CARMEL VIDYA BHAVAN TRUST'S

CHRIST COLLEGE - PUNE

(Affiliated to Savitribai Phule Pune University)

Handbook 2017 - 18

Carmel Vidya Bhavan Trust's

CHRIST COLLEGE – PUNE

(Estd. 2007)
Affiliated to Savitribai Phule Pune
I D No. PU/PN/ASC/269/2007
Recognised by Govt. of Maharashtra
Permanently on 'No-Grant' Basis
Recognised as Religious Minority Institution Vide
Government of Maharashtra Letter No.

अ. शै. सं. / २००९ / ११३५ / प्र. क्र. ३९ / २००९ का १ दि. ११–१२–२००९

ARTS, COMMERCE, SCIENCE (Computer)
CO-ED., GRADUATE AND POST GRADUATE COLLEGE

HAND BOOK
2017 – 2018

Name : _____

Class : _____

College Roll No.: _____ Blood Group: _____

Father's Name: _____

Mother's Name: _____

Guardian's Name: _____

Tel. No.: _____ Mob. No. _____

CONTENTS

THE INSTITUTION

Christ College, Pune came into existence in the academic year 2007 – 2008. The college is affiliated to the Savitribai Phule Pune. The college offers B.A., B. Com and B. Sc (Computer Science), BBA, BCA & BBM and M.Com., MSc (Computer Science) and MCA (Commerce) Degree courses.

It has become the first choice of the best and the brightest. The highly disciplined and clean campus provides the right atmosphere for systematic learning. Giving maximum importance to quality education, Christ College aims at the overall development of the students so as to equip them to effectively face the challenges of the modern world.

Christ College promotes a worldview in which the entire humanity is one family. It is very secular in its outlook. Students of all caste, creed and language make it their 'home away from home' and enjoy the campus life here, in harmony.

OUR HERITAGE

Christ College Pune is well rooted in the noble tradition founded on the educational vision of Blessed Kuriakose Elias Chavara, the founder of the CMI congregation, which manages the Institution.

The Carmelites of Mary Immaculate (CMI), the first indigenous religious congregation of India with more than 2000 members, is rendering service to humanity in pastoral, educational and social fields, aiming at the integral development of the nation. The CMI Congregation manages 405 schools, 16 degree colleges, 8 B.Ed. colleges, 9 Technical Institutes, 2 Engineering colleges, 1 Medical college and 1 University across the country.

OUR INSPIRATION

St. Kuriakose Elias Chavara (1805-1871)

St. Chavara, a great visionary and pioneer in the field of education and a great social reformer of Kerala, formulated the CMI

Congregation in the year 1831. Endowed with exceptional leadership and creative skills, his teachings based on practical knowledge, were of profound importance to bring positive changes in society. He identified intellectual development as the first step towards social welfare which resulted in establishing numerous educational institutions across the country. Continuing this yeoman service, the CMI institutions focus on nurturing individuals holistically, bringing about integral development of the society as a whole. A true Karma Yogi, a man of selfless action, St Chavara inspires and leads us to continue his vision and mission.

OUR VISION

Inspired by the perennial response to the age old aspirations of the Rishis of our Arsha Bharatha expressed in the Upanishadic prayer; "Thamasoma Jyothirgamaya", Christ College, Pune has taken "Enlighten to Excel" as its Motto. The attainment of true knowledge makes one enlightened so that one can lead oneself and others on the path of truth and achieve intellectual and ethical excellence.

OUR MISSION

As a C.M.I. Educational Institution, the college regards education as integral to the formation of the human person for the fulfillment of his/her individual and social responsibilities. The college aims at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially responsible, individuals who are open to grow and champion the cause of justice, love, truth and peace.

CORE VALUES

The values our students imbibe are an integral part of their personal growth. As part of our value-clarification, we have prioritized our core values as follows and they help us all in conflict resolution.

Faith in God

Moral Uprightness

Social Responsibility

Pursuit of Excellence

···—●○●—···

College Pledge

We, / Christites, / hereby / pledge to be /

an integral part of our college/ by imbibing /

the core values/ and strengthening /

the vision and mission/ of our Alma Mater.

We / sincerely strive / to uphold / the motto /

'Enlighten to Excel'/ with/ utmost loyalty/

and integrity,/ aspiring to develop/ our best potential/

for the betterment of humanity.

···—●○●—···

COURSES OFFERED

The following courses are offered in the college:

a.	B. Sc. (Computer Science)	b.	B.C.A
c.	B.A.	d.	B. Com
e.	B.B.A.	f.	B.B.M.
g.	M.Com.	h.	M.Sc (Comp.Sc.)

FEE REGULATIONS

- Students must collect the fee challan from the college office and remit the amount at the **The Catholic Syrian Bank A/c No. 028201223638190001** on college campus.

- Submit college copy of challan to office immediately on payment as a token of payment of fees.

- Students have the option of submitting their fees in four installments as follows:

  1. Admission Time

  2. On or before 30th September 2017

  3. On or before 30th December 2017

  4. On or before 28th February 2018

·   Defaulters have to pay fine as follows:

     After the end of the prescribed date, an additional fine of Rs. 100/- will be charged per month.

I. THE INFRASTRUCTURE

FACILITIES

Library: Christ College's library subscribes to all the important newspapers and magazines and has an excellent collection of books and journals which provides the right ambience for self-study and research.

Laboratories: The College has well equipped modern laboratories for Computer Science and Electronics. These labs facilitate enhancement of the theoretical knowledge already acquired in classrooms by providing them opportunities to do the prescribed experiments.

Sports: The sports facilities on the campus make the students attain physical growth and sportsman-spirit. Intra-collegiate and inter-collegiate tournaments and the sports day showcase the skill and talents of our students. Special coaching camps are held for football, basketball, volleyball and badminton under qualified Physical Education Lecturer.

Gymnasium: The College boasts of a well-facilitated gym, with modern amenities and well-maintained equipments, for the fitness requirements of our students.

The Bank: A branch of the Catholic Syrian Bank on the campus takes care of the banking needs of the college. Students and their parents can also avail its services, if required.

Canteen: The College has a good hygienic canteen for the students. Snacks, tea, cold drinks, break fast, lunch etc. are served at a reasonable rate.

THE COUNSELLING CENTRE

This department is an integral part of the academic system. The Student Counselors are aware of the dynamic changes each student goes through on entering college. They make new friends, establish an identity and attempt to excel in studies amidst other distractions.

Our Counselors help students to cope with these changes, discover and develop their own resources and make healthy choices in life. They work as facilitators between students and their parents, teachers, friends. Stressing on the fact that 'Every Student Matters'.

Objectives of the Centre

- To guide students to focus their attention on academic pursuits and with intent to flourish in life.

- To help them contribute as responsible individuals.

- To help them maximize their potentialities.

- To help them deal with their problems and find appropriate solutions.

- To enable them to set realistic goals and strive to accomplish it.

Activities of the Centre

- Individual counseling to help students resolve their academic as well as personal problems effectively.

- Help students to maintain adequate attendance percentage.

- Help them develop a regular pattern of study using creative strategies and techniques for better performance.

- Assist parents to understand and remain involved with their wards in college and outside.

- Conduct group sessions for motivating and enriching students.

Please Note

- Guidance and counseling services are not forced upon any student against their will.

- All information is kept confidential.

II. CLUBS AND ASSOCIATIONS

The college has different clubs and associations to offer students a healthy diversion from studies and to make them see the other aspects of life. Membership in various clubs and associations is open to all the students of the college. Taking an active part in these co-curricular activities help them to improve their horizon and learn beyond classroom curriculum.

The Structure :

The activities of clubs and associations are taken care of by its staff coordinators who guide and motivate the students and are the overall decision makers. However, the activities of these clubs and associations are primarily driven by the enthusiasm of its student members. To channelise their energy and giving them experience in organizational skills, a student executive committee is nominated by the Principal, who have good academic record. These students are actively involved and are responsible for the functioning of the associations.

Major Activities :

- Arranging guest lectures, seminars, quiz programmes and exhibitions.

- Popularizing discipline among the students by identifying the common areas of interest keeping the changing scenario in mind.

- Preparing students for competitions organized by the college and other institutions.

1) SOCIAL SCIENCES ASSOCIATION

The Social Sciences Association is synonymous with Building Proficiency in Aesthetic knowledge. The association provides vibrant space for the

students to explore and nurture their talents and it also channelises their inherent creativity, organizational skills and talents. The association organizes creative activities and competitions like exhibitions, newsletter, guest lecture, field visits, presentations to name a few. Along with it literary, stage and art events are conducted to quench the passion and the intellectual appetite of the students and it helps them to grow in leaps and bounds.

2) THE COMMERCE ASSOCIATION

The association aims at giving students a platform to launch their talents and thereby make them feel confident to face the challenges ahead of them. Students actively involve in various competitions conducted by the association by their student representatives under the able guidance of the teacher in charge and thereby inculcate team spirit and organizational ability in themselves. An inter collegiate Commerce Fest Impulse II is also organised by the Dept. of Commerce.

3) THE SCIENCE FORUM (Computer Science Association)

The Science Forum aims at entering young students to venture into journeys that take them into a deeper understanding of technology and communication. Science Forum is like a Cocoon which can transform them into an enchanting buffer by lighting them into higher place and disserving unexpected dimensions.

4) THE JESUS YOUTH

The Jesus Youth is a unique way that caters to the spiritual needs of Christian Christites. The leadership camp and personality development programmes help students to build-up effective leadership qualities and enable them to lead a Christ-centered Christian life.

5) THE NATURE CLUB

The Nature Club nurtures young environmentalists. Its sole motto is to create awareness about the conservation of nature. The activities of the club inculcate a sense of discipline, dignity of labour and leadership qualities.

6) THE QUIZ CLUB

Knowledge and awareness are two most important qualities any student must acquire during one's student days. The quiz club provides an ideal platform to achieve the balance. The club organizes quiz sessions periodically. Apart from all these competitions, training programmes for the members are also organized.

7) THE COLLEGE CHOIR

The choir consists of students from various disciplines, who enjoy singing a wide range of music styles. The choir receives a high standard of musical training. The choir, through its repertoire, adds melody to the college programmes and also participates in performances in and around Pune.

8) CENTRE FOR SOCIAL ACTION (CSA)

The centre facilitates the involvement of students in various social development activities. It instills a taste for social service in students so that through action and interaction, the young college students grow into responsible citizens of India. Thus our aim is to create committed youth for the future socio-economic reconstruction of the society & country at large.

9) STUDENTS WELFARE ACTIVITIES

As per the guidelines of Board of Students Welfare, University of Pune, for the overall development of the students, our college carries out following schemes for the college students (1) Earn & Learn Scheme for the needy students (2) Special Guidance Scheme for academically weak students (3) Personality development for girl students.

10) NATIONAL SERVICE SCHEME (NSS)

Our college has started NSS unit of the University of Pune from the Academic year 2010-2011. The motto of NSS, 'NOT ME BUT YOU' has motivated and encouraged the students to experience the society they live in from close proximity, thereby giving them the opportunity to render social service and contribute to society's development. Various programmes, lectures, camps are organised for the NSS volunteers - the aim is to mould, nurture their personality, inculcate in them a sense of responsibility and values. This would surely help our students to realise their best potential and capabilities to become leaders of tomorrow. The NSS programme helps the students to get additional FIFTEEN marks if they attend a special winter camp and complete TWO year NSS programme successfully.

11) VALUE EDUCATION

Education fails if its outcome is an individual, who is intelligent, skilled and knowledgeable but unable to live, work and get on with others. This is where true quality education helps individuals to identify and adopt personal and

social values that can be called on to guide the decisions they make, their relationships and work and life as a whole. The call for values is currently echoing throughout every land in a world increasingly concerned about and affected by violence, growing social problems and the lack of social cohesion.

Through value education, we would like to develop the social, moral aesthetic and spiritual dimensions of a person which are often undermined in formal education. Our Students are taught to preserve whatever is good and worthwhile in what we have inherited from our culture.

Objectives:

➢ Value Education seeks to implant in the students, at this crucial age, a sense of indebtedness and commitment to God, to the society around and to oneself.

➢ To facilitate self-acceptance, self-esteem and self-confidence in the students and the ability to cherish one's uniqueness.

➢ To facilitate the emergence of value consciousness in students so that they come to prize what is objectively good, and base their life's choices on it.

➢ To help students develop a sensitivity to the social realities around.

➢ To foster love for the nation and patriotic commitment.

Our thrust on Value Education is drawn from three areas – religious values, psychological values, and social values. In other words, it deals with three relations – relation to God, to oneself and to others.

Learn More Club:

Learn more club has originated with an objective to acquire wide diversified knowledge, thereby promoting overall personality development, awareness of current trends and updates etc. Membership is open to all students. Students can voluntarily participate in giving some valuable input to the audience.

III. THE CAMPUS CULTURE

College Timings: **8.30 am to 1.30 pm**

                              8.30 a.m to 3.00 pm (Computer Science)

General Conduct

Students shall endeavor to conduct themselves in their dress, demeanour and sense of discipline in all aspects. Those who are guilty of serious misconduct or whose presence in the College is detrimental to the order and discipline on the campus are liable to be expelled. Code of conduct on the campus includes safeguarding the college property, keeping the place clean and tidy and dressing up decently.

1. Code of Conduct

This code of conduct is drawn in line with Christ College, Pune's guidelines and the students are required to comply with it in letter and spirit.

a. Dress Code

As per the guidelines of Christ College, the student's dress should befit the College that they represent and reflect the stature and the class of Christ College. They shall not be permitted to wear revealing clothes. The following will be the dress code to be followed by the students:

b. Dress Code for Boys :

1. Students should wear full length trousers / jeans.

2. Students must wear black formal shoes (on uniform day)

3. Students should **NOT** wear the following dress inside the college premises.

     a.   Shorts

     b.   Jerseys

     c.   Caps

     d.   Torn Jeans

4. Shorts, Jerseys & Caps are allowed only during sports day or during sports training.

5. Nose / lip / eye brow / ear rings or piercing are not to be worn inside the college premises.

c. Dress Code for Girls:

1. Students should wear Indian formal dress or full length trousers / jeans.

2. Students must wear black formal shoes(on uniform days)

3. Students should **NOT** wear the following dress inside the college premises.

a. Sleeveless Tops

b. Half skirts

c. Shorts

d. Jerseys

e. Caps

f. Torn Jeans

4. Jerseys & caps are allowed only during sports day or during sports training.

5. Lip ring / eye brow ring or piercing are not to be worn inside the college premises.

1. **Monday, Wednesday and Friday: Uniform for BBA, BCA, B.B.M. is compulsory.**

2. **Tuesday and Thursday: Formals**

3. **Saturday : Casuals**

Students not adhering to the above rules will not be allowed to attend classes & will forfeit the attendance for the classes missed.

For repeated violations after 3 warnings students will be suspended from attending classes for 3 days and the parents will be informed accordingly.

2. Attendance

Every student must have actually attended minimum 75% of the total number of lectures conducted in the class by the faculty. The student will not be eligible to appear for the examination if he/she fails to put in the required attendance.

No attendance will be granted for any illness. However in extreme cases, the expert opinion of the College Principal and the Director's discretion will prevail.

3. Leave on medical grounds

a) The student must report about the sickness to the college on telephone.

b) For leave upto 3 days: If the student takes treatment from a private doctor, then he/she has to submit the leave application with medical certificate to the College. The Teacher may at the discretion of the Head accept it or require the student to have it authenticated from the College.

c).   For local students: In case the medical leave is likely to extend for a period of more than three days, then it is mandatory for the students to be present in person or to inform on telephone to the College as the case may be about the sickness. Sanction of leave for more than three days will have to be obtained before the fourth day itself and not at the time when the student comes back to college. Continuation of sick leave beyond three days will have to be notified to the College.

d)   For outstation students: In case the student is admitted to a hospital or has fallen sick during his visit home or is so incapacitated, it is obligatory for him/her to send a medical certificate issued by the doctor treating him/her and giving details of his/her medical condition by fax. This may be addressed to the medical officer; Christ College (Fax: 020-27030147) indicating the possibility of medical leave extending beyond three days.

e)   Please note that except in the case hospitalization authenticated by the College, absence on medical grounds beyond 25% shall not be condoned i.e. the student is still required to have 75% attendance.

f)   In case of hospitalization duly authenticated by the College, absence beyond 25% may be condoned as per the advice of the doctors at the College and at the discretion of the Head. However, for no reason including hospitalization will the student be permitted to appear for the semester end examinations, if his/her attendance has fallen below 50% for the semester.

g)   No back dated medical leave will be granted to the students on any ground whatsoever.

h)   On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.

i)   No student should leave the station without the prior permission (written) of the concerned authority. Students will also have to take prior permission to remain absent from any activity of the College.

j)   The students should be punctual in attendance and must be in his/her seat at the commencement of the lectures.

Note: The total number of lectures missed on the grounds mentioned above should not in any case exceed 25%. Grant of permission does not

mean that the absence has been condoned for the purpose of computing attendance. However, cases under hospitalization may be exceptions.

4. Leave Travel Concession

Since Railway rules prescribe that travel concession will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.

Absence from the Guest Lecture, Workshop and Seminar

a) Attendance for Guest Lectures, Workshops and Seminars is compulsory.

b) Students should be punctual in attendance and must be in his/her seat at the commencement of seminars and workshops.

c) Students are expected to maintain the decorum in the institution and interact meaningfully with the faculty.

5. Identity Card

Purpose: Christ College urges students to understand the spirit of wearing of identity cards and to comply with rule as it is

i) A symbol of belonging to a premier institution.

ii) A means of identification in the event of accidents, medical and other emergencies.

a) Every student of the programme must have an identity card. He/She should always wear it on person while on campus and should produce it whenever called upon to do so by the concerned authorities.

b) At the beginning of the year, each and every student of the college should take his/her Identity Card and Library Card for Home Lending, from the Library. This will be available two days after he/she produces his/her Identity Card size photographs along with Admission Receipt and the correctly filled in prescribed form available in the Library.

c) A student is required to collect his/her Identity Card within 15 days from the date of admission.

d) The loss of Identity Card should be reported immediately to the an the office with an application Rs. 250/- will be charged for duplicate Identity Card.

e)   At the time of issuing a book, the Identity Card must be presented along with the Library Card. Without Identity Card the reader may be refused the use of the Home Lending facility.

f)   Every student entering the Library must present his/her own Identity Card as well as Library Card, otherwise the use of the Library will be denied.

6. Discipline

Any act of indiscipline/insubordination or misbehavior by any student will attract severe penalties/punishment.

a)   Use of mobile phones, Ipods and other electronic devices in the academic block of the College is strictly prohibited. Violation of the rule will result in confiscation of the mobile phone and returned only after completion of the course.

b)   Students are forbidden from organizing and attending any meeting within the college, collect money for any purpose, circulate any notice or petition of any kind among the students or paste it on the college notice board without the written permission of the Principal.

c)   Damage to institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.

d)   Instigating or abetting collective insubordination will be viewed very seriously.

e)   No society or association of the students will be started without written permission of the concerned authority.

f)   Consumption or possession of alcohol/drugs and being under their influence while on campus or at functions is prohibited.

g)   Theft, gambling, sexual harassment, physical fights/bouts with each other, smoking and chewing pan, tobacco or gum in the campus is strictly prohibited. Indecent behaviour in public places will be dealt with severely by the Director/Principal of the College. Any other offence not included in this list will be dealt with on a case to case basis by the Director/Principal.

h)   Ragging: Any one found indulging in ragging in any form within or outside the campus, shall be instantly expelled from the College.

     [Provisions of the Maharashtra Prohibition of Ragging Act, 1999.]

a)   Ragging within or outside any educational institute is prohibited.

b)   Penalty for ragging: Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also pay fine of ten thousand rupees.

c)   Dismissal of student: Any student convicted of an offence under penalty for ragging shall be dismissed from the educational institution and such other educational institution for a period of five years from the date of order of such dismissal.

d)   The result of the student will be with held.

e)   Any kind of free ship / scholarship will be cancelled.

i)   Eatables are not permitted in Classrooms, Computer Lab, A/V Studio, Library and Office area.

j)   Use of net connectivity for non-academic purpose is not permitted during college hours.

k)   Littering in the campus will attract either monetary or non-monetary punishment.

l)   The behavior of the students at all times, within or outside the campus must be above board and must reflect a sense of responsibility.

m)   The admission of a student, who had been admitted to the programme/college based on any form of misrepresentation of facts, will be cancelled as soon as such misrepresentation comes to surface no matter at what stage of the programme he/she is studying in. Further, he/she will forfeit the tuition fees paid for the programme.

n)   Any student misbehaving in class, use of unparliamentary language, and behaving arrogantly towards the faculty & staff or fellow students will be severely punished. The nature of punishment will depend upon the severity of the offence and will be decided by the Director/Principal on a 'case-to-case' basis.

7. Examination

a)   Internal exams will be conducted by the college.

b)   Students are required to strictly observe the dress code prescribed and carrying Identity Card is compulsory. Students will be sent back if this is not adhered to.

c)   Students are expected to carry Hall Tickets during examination.

d)   Students are required to carry only the required stationery for writing the examination.

e)   Mobile phone should not be carried to the examination hall.

f)   Students should not resort to any unfair practices. College views unfair practices during examination very seriously.

g)   Students failing to clear an internal exam/backlog will be given a chance next year to appear for a re-test, on payment of Rs.150/- per subject.

h)   The ATKT rules will be as prescribed by the University.

8. Library Rules

a)   Students, Teaching Staff and Non-Teaching Staff of the College are eligible for making use of the college library.

b)   Strict silence should be observed within the library.

c)   The library will be kept open on all working days from 8:30 a.m. to 2:00 p.m.

d)   Students have to return the library books & clear the library dues before collecting the hall tickets of the University Examination.

e)   In case of a student losing a book, the student will have to replace the book or double the amount of the book will have to be refunded.

A) Issue and Return of the Books:

a)   Identity Card must be produced for borrowing books from the library.

b)   Students can take **One Book at a time** using their ID Cards for a period of seven days.

c)   To issue a book from the library, the **Demand slip** is to be duly filled between 8:30 a.m. and 1:30 p.m.

d)   If the student fails to return or renew the book on the due date, a fine of Rs.5/- will be charged per day.

B) Reference Section:

a)   Reference section will be open from 9:00 a.m. to 1:00 p.m.

b)   ID cards should be submitted for referring books.

c)   Students can take one book at a time using their identity card.

d)   Books are not issued from this section to take home.

C) Home Lending Facility

a)   Home Lending Facility is available to the members of the Teaching and Non-Teaching Staff and Students.

b) The Library Book must be returned on or before the last date stamped on the Due Date slip, pasted on the first page of the book.

c) On failure of returning books on due dates a fine of Rs. 5/- per day will be charged. A fine of Rs. 50/- per day will be charged in case reference material issued for reading is taken away by the student.

d) Students should use their own Library Card and Identity Card. The students should not lend their Library Card and Identity Card to others. If they do so they will have to suffer the losses incurred in process of loss, damage, fine etc.

e) Text books will be issued only through book bank.

D) Book Bank System

a) Students who wish to access the facilities of the Book Bank will take a membership, depositing Rs.250/- at the Library Office.

b) Every member of the Book Bank can borrow a set of text books at the beginning of the semester.

c) The books can be borrowed for each semester. However they must be returned to the Library at the end of each semester.

* All the library rules are applicable to the cases of lost or damaged books.

9. General Rules

a) The Librarian is authorized to examine everything that passes into or out of the Library.

b) Students are required to present their own Identity Card and are advised not to keep any personal items in their Identity Card.

c) Readers are responsible for any damage caused to the reading materials or any other property of the Library, and shall be required to replace such books/property as has been damaged or injured or be required to pay the full value thereof as determined by the College.

d) Smoking, spitting, eating, loud conversation and similar objectionable practices are forbidden in or near about the Library or anywhere else within the campus.

e) CD's or any other accompanying material available with books may be viewed/used only in the library.

f)   Readers shall not write or mark (by underlining, putting brackets, etc.) on the reading materials or in the Library. Property or furniture of the library are to be handled with utmost care.

10. Reader's Suggestions

Readers' suggestions will be appreciated and welcome. Readers desirous of proposing any title or other types of additions to the materials of library may do so by filling the details of the "Books Suggestion Form" available with the Librarian.

Note: For the smooth functioning of the Library and for the collective convenience the Principal/Librarian holds the power to suspend the use of the Library to the readers who are found negligent regarding any of these rules or who fail to cooperate with the Library staff.

Important notices and information regarding the Library as well as changes, if any, will be notified from time to time on the Library Notice Boards.

11. Computer Lab

a)   Net connectivity in the Computer Lab for e-mailing, chatting, browsing or downloading for personal use during working hours will be considered as misconduct and punitive measures including monetary or other penalty will be invoked if found guilty.

b)   The Computer Lab has extremely delicate equipments and is a restricted area where entry is granted with permission from the authorities.

c)   Students need to remove footwear before entering the Lab and handle the equipment with caution.

d)   Any damage caused due to negligent or unprofessional behaviour will result in punitive action as decided by the college.

e)   All students should produce their Identity Cards during Practical.

f)   The students without Identity Cards will not be allowed to enter the Lab.

g)   The students coming for the Practical 10 minutes later than their batch time will not be allowed to enter the Lab.

h)   The students who wish to do extra practical should take prior permission of the Lab faculty.

12. The Etiquette

1. Students should greet their teachers when they meet them for the first time in the day within the premises of the college, and whenever they meet them in public.

2. When the teacher enters the classroom, the students must rise and greet the teacher and stand until they are directed to sit, or till the teacher takes his/her seat. When the attendance is taken, students must stand up one by one and answer to their name or register number, whichever is called.

3. Students are expected to be seated in their respective classrooms at the stroke of the first bell and wait for the teacher. During lecture hours students are not permitted to loiter in the corridors. The class representatives are expected to inform the Principal if there is no teacher, to engage a particular hour.

4. Students are expected to make use of the library during free periods.

5. Absence from classes without genuine reasons will not be entertained.

6. Students must possess their identity card and handbook whenever they come to the college and produce it whenever asked for.

7. Only students who are on the rolls of the college and their parents shall enter the college campus. Students are not expected to entertain strangers.

8. Tests are held periodically in every subject. Attendance for periodic tests is compulsory.

9. Students are not allowed to play in any team against the college.

10. Complaints of any kind should be made only through proper representatives of their respective classes, or through the student council members.

11. Movements of vehicles in the college campus shall be in moderate speed.

13. Attendance and Academic Progress

Students are expected to occupy their seats in their respective classrooms at the stroke of the bell. Attendance will be marked at the commencement of the class itself. Therefore, late comers, though permitted to attend classes by the teacher concerned, will not be given attendance for the hour.

Permission for admission to the Examination will not be granted unless:

a. A student has put in at least 75% of attendance at the end of the academic year, in both theory and practicals.

b.   A student gets at least minimum pass marks in the Examinations conducted by the college as per the norms laid down by the University.

c.   The Principal is satisfied with the character and conduct of the student.

Students should not absent themselves from classes without the prior permission of the Principal. When the absence is caused by unforeseen reasons, application for leave, must be submitted to the office on the very first day of returning to the college.

Application for leave of absence may be rejected by the Principal if he is not satisfied with its genuineness.

Submission of practical Journals completed in all respects in time is a must.

14. Medical Check Up is Compulsory

Medical check up is compulsory for all first year students which will be held latest by 20th October. College cannot forward exam. forms to the University for those who do not attend the medical check up.

15. Behaviour in Computer Lab

- Computer labs are to be used only for academic purposes

- Every student using computers must sign in the lab log book. Ensure to sign out when leaving.

- Students are not allowed to install or use any out side software in the lab.

- Students should not change or update computer configurations unless authorized by an instructor or lab staff. (i.e. screen savers, wallpapers, printers, network properties etc.)

- Students are not allowed to bring food and drinks into the lab.

- Students are not allowed to move, change or replace any computer peripheral.

- Students are not allowed to use the lab resources or printers for personal use. Viewing of inappropriate material is strictly prohibited and violation of this will be considered serious indiscipline.

- Downloading of any non academic material is not allowed.

- Remove the footwear when you enter the lab.

16. Certificates

1.   Applications for certificates, viz. age, conduct, course, T.C., etc., must be made to the office in writing. If the certificates have to be sent by post, it must be accompanied by a stamped self-addressed envelope.

2. Applications for certificates should contain the following particulars:

   a. The student's full name

   b. The month and the year in which the student joined the college, the register number, the course and the class in which the student was originally enrolled.

3. A nominal fee shall be charged for every certificate.

4. The certificates will be issued only after four days.

5. Duplicates will not be issued.

6. Duplicate of transfer certificates will not be issued.

7. Students applying for certificates, testimonials and other documents requiring the Principal's signature should contact the office. All the details have to be verified before the documents are signed.

IV. RESPONSIBILITIES OF PARENTS/GUARDIANS

✱ Parental involvement gives students the much needed stability and support during this crucial phase of them entering college. Therefore, the college expects parents to nurture and promote the students emotional and material needs.

✱ Parents and guardians are expected to cooperate, accept all regulations of the College.

✱ After going through the general regulations, parents / guardians will notice that those who are admitted to the college are expected to maintain a fairly high standard of good conduct and discipline.

✱ Parents / guardians are recommended to call on the teacher/Principal at least once a term, to ascertain from them about the conduct and the progress of the student.

✱ Parents / guardians should check this handbook from time to time to review any remarks entered by teacher / counselor / Principal.

V. RIGHT TO INFORMATION ACT

➢ We respect and practice the Govt. of India's Right to Information Act 2005 which provides access to information in order to promote transperancy and accountability in the working

VI) Sexual Harassmentc Cell and Women's Cell

As per Savitribai Phule Pune University directives, Christ College Pune has set up a Sexual Harassment Cell and Women's Cell to address students grievances

SYLLABUS – 2017 -18

B. Com

F. Y. B. Com	Subject Code
Compulsory English	1113
Financial Accounting	1123
Financial Accounting (Practical)	
Business Economics (Micro)	1133
Business Mathematics and Statistics	1143
Banking and Finance	1343
Marketing and Salesmanship	1253
Additional English	1513
Additional English (Practical)	

S.Y. B. Com	
Business Communication	2113
Business Communication (Practical)	
Corporate Accounting	2123
Business Economics (Macro)	2133
Business Management	2143
Elements of Company Law	2253
Cost and Works Accounting – I	2253
Cost and Works Accounting – I (Practical)	
A Course on Environmental Awareness – Grade	

T. Y. B. Com	
Business Regulatory Frame Work	3113
Advanced Accounting	3123
International Economics	3143
Auditing and Taxation	3153
Auditing and Taxation (Practical)	
Cost and Works Accounting – II	3451
Cost and Works Accounting – II (Practical)	
Cost and Works Accounting – III	3453
Cost and Works Accounting – III (Practical)	

B. A.

F. Y. B. A.	Subject Code
Compulsory English – Visionary Gleam	1017
Political Science GI – Indian Govt. and Politics	1167
Optional English - Interface	1337
Economics GI - Indian Economy	1157
History GI – Chh. Shivaji and his Times	1177
Sociology GI - Introduction to Sociology	1377

S. Y. B. A.	
Compulsory English – Literary Landscapes	2017
Optional English G2 – Study of English Language and Literature	2337
Economics G2 – Modern Banking	2157
Economics SI – Micro Economics	2158
Economics S2 – Macro Economics	2159
Politics - G2 Political Theory & Concepts	2167
A Course on Environmental Awareness – Grade	2999

T. Y. B. A.	
Compulsory English – Literary Pinnacles	3017
Optional English G3 – Advanced Study of English Language & Literature	3337
Economics G3 – Economic Development & Planning	3157
Economics S3 – International Economics	3158
Economics S4 –Public Finance	3159
Politics G3 - Political Ideologies	3167

B. Sc.

F.Y. B.Sc. Comp. Sci. (Annual Pattern)

Computer Science - P I Problem Solving Using Computer & C Programming	CS-101
Computer Science -P II File Organization & Fundamental of Databases	CS-102
Computer Science - Practical Paper I	CS-103
Computer Science - Practical Paper II	CS-104
Electronics PI - Principles of Analog Electronics	ELC-101

Electronics PII - Principles of Digital Electronics   ELC-102
Electronics PIII Practical   ELC-103
Mathematics PI - Discrete Mathematics   MTC-101
Mathematics PII - Algebra and Calculus   MTC-102
Mathematics PIII – Practical   MTC-103
Statistics PI – Statistical Methods I   11421
Statistics PII – Statistical Methods II   11422
Statistics PIII – Practicals   11423

S.Y. B.Sc. (Comp. Sci.) Semester I
English - Technical English   EN-211
Computer Science PI - Data Structures using 'C'   CS-211
Computer Science PII - Relational Database
Management Systems (RDBMS)   CS-212
Electronics PI - Digital System Hardware   ELC-211
Electronics PII - Analog Systems   ELC-212
Mathematics PI - Applied Algebra   MTC-211
Mathematics PII - Numerical Analysis   MTC-212

S.Y. B.Sc. (Comp. Sci.) Semester II
English - Technical English   EN-211
Computer Science PI - Object Oriented Concepts using C++   CS-221
Computer Science PII - Software Engineering   CS-222
Computer Science - Practical (DS & C++)   CS-223
Database Practical & Mini project using Software   CS-224
Engineering techniques
Electronics PI - 8051 Architecture, Interfacing & Programming   ELC-221
Electronics PII - Communication Principles   ELC-222
Electronics PIII - Practical (Sem I & II)   ELC-203
Mathematics PI - Computational Geometry   MTC-221
Mathematics PII - Operations Research   MTC-222
Mathematics PIII - Mathematics Practical   MTC-223

T.Y. B.Sc. (Comp. Sci.) Semester III
Computer Science PI - Systems Programming   CS-331
Computer Science PII -Theoretical Computer Science   CS-332
Computer Science PIII -Computer Networks - I   CS-333

B.B.A (International Business) / (BBM)

F.Y. B.B.A (IB) –Semester I

F.Y. B.B.A (IB) –Semester II

S.Y. B.B.A (IB) –Semester III

S.Y. B.B.A (IB) –Semester IV

T.Y. B.B.M –Semester V

Business Ethics	501
Business Law	502
International Relations	503
International Banking and Finance	504
Business Reporting and Analysis	505
E. Commerce Technology	506

T.Y. B.B.M –Semester VI

Export Import Procedure	601
International Business Law	602
Study of Global Economics	603
International Project Management	604
Supply Chain Technology Management	605
Research Methodology and Project	606

**Physical education is a mandatory subject
for all first year and second year U.G students.**

M.Com

Semester I

Management Accounting (Compulsory Subject)	101
Strategic Management (Compulsory Subject)	102
Advanced Cost Accounting (Special Subject)	107
Costing Techniques and Responsibility Accounting (Special Subject)	108
Human Rights I	191
Introduction to cyber Semester I	192

Semester II

Financial Analysis and Control (Compulsory Subject)	201
Industrial Economics (Compulsory Subject)	202 (A)
Application of Cost Accounting (Special Subject)	207
Cost Control and Cost Systems (Special Subject)	208
Human Rights II	291
Introduction to cyber Semester II	292

Semester III

Business Finance (Compulsory Subject)	301
Research Methodology for Business (Compulsory Subject)	302

M.Sc. Comp. Sci.

Web Services (Elective)	CS-305
Database and System Administrator (Elective)	CS-306
Functional Programming (Elective)	CS-307
Business Intelligence	CS-308

Semester IV

Industrial Training /Institutional Project	CS-401
Parallel Computing (Elective)	CS-402
Embedded Systems (Elective)	CS-403
Software Quality Assurance (Elective)	CS-404
Modeling and Simulation (Elective)	CS-405

Note:

Course content is subject to change as per the university notification

Academic Calendar
2017- 2018

JUNE 2017

1	THU		
2	FRI		
3	SAT		
4	SUN		
5	MON	H*	
6	TUE		
7	WED		
8	THU		
9	FRI		
10	SAT		
11	SUN	H*	
12	MON		
13	TUE		
14	WED		
15	THU		College Re-opens
16	FRI		
17	SAT		
18	SUN	H*	
19	MON		
20	TUE		
21	WED		
22	THU		
23	FRI		
24	SAT		
25	SUN	H*	
26	MON	H*	Ramzan Id
27	TUE		
28	WED		
29	THU		
30	FRI		

*(H) Holiday

JULY 2017

1	SAT		
2	SUN	H*	
3	MON		St, Thomas Day / Orientation Programme
4	TUE		
5	WED		
6	THU		
7	FRI		
8	SAT		
9	SUN	H*	
10	MON		
11	TUE	H*	
12	WED	H*	
13	THU		
14	FRI		
15	SAT		
16	SUN	H*	Feast of our Lady Mount Carmel
17	MON		
18	TUE		
19	WED		
20	THU		
21	FRI		
22	SAT		
23	SUN	H*	
24	MON		
25	TUE		
26	WED		
27	THU		
28	FRI		
29	SAT		Freshers Day
30	SUN	H*	
31	MON		
*(H) Holiday			

AUGUST 2017

1	TUE		
2	WED		
3	THU		
4	FRI		
5	SAT		
6	SUN	H*	
7	MON		
8	TUE		
9	WED		
10	THU		
11	FRI		
12	SAT		
13	SUN	H*	
14	MON		
15	TUE	H*	Independence Day
16	WED		
17	THU	H*	Parsi New Year
18	FRI		
19	SAT		
20	SUN	H*	P.T.A (AGM)
21	MON		
22	TUE		
23	WED		
24	THU		
25	FRI	H*	Ganesh Chaturthi
26	SAT		
27	SUN	H*	
28	MON		
29	TUE		
30	WED		
31	THU		

*(H) Holiday

SEPTEMBER 2017			
1	FRI		
2	SAT	H*	Bakri Id
3	SUN	H*	
4	MON		
5	TUE	H*	Ananth Chaturthi
6	WED		
7	THU		
8	FRI		
9	SAT		
10	SUN	H*	
11	MON		
12	TUE		
13	WED		
14	THU		
15	FRI		Impulse
16	SAT		Impulse
17	SUN	H*	
18	MON		
19	TUE		
20	WED		
21	THU		
22	FRI		
23	SAT		
24	SUN	H*	
25	MON		Internal Exam begins
26	TUE		
27	WED		
28	THU		
29	FRI		
30	SAT	H*	Dassera
*(H) Holiday			

OCTOBER 2017

1	SUN	H*	Moharrum
2	MON	H*	Gandhi Jayanti
3	TUE		
4	WED		
5	THU		
6	FRI		
7	SAT		
8	SUN	H*	
9	MON		
10	TUE		
11	WED		
12	THU		
13	FRI		
14	SAT		
15	SUN	H*	
16	MON		
17	TUE		
18	WED		Diwali (Holidays begin)
19	THU	H*	Diwali (Laxmi Puja)
20	FRI	H*	Deepavali Padwa
21	SAT		
22	SUN	H*	
23	MON		
24	TUE		
25	WED		
26	THU		
27	FRI		
28	SAT		
29	SUN	H*	
30	MON		
31	TUE		

*(H) Holiday

NOVEMBER 2017

1	WED		
2	THU		College Re-opens
3	FRI		
4	SAT	H*	Guru Nanak Jayanti
5	SUN	H*	
6	MON		
7	TUE		
8	WED		
9	THU		
10	FRI		
11	SAT		
12	SUN	H*	
13	MON		
14	TUE		Kartik Ekadasi
15	WED		
16	THU		
17	FRI		
18	SAT		
19	SUN	H*	
20	MON		
21	TUE		
22	WED		
23	THU		
24	FRI		
25	SAT		
26	SUN	H*	
27	MON		
28	TUE		
29	WED		
30	THU		

*(H) Holiday

DECEMBER 2017

1	FRI	H*	ID - E- Milad
2	SAT		
3	SUN	H*	
4	MON		
5	TUE		
6	WED		
7	THU		Chrysalis Week
8	FRI		
9	SAT		
10	SUN	H*	
11	MON		NSS Camp begins
12	TUE		
13	WED		
14	THU		
15	FRI		
16	SAT		
17	SUN	H*	NSS Camp ends
18	MON		
19	TUE		
20	WED		
21	THU		
22	FRI		
23	SAT		
24	SUN	H*	
25	MON	H*	Christmas
26	TUE		
27	WED		
28	THU		
29	FRI		
30	SAT		
30	SUN	H*	

*(H) Holiday

JANUARY 2018			
1	MON	H*	New Year Day
2	TUE		
3	WED		
4	THU		
5	FRI		
6	SAT		
7	SUN	H*	
8	MON		
9	TUE		
10	WED		
11	THU		
12	FRI		
13	SAT		
14	SUN	H*	
15	MON		
16	TUE		
17	WED		
18	THU		
19	FRI		
20	SAT		
21	SUN	H*	
22	MON		
23	TUE		
24	WED		
25	THU		
26	FRI	H*	Republic Day
27	SAT		Ethnic Day
28	SUN	H*	
29	MON		
30	TUE		
31	WED		

*(H) Holiday

FEBRUARY 2018

1	THU		
2	FRI		
3	SAT		
4	SUN	H*	
5	MON		
6	TUE		
7	WED		
8	THU		
9	FRI		
10	SAT		
11	SUN	H*	
12	MON		
13	TUE	H*	Maha Shivratri
14	WED		
15	THU		Internal Exam begins
16	FRI		
17	SAT		
18	SUN	H*	
19	MON	H*	Chh. Shivaji Maharaj Jayanti
20	TUE		
21	WED		
22	THU		
23	FRI		
24	SAT		
25	SUN	H*	
26	MON		
27	TUE		
28	WED		

*(H) Holiday

MARCH 2018

1	THU		
2	FRI		
3	SAT	H*	Holi
4	SUN	H*	
5	MON		
6	TUE		
7	WED		
8	THU		
9	FRI		
10	SAT		
11	SUN	H*	
12	MON		
13	TUE		
14	WED		
15	THU		
16	FRI		
17	SAT		
18	SUN	H*	
19	MON		
20	TUE		
21	WED		
22	THU		
23	FRI		
24	SAT		
25	SUN	H*	Ram Navmi
26	MON		
27	TUE		
28	WED		
29	THU	H*	Mahavir Jayanti
30	FRI	H*	Good Friday
31	SAT		

*(H) Holiday

APRIL 2018			
1	SUN	H*	Easter
2	MON		
3	TUE		
4	WED		
5	THU		
6	FRI		
7	SAT		
8	SUN	H*	
9	MON		
10	TUE		
11	WED		
12	THU		
13	FRI		
14	SAT	H*	Dr. Ambedkar Jayanti
15	SUN	H*	
16	MON		
17	TUE		
18	WED		
19	THU		
20	FRI		
21	SAT		
22	SUN	H*	
23	MON		
24	TUE		
25	WED		
26	THU		
27	FRI		
28	SAT		
29	SUN	H*	
30	MON	H*	Buddha Purnima

*(H) Holiday

MAY 2018

1	TUE	H*	Maharashtra Day	
2	WED			
3	THU			
4	FRI			
5	SAT			
6	SUN	H*		
7	MON			
8	TUE			
9	WED			
10	THU			
11	FRI			
12	SAT			
13	SUN	H*		
14	MON			
15	TUE			
16	WED			
17	THU			
18	FRI			
19	SAT			
20	SUN	H*		---Vacation---
21	MON			
22	TUE			
23	WED			
24	THU			
25	FRI			
26	SAT			
27	SUN	H*		
28	MON			
29	TUE			
30	WED			
31	THU			

*(H) Holiday

RULES FOR JOURNAL SUBMISSION (PRACTICAL) :

1. A student will be required to do 6 practicals during the year or as prescribed by the University.

    Minimum 3 practicals to be submitted in each term.

2. A student will be required to maintain journal book for the practicals.

    - Journals should be properly covered with the brown paper and labeled with details - Roll No., Name, Examination Seat No. and Subject mentioned.

    - All details in the Certificate, Index and other sheets should be compulsorily filled.

    - For each practical, Title of the Paper, Objective of the Practical and Method of the Practical should be written in the journal.

    - Reference books should be used while writing journals and reports etc. Work presented should be original and not copied.

    - Submission of the journals should be done on the given date.

3. Journals will be assessed by the subject teacher throughout the year and certified by the Head of the Department at the end of the year.

4. Practical Examination :

    At the end of each academic year / semester, practical examination will be conducted.

Scheme of Marking   -   10 Marks for Practical Journal

                                  5 Marks for Practical Examination

                                  5 Marks for Viva Voice (Oral Examination)

Rules for Industrial Visit :

1. The industrial visit report should be maintained in a proper book, to be submitted at the end of the term for the final examination.

2. Students should submit the report on the visit to the concerned teacher within a week's time.

3. Scheme of marking   :   Report carries 50 Marks.

                                  Viva voice carries 50 Marks.

UNIVERSITY RULES
FOR PASSING IN VARIOUS SUBJECTS

Class	Internal	External	Practical/Project	Total
B Com	Subjects without practical			
Fy,Sy,Ty	8 (20)	32 (80)		40 (100)
B Com	Subjects with practical			
Fy,Sy,Ty	8 (20)	24 (60)	8 (20)	40 (100)
BBA				
Fy,Sy,Ty	8 (20)	32 (80)		40 (100)
Sy BBA	Industrial Exposure			
Sem IV			40 (100)	40 (100)
TY BBA	Finance II	Theory paper	Project work	
		20 (50)	20 (50)	40 (100)
BA Eco				
Fy,Sy,Ty	8 (20)	32 (80)		40 (100)
TY BA	Economic (S-4)			
	8 (20)	20 (50)	12 (30)	40 (100)
BCA				
Fy,Sy,Ty	8 (20)	32 (80)		40 (100)
TY BCA	Project	Grade System	40 (100)	40 (100)
B Sc	Computer Science			
FY B Sc	8 (20)	32 (80)		40 (100)
SY, TY	4 (10)	16 (40)		20 (50)
T Y	Project	Grade System	40 (100)	40 (100)
BBM				
Fy,Sy,Ty	8 (20)	32 (80)		40 (100)
Sy BBM	Industrial Exposure			
Sem IV	Research Methodology and Project	80	50	40 (100)

Class	Internal	External	Practical/ project	Total
M Com Credit Based Semester System				
FY, SY	20 (50)	20 (50)		40 (100)
SY Sem IV	Costing Practical		40 (100)	40 (100)
Note : Int marks on Continuous Assessment basis. (test, quiz, Assign, Presentation, etc)				
M Sc Credit Based Semester System				
FY, SY	20 (50)	20 (50)		40 (100)
Note : Int marks on Continuous Assessment basis. (test, quiz, Assign, Presentation, etc)				

Note :

1. A Student is required to compulsarily obtain minimum 32 out of 80 (40%) in external exam to pass in each subject.

2. A student needs to obtain minimum 8 out of 20 (40%) in internal exam

3. However if a student fails in the internal exam he may compensate the same by obtaining more marks in the external so it sums up to 40 %.

Example:

Internal	External	Total	Result
8 (20)	32 (80)	40 (100)	Pass
6 (20)	34 (80)	40 (100)	Pass
15 (20)	25 (80)	40 (100)	Fail

4. Allowed to Keep terms:

A student will receive ATKT if he fails in 1 practical subject along with 2 theory subjects.

5. Admission to TY:

A student requires to pass in all the subjects of FY to seek admission in TY.

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CARMEL VIDYA BHAVAN TRUST'S

CHRIST COLLEGE - PUNE

(Affiliated to Savitribai Phule Pune University)
Recognised by the Govt. of Maharashtra
ID-No. PU/PN/ASC/269/2007, College Code-829

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