eco	B.E.
9.00 a.m. to 9.15 a.m.	Break					
9.15 a.m to 10.00 a.m.	A Eng/Hindi	A/c	A Eng/Hindi	Maths	Maths	Com. English
10.00 a.m. to 10.45 a.m.	B. E.	Com. English	OSD	OSD	Com. English	Tally/ Soft Skills
10.45 a.m. to 11.30 a.m.	OSD	Maths	Eco	OSD	Maths	Tally/ Soft Skills

TIMETABLE FOR S.Y.B.COM 2022-23

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.30 a.m. to 8.15 a.m.	C. Law	B. C.	Eco	B.A./Cost	Eco	C.Law
8.15 a.m. to 9.00 a.m.	B.A/ Cost	B.A./Cost	C. Law	B.C	A/c	B.M.
9.00 a.m. to 9.15 a.m.	Break					
9.15 a.m to 10.00 a.m.	Eco	B.M.	A/c	B.C	A/c	Eco
10.00 a.m. to 10.45 a.m.	B.M	B.C.	A/c	B.A./Cost	Eco	B.M.

TIMETABLE FOR T.Y.B.COM 2022-23

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.30 a.m. to 8.15 a.m.	Tax	B.A./ Cost 3	Tax	M. Law	Tax	M. Law
8.15 a.m. to 9.00 a.m.	Eco	Eco	BA/Cost 3	M. Law	BA/ Cost 3	M. Law
9.00 a.m. to 9.15 a.m.	Break					
9.15 a.m to 10.00 a.m.	A/c	Tax	BA/Cost 3	BA/Cost 2	Eco	BA/Cost 2
10.00 a.m. to 10.45 a.m.	A/c	BA/Cost 2	Eco	A/c	BA/Cost 2	A/c



St. Vincent De Paul
1581 - 1660



**Junior College
11th & 12th Commerce**

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(Specialisation):
Cost and Works Accounting
Or
Business Administration**

**B.A.
(Specialisation):
English, Economics, Psychology**

**M.Com
(Specialisation):
Advanced Cost and Works Accounting
Or
Business Administration**

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www.svcpune.com**

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svcplacementcell@gmail.com**