



ESTD. 1945

Khandesh College Education Society's

# Moolji Jaitha College, Jalgaon

Faculty of Commerce & Management  
(Professional Management)



*A wise decision can bring global  
opportunity with global success...*

**Prospectus - 2018-19**



## Vision

To be a pre-eminent educational institution that prepares students from diverse backgrounds for productive careers by providing them with a student-centered, practically focused quality - learning experience.

## Mission

To graduate well educated students who are prepared to meet the challenges of a rapidly changing, increasingly complex world. This will be accomplished through:

- A well - qualified faculty who cares about the students and their success.
- A dynamic, up-to-date curriculum that has an optimal balance between theory & practice.
- Laboratories, computer facilities & instructional classrooms on par with any contemporary institution in the country.
- Unique co-curricular opportunities for the students.
- Opportunities for students to participate in research projects.
- Mutually beneficial partnership with area industry.

## Unflinching belief

**“ Education is the means to improve the quality of life & to achieve the development of personality.**

**True education is that which allows intellect to grow & affects good thoughts into character - building.**

**Education is the means to bring about the best in many for the all round development of mankind."**

K N O W L E D G E I S P O W E R



KHANDESH COLLEGE EDUCATION SOCIETY'S  
**MOOLJI JAITHA COLLEGE, JALGAON**

NAAC Reaccredited A Grade (2012) CGPA 3.63

UGC Honoured "College of Excellence"

ISO 9001:2008 Certified

Department of Biotechnology, Ministry of Science & Technology, New Delhi honoured "Star College 2011"

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**FACULTY OF COMMERCE & MANAGEMENT  
(PROFESSIONAL MANAGEMENT)**



Principal

**Dr. U. D. Kulkarni**

M. Sc., Phd (Geology)



Vice Principal

Faculty of Commerce & Management : **Dr. A. P. Sarode** (M.Com., M.Phil., Ph.D.)



Co-ordinator

Faculty of Commerce : **Dr. K.P. Nandanwar** (M.Com., M.Phil., Ph.D.)



Co-ordinator

Faculty of Management : **Ca. A. N. Arsiwala** (M.Com., CA, Net)

## About KCES



### Khandesh College Education Society, Jalgaon

Jalgaon, the head quarter of the District is a big commercial centre. Jalgaon occupies a place of great importance in educational, cultural and social life of the State of Maharashtra. Persons with educational foresight and real concern for the welfare of students decided to form an academic Institution. As a result, Khandesh College Education Society (K.C.E.S.) was established on 16th September 1944. Moolji Jaitha College (MJC) was started by this Society in 1945 as its first Institution. KCES has since grown into a large educational trust providing academic services through its multifarious branches. Today, it is an eminent educational Institution in Maharashtra and is known as 'a profound academic movement'. It occupies 38 acres of land and thousands of square feet of buildings and other facilities. It has a combined student strength of more than 15,000 students.

The establishment and running of various institutions of KCES was only possible due to the zealous and ardent efforts of trustees of Society. It was their fervor and commitment that has made Khandesh College Education Society as what we see today. Their vision was unparalleled and so was the practical and hands-off approach. Their legacy endures and is still the guiding force behind all the activities of Khandesh College Education Society. Dedicated men who have established their credentials in their respective fields and who have done yeoman service to the society started this M.J.College with very high ideals. This college has completed 67 years of useful service to the society.

### Managing Council

Sr. No	Name	Designation
1.	Shri. Nandkumar Gopalrao Bendale	President
2.	Adv. Prakash Bhaskar Patil	Vice-President
3.	Adv. Sitaram Shrawan Phalak	Secretary
4.	Adv. Pramod Ninu Patil	Joint Secretary
5.	Shri. Suresh Ramkrishna Chirmade	Treasurer
6.	Shri Laxmikant Tukaram Chaudhari	Member
7.	Dr. Harshvardhan Arvind Jawale	Member
8.	Shri. Sudhir Gopal Bendale	Member
9.	Shri. Harish Shamlal Milwani	Member
10.	Shri Gyandeo Totaram Patil	Member
11.	Prof. Charudatta Shridhar Gokhale	Member
12.	Dr. Mrs. Minakshi Vijaykumar Waykole	Member
13.	Dr. U.D. Kulkarni	Ex-Officio Member

## College of Excellence

University Grants Commission New Delhi has declared M. J. College as " College of excellence" in XII Plan Period. It is a rare achievement as it is one of the first 10 Colleges across the country to have been conferred with the honour. This scheme will further strengthen academic and physical infrastructure for achieving excellence in teaching, research and outreach programs. It will help promote the extension activities and establish network with university departments, research centers and industries in the country.

### Goals

- ◆ Excellence in core mission activities of teaching and service will continue to be the primary focus.
- ◆ Future development built on our strengths in the academic disciplines, will provide innovative response to critical needs and will make cost effective use of resources.
- ◆ The focus area will be various courses and creating career opportunities to the students in diverse fields.
- ◆ To undertake innovative multi disciplinary initiatives in order to strengthen its contributions to the Institution and public service. These initiatives will be selected because they promise to result in great social significance.
- ◆ Engage in a process of internationalization of the curriculum that will yield exciting opportunities for research and instruction.
- ◆ Computer and Information Technology will be integrated into the curricula and administration of the college in order to provide our students with the knowledge and skills they need in the Information Age and to furnish the faculty with the tools it will need to function in this new era.

### Students: We Value

- ◆ Our students as individuals and their right of choice.
- ◆ Continuous open communication with all

constituents.

### Teaching and Learning: We Advocate

- ◆ Research and support of new instructional strategies that enhance and extend the opportunities for teaching and learning.
- ◆ Access to Information and Technologies that support and promote the acquisition of knowledge and individual behaviour associated with life long learning, research, collaboration, and communication infrastructure.
- ◆ A stable, reliable, information technology infrastructure appreciate its importance as a college asset.
- ◆ Integrated, user-friendly systems with consistent information that enhances productivity, decision making and communication throughout the college.

### Professionalism : We expect

- ◆ The highest standards of ethical conduct in making decisions and exercising our responsibilities.
- ◆ Professional, courteous, and timely response to the students in fulfilling their needs for access to service, support, information and technology to achieve their goals.
- ◆ The trust of our students, teachers and employees.

### Leadership: We encourage

- ◆ A shared sense of mission and direction that motivates accomplishment and integrates efforts.
- ◆ Collaborative leadership and teamwork that fosters problem solving, creativity, productivity and personal growth in achieving campus – wide

priorities.

- ◆ Staff empowered with the authority, accountability and ability to make decisions at the most appropriate level.

### **Our Staff:**

Our staff is recognized as leaders and innovators in their fields. Unique teaching faculty with academic research is our feature. Many text books referred by the students have been written by the faculty members.

### **Work Environment : We promote**

- ◆ Flexible, transformational organization that can anticipate, cultivate and respond to the changing nature of technology and its support.
- ◆ Teamwork that cultivates agreement on goals, commitment and sense of shared achievement.
- ◆ Making the best use of resources entrusted to us and continuous evaluation and improvement of organizational practices to achieve goals.
- ◆ An effective organizational culture that fosters explicit respect for the individual and recognizes each employee's need for support to balance their personal lives with the needs and expectations of the organization and the team in which they work.
- ◆ Diversity and the belief that the organization is made stronger and enriched by the differences of its staff and other components.

## **Student Support Services**

### **Students Support Services :**

Students Services Cell has been formed to guide & counsel the students regarding selection of course, admission procedure, examinations, scholarships and so on.

### **Library**

The college has well furnished computerized library carrying more than 153000 books and over 100

periodicals and provide access to thousands of additional resources via electronic network. Through N-list the college has access to over 3500000 E-Books & 6000 E-Journals. A student with identity proof is allowed in the reading room which is kept open from 7:30 am. To 12:00 midnight. Undergraduate students are issued on all week days (non-Friday) one book at a time for seven days, where as post graduate students one provide with open access facility and can avail two books at a time. Separate reading room are available for both UG & PG students. In case of failure of the students to return the books within the stipulated time , a fine of Rs. 2/- per day is imposed.

The library also provides access to electronic resources through its Digital Learning Resource Access Centre(DLRAC) which hosts a large number of E-Books , audios, videos, scanned images of question papers, simulations etc.

The library also hosts Dreamy Eyes Resource Centre for visually challenged that facilitates visually unpaired persons to have access to learning resources in the form of audio material. The Dreamy Eyes Centre has all the required gadgetry for this purpose.

The library has an audio visual Knowledge Centre name "SOHAM KNOWLEDGE CENTRE" where inspiring and informative documentaries are screened for the benefit of the student.

### **Book Bank Facility**

It is a tradition of the college to run a Book Bank Scheme. Under this scheme, the books are distributed to the needy students of the college on returnable basis.

### **Hostel/Accommodation :**

There is a wide range of furnished accommodation for Boys & Girls separately available in the campus. Hostel admissions are given on merit basis. There are separate mess for boys and girls attached to the concerned hostels.

Hostel admissions are given on merit basis. Repeaters are not admitted to the hostels. UGC has sanctioned a special Grant for extension of Girls Hostel under X and XI plan which has helped to increase the

accommodation capacity in the Girls Hostel. For details the students will have to refer to the Hostel Brochure.

### **Eklavya Krida Sankul :**

Eklavya Krida Sankul was established in the year 2004 and is a unique feature of this college. It has state-of-art ultra modern facility for various games like 1) Badminton (Two wooden courts) 2) Table tennis (Separate court with four tables) 3) Gymnasium (with modern equipments) 4) Skating Ring 5) Mallakhamb 6) Lawn Tennis (Clay Court) 7) Cricket 8) Football 9) Gymnastics 10) Basket Ball 11) Archery 12) Chess 13) Judo Karate 14) Athletic track for 400 mts 15) Hockey 16) Khokho 17) Hand ball Special coaches are appointed for the above games. About 1500 students and citizens are taking advantage of these facilities from 5am to 10pm everyday. For all these games, KCE's students are given 50% discount in their monthly fee. It is a pride that Eklavya Krida Sankul is recognized by the Central Government under a scheme of Sports Authority of India (SAI) as a training center for Badminton from 2007-08. A special National Coach for Badminton is appointed by SAI. In addition to above facilities a Swimming Pool & New Auditorium are also being constructed.

### **Student's Grievance Redressal Cell :**

The college has established a Student's Grievance Cell, to solve the academic problems and other difficulties of the students. The students can drop their complaints in the complaint box, which is kept in the library. A separate committee takes cognizance of these complaints every fortnight and does the needful.

This has proved to be extremely helpful to the students as well as the Institution.

## **Facilities & Schemes**

### **Quality Circle :**

Quality Circle has been established in the college with a view to bring out qualitative improvement in the college. This circle visits various sections and departments of the college with an endeavor to find out

chances of betterment in the performance. Open meetings of quality circle are arranged. Different programmes, training sessions and workshops are frequently organized.

### **Industrial Liaison Programme :**

The college undertakes 'Industrial Liaison Programme' under which the students of Commerce and Professional courses visit local industries for internship and practical work. This programme provides vocational guidance and professional awareness to the students.

### **Yashwantrao Chavan Maharashtra Open University, Nasik**

The study centre of Yashwantrao Chavan Open University has been functioning in the College since 1990.

Under which Preparatory courses at Graduate Level in Commerce and Arts Faculty are provided. In addition to these, Personality Development and Consumer Protection Certificate Course of six months are also taught.

- \* X<sup>th</sup> and XII<sup>th</sup> standard failed students can complete the Preparatory Course and thereafter get admission to first year Arts or Commerce Degree course.
- \* A student must have passed XII<sup>th</sup> examination for admission to Personality Development and Consumer Protection Certificate Course.
- \* Virtual Classroom facility of Open University is available from the year 2007-08 under which guidance for MPSC examination and M.A. (Sociology) is given.
- \* MBA course running from 2010-11
- \* B.Lib. courses running from 2008.

### **Placement and Counseling Cell :**

A Special placement & counselling cell has been established in college which conducts campus interviews, publishes placement broacher and engages training sessions for students. The students are provided guidance & counselling for their career places & placements. The prime objective of the cell is to

provide employment opportunities to the students who qualify in various undergraduate and post graduate courses. Through this cell, various prospective employers are contacted, campus interviews are organized and the students are helped to take proper career decision. The prominent employers who have recruited our undergraduate and post graduate students are Marico Industries Ltd., Jalgaon, Innovasynth Technologies Ltd., Mumbai, OIL Ltd, Mumbai, Cipla Ltd., Mumbai, Leads Chem Pvt. Ltd. Jalgaon, Asli Health Foods Pvt. Ltd. Jalgaon Unicon Investments Solutions Ltd., Jalgaon., S. K. Translines Pvt. Ltd., Jalgaon., HDFC Bank Ltd., Jalgaon, Moneylicious Capital Advisory Services Pvt Ltd, Technocenter Technologies Pvt Ltd., TATA Consultancy Services (TCS), Yippee Technologies, Chabhi Electricals etc. The cell also conducts various training programmes for the students to upgrade their soft skills.

**Career Opportunities :** • Financial Institutions • Business Organizations • IT Sectors • Industrial Sectors

**Training Activities** • Group Discussions • Interview Skills • Personality Development • Confidence Building • Leadership Skills • Soft Skills

### **Competitive Examination Guidance Centre :**

Competitive examination guidance centre a special centre has been established under UGC Merged scheme XIth plan. The centre provides guidance for the competitive examinations like MPSC, UPSC, GEE, Staff selection Commission, Railway Recruitment Board etc. The centre is also open for the students of the other colleges. The centre provides an independent and enriched library and separate spacious reading room. Regular lectures are conducted by experienced teachers & experts in the respective subjects. The students are provided facilities like internet, newspapers, periodicals and magazines. Special provision has been made under this scheme for the students from weaker section of society.

### **Chankya Competitive Examination Guidance Centre :**

North Maharashtra University, Jalgaon sponsored "Chankya Competitive Examination Guidance Centre" has been established in the college, from the academic year 2006-07. The centre provides guidance for the competitive examinations like MPSC, UPSC, Staff

Selection Commission (SSC) Railway Recruitment Board (RRB) etc. The centre is also open for the students of all the other colleges belonging to Jalgaon district.

The centre provides an independent and enriched library and separate spacious reading room. Regular lectures are conducted by experienced teachers and experts in the respects subjects.

Programmes like Seminars, Group Discussions, Mock Interviews are also arranged for the students to develop their overall personality. Regular tests are conducted during the course and the students are provided facilities like internet, newspapers, periodicals and magazines.

### **Remedial Teaching :**

Remedial Teaching is regularly arranged for the students of Professional Courses to get them familiarized with various new subjects by teaching them the basic fundamentals so that learning becomes an easy task in the subjects like Communicative English Fundamentals of Accounting etc. Remedial teaching is conducted to promote less competent students in the respective subjects to upgrade their academic qualities.

### **Continuous Assessment :**

We believe that continuous assessment and evaluation of the students is essential for achieving the objective of quality education. Periodical Tests, Tutorials, Home assignments, Seminars, Group Discussion, Presentations and Mid-Tests are the methods which are used for assessing the students continuously. The performance of students in extra-curricular activities, co-curricular activities and extension activities is also judged and recorded.

### **Debating and Elocution Competitions :**

Students are encouraged to participate in various debating and elocution competitions at local /University/State/National Level. Many students of the college have bagged different awards and trophies from time-to-time. Prestigious trophies like "Justice Ranade Trophy(Pune)" and "Acharya Atre Trophy(Nasik)" have been repeatedly won by the students.



### **Essay Writing Competitions :**

Students are motivated to take part in various essay writing competitions. The facility of wall magazine and special notice board is provided as a media for exposure to the potential writers from amongst the students.

### **Participation in Exhibitions and Quiz Competitions :**

Participation in various educational exhibitions and quiz competitions is another area where the college takes special efforts to give more exposure to the students.

### **Srujan :**

Every year Department of Dramatics of the college organizes a three day drama Festival by the Name SRUJAN. Pannel discussion, One-Act play and University Level Drama Competitions are some of the important activities of this festival. The College has spacious open theater for these activities.

### **IMPACT – Dr. G.D.Bendale State level Software Competition Cum Exhibition. :**

Under PEC ( Physics Electronics & Computer ) forum, Department of Computer Science and Information Technology organizes Dr. G.D. Bendale State level Software Competition Cum Exhibition every year to motivate students , to think and work in groups and make a cohesive and effective presentation of their talent so as to broaden their mental horizons and develop global competencies amongst them.

The college also invites many leading software professionals from agencies and IT industry to visit the exhibition and explore the probable potential talent for bright placement.

This Exhibition is for under graduate and post graduate students.

### **Yuvati Sabha :**

This is a platform to guide girl students regarding their health and hygiene, rights and responsibilities, various employment opportunities and personality development. Lectures, camps and exhibitions on such issues are arranged. Distinguished women personalities

are invited to guide the girls.

### **Annual Social Gathering : "CHAITANYA"**

Every year, the College organizes a social gathering to provide opportunities to the students to show their latent qualities and potentials. During the event, various programmes such as debating and elocution competition, sports competition, exhibitions, drama competition, quiz competition, blood donation camp, variety of entertainment and cultural programmes, extempore speech and fancy dress competition are organized.

### **Research Facilities & Skill Development Center:**

To promote Research attitude among students and teachers, Department of Commerce and Management has installed a state of the art Research center. The center is equipped with Computer systems, Laser Printers, Xerox Machine, Server, Projector with Screen, White Board, speaker system with mike, Research related softwares, Research journals & Books.

**Research Promotion Scheme For Budding Researchers** is a golden opportunity to the students for their preparation to meet the challenges of rapidly changing world through participation in the research projects sponsored by K.C.E. Society's M. J. College, Jalgaon.

M. J. College, Jalgaon has taken research promotion initiative to motivate the research culture among the students. The main aim of research promotion is to develop the research skill and research knowledge among students. In Academic year 2017-18, 4 Groups students year prepared research projects along with research papers



## Activities & Objectives

### National Cadet Core(N.C.C.):

NCC Unit in the college has two companies of boys cadets and one unit of girls cadets under 18 MAH BNNCC Jalgaon. Until now 62 boys and 17 girls cadets of these units have a pride to participate in Republic Day Parades and Thal Sena Camp (TSC) in New Delhi. Some Cadets have also received President's award on the occasion of Republic Day Parade. Following benefits in the form of marks, vacancies and scholarships are available to the students who join NCC.

#### BENEFITS : NCC CDTS

Officer	IMA - 64 per year
	OTA - 100 per year
	Navy - 6 per course
	AF - 10% per course
ORs,	'A' Certificate - 5 %
SAILORS,	'B' Certificate - 8 %
AIRMEN	'C' Certificate - Exempted from Written Exam.

Para Military Forces :

2 to 10 Bonus Marks

Department of Tele Communication

2 to 5 Bonus Marks

CRPF : Preference in Gazetted Post

NCC : WTLO/GCI/CGI

Industries : Preference by some industries

#### State Level Benefits

- Cadets having 'A' Grade in 'C' Cert are exempted from MPSC Written Examination.
- 15 Grace Marks to NCC Cadets appearing in degree examinations.
- 2 Grace Marks for admission to medical colleges.
- 10 seats are reserved in engineering college for NCC Cadets representing State in All India Competitions.

#### Scholarship and financial benefits

NCC Training :

Clothing, refreshment during parade, wholesome food during camp, adventure camps, transportation from central place, sports are all free.

NCC Cadet Welfare Society :

- Free insurance of Rs. 3,00,000/- (NCC Activities).
- Scholarship of Rs. 5000/- each to 500 academically brilliant students.
- Best and 2nd Best Cadet Award of Rs. 3000/- and

2000/- in each category ( SD, SW) at group level.

Sahara Scholarship :

- Rs. 12000/- to 2 SD & 2 SW Cadets @ Group
- Rs. 30,000/- each to 66 Technical Cadets. Chief Minister Scholarsip :
- 1500/- each to 38 cadets per group.

### National Service Scheme(N.S.S):

The N.S.S Unit has been initiated in the college since 1972. Every year various programmes and activities, dedicated to the cause of social awareness amongst students, are implemented.

These activities include (i) Campus beautification (ii) Tree plantation (iii) AIDS awareness campaign (iv) adult education (v) Cycle Rallies (vi) Street Plays (vii) Orientation Camps (viii) Personality Development (ix) Blood Donation Camps (x) Andhashradha Nirmulan (xi) Grahak Panchayat (xii) Vyasankmukti Abhiyan (Xiii) Sanitation awareness

### Work Experience Scheme :

The work Experience Scheme is a novel idea conceptualized by the college and later on accepted by the North Maharashtra University, Jalgaon. Under this scheme, the undergraduate students of Faculty of Commerce are expected to work in Small scale industries, Co-operative Societies and Business enterprises and in the office of professionals like Chartered accountants, Tax practioners, Lawyers etc. The student is supposed to maintain a diary of the work experience he gets during the training. He has to present a report and undergo a viva-voice examination on the basis of which a certificate is awarded by the University.

### Earn & Learn Scheme :

This is the unique activity of the college. The financial support is provided under this scheme to the needy students. Such students are expected to render service to the college and in return the honorarium is paid to them. Facilities like free lodging and boarding are also provided to such students. It is worth to note that many students have taken advantage of this scheme and some of them after the completion of their education, have occupied prominent position like Head Masters, Lecturers, Accounts Officers etc.

### Personality Development :

Extra Curricular activities through various committees such as Arts Circle, Debating Committee, Elocution committee, Yuvati Sabha, Inter-collegiate drama Festival, Youth Festival, Sahitya Mandal, Planning forum, Talent search examination, General knowledge and MPSC examination guidance, Youth Parliament etc. are continuously organized in the college. These Committees provide platform and opportunities to the students for their development.

### **“Eklavya Vidyadhan Scheme” of NMU:**

This scheme is for undergraduate and postgraduate students. 70% of the total expenditure in the form of loan is provided by Jalgaon Janata Sahakari Bank Ltd. Jalgaon and Bank of Maharashtra, Jalgaon after fulfillment of certain documents ; for the period of 3 years(for U.G) and 2 year (for P.G). The interest will be paid by North Maharashtra University, upto the completion of the course offered.

### **Karmavir Bhaurao Patil earn & Learn Scheme of N.M.U:**

**Objectives:**i) To provide financial support to the economically weak, needy and brilliant students for higher education.

ii) To imbibe the importance of hard work through self-service.

iii) To promote the importance of self employment amongst the students

iv) To enhance the participation of students in college activities.

The students selected under this scheme are required to work for 3 hours in the college campus for which they are paid remuneration. The working hours are adjusted according to their course structure.

### **Teachers as Campus Guardians :**

For facilitating more interaction with the students, a special scheme named “Teachers as Campus Guardian” has been implemented by the Faculty of Commerce & Management. Specific number of students from the Faculty are allotted to each teacher who acts as guardian/ care taker of these students.

### **Scholarships:**

#### **Government Scholarships And Freeships**

Government of India / Government of Maharashtra awards different types of scholarships/ Free ships

which are as under :

#### **A) Central/State Govt. Scholarship/Freeship**

- ◆ Govt. of India scholarship
- ◆ Govt. of India Freeship
- ◆ Eklavya Yojana
- ◆ Hindi Scholarship
- ◆ National Talent Search Scholarship
- ◆ National Merit Scholarship
- ◆ Physically Handicapped Scholarship
- ◆ State Government Open Merit Scholarship
- ◆ Economically Backward Class Scholarship
- ◆ Sports Scholarship by Sports Authority of India.
- ◆ Scholarship to Bright Students from Rural Area
- ◆ Primary/ Secondary School Teachers Wards scholarships.

\* (Regarding the Scholarships the students have to refer to the Separate Prospectus of Commerce Faculty)

(For the academic year 2013-14 the above mentioned scholarships are subject to the approval given by government. )

#### **B) Financial Aid by the college:**

- ◆ Poor Student Aid Fund
- ◆ Endowment Scholarships and Prizes
- ◆ Aid under Earn and Learn Scheme

Each Scholarship has specific norms for initial sanction and continuation. These are displayed on the notice board at appropriate time.

(The Government Scholarship holders are supposed to open an account in the Bank of Maharashtra, College Campus Branch, Jalgaon)

### **Computer and Internet Facility:**

The College Campus has been converted into a full WI-FI Campus with broad band.

The college has wi-fi connectivity with 20 MBPS broadband internet connectivity and ten hitech networked laboratories. Students are provided the facility to use internet on the campus at reasonable charges.

### **EMDC: Education Media Development Centre:**

The College has recently established an independent Centralized Media facility for preparation of learning/ presentation material which is helpful in the process of teaching and learning. Available equipments and

facilities in this centre are-

1. Synchro-recorder, L.C.D Projector, Overhead Projector, Slide Projector, T.V, V.C.R, Laser Printer, C D / D V D W r i t e r / S c a n n e r , P h o t o micrographic Instrument.
2. Facilities for preparation of slides and power point presentation.
3. Internet access to " Online Material on different topics"

### **I.I.T (Pawai) Distance Education Program Centre Virtual Classroom :**

The college has established Virtual Classroom for students to conduct various distance education courses affiliated to IIT Mumbai. It is a boon for the students to learn diploma/ certificate of IIT Mumbai and YCMOU Nasik through this centre. At present few certificate courses are conducted through this centre

### **"Best Student" Award**

Every year the Best Student of the college is selected and for this selection illustrative norms are considered as under :

1. Continuous meritorious performance from XIIth standard to the present career.
2. NSS/NCC Contribution/ Participation in elocution, debate competition etc.
3. Special achievement in sports.
4. Reading – the optimal use of library facility of the college, extra reading apart from regular syllabus/ curricula.
5. General behaviour and polite rapport with teaching/ non-teaching staff. Taking into account the above mentioned norms, the student is rewarded with the prestigious Kher Gambhirmal Prize.

### **Mooljian's Saturday Club :**

Mooljian's Saturday Club is an unique activity run by the students for the students under the able guidance of their teachers, every Saturday. A special committee consisting of the Vice-Principal, Co-ordinator, teachers and Students is formed. This committee manages different activities of the club. Under these various activities like Debates, Group Discussions, Presentations, Seminars, Role Playing, Elocution and so on are regularly organized. The students also take keen interest in attending various talk shows organized for

the general public especially students. The students also actively participate in various University/State/ National level competitions and have also secured achievements.

### **Objectives of Mooljians Saturday Club :**

1. To provide the students a separate platform for their overall growth and development so as to bring about a complete transformation in their approach & personality.
2. To encourage the students to unleash their hidden potentialities and learn to develop them.
3. To make the students aware about new trends and issues in the field of Commerce and Management and IT which helps to provide a wide exposure to the students to real world and to bridge the gap between 'Theory & Practice'
4. To prepare the students to face the challenges of this rapidly changing complex world by developing their Communication Skills, Interpersonal Skills, Leadership qualities , Problem Solving Caliber & Decision Making and Managing abilities.

### **News Bulletin**

For up gradation of general knowledge and information about current trends and issues, paper cuttings of daily important news is collected by the students and displayed in the showcase.

### **Study Tour**

Every year a study tour is arranged for the students of professional courses to various well known Management Institutes and Industries of India. The objective behind arranging such type of study tours is to give the students practical exposure and the platform and opportunity to gain and exchange knowledge and ideas. It helps the students to broaden their horizons and develop a pro-active , professional and versatile approach to face the challenges of this rapidly changing complex world.

The prior study tour visits of the faculty includes visits to Pune, Ahmedabad, Bangalore, Nashik, New Delhi, Indore, Hyderabad, Mumbai, Chandigarh, Konkan, Kerala etc. The Student have received opportunities to visit many reputed Management Institutes at these Places viz., IIM Ahmedabad, Nirma Institute of Management, Ahmedabad, IIM, Bangalore,

IIPM, Bangalore, RBS, Bangalore, Bhujbal Knowledge City, Nasik, IIFT, New Delhi, RBS, New Delhi, Prestige Institute of Management, Indore, GIM, Goa University, Goa, IIPM New Delhi, IBS Hyderabad, Visit to Chetnas Hazarimal Somnani College Bandra (E) Mumbai, Panjab University, Chandigarh, PICT School of Technology & Management, Pune, Albertian Institute of Management, Kerala, Rai University Ahmedabad, SSIM Hyderabad and so on.

For the purpose of industrial orientation, students have visited industries like Amul Dairy, Anand, Coca-cola, Bangalore, VIP Ltd, Nasik, Hero Honda Ltd. Gurgaon, Mother Dairy, New Delhi, Hindustan Times Media Ltd. Noida, L & T, Indore, PEB Steel, Indore, Mahindra and Mahindra Pvt. Ltd, Indore, Varun Beverages Ltd. (Pepsi Co.) Modern Foods (Hindustaan Unilever Ltd) Hyderabad, Coca Cola Mumbai, Swaraj Tractors Division Chandigarh, Koyna Agro Ltd. Patan, Hindustan Coca Cola Ltd. Pune, Ripple Tea Manufacturing Ltd. Kerala, Windsor machines, Ahmedabad, Thermal Systems Hyderabad. and so on.

### **Alumni Association**

The College has a tradition of felicitating successful alumni with the objective of receiving feedbacks and bringing about improvisations in its academic standards. The college has formed alumni associations department wise whose meets are arranged in regular terms.

### **MAESTRO**

The Faculty of Commerce and Management has started a State Level Competition-MAESTRO since the year 2011. The students from all over Maharashtra participate in this competition. The competition is organized with the objectives to provide the students a platform to unleash their talents and potentials. To foster versatility, global competencies, innovativeness, teamwork, pro-active vision and managerial skills amongst them so that they meet standards of excellence. Three Events viz Quiz Competition, Online Stock Market Game, Advertisement Development Competition are organized.

### **University Level Inter Collegiate Commerce Quiz & Presentation Competition**

“Late Bhaskar Sabnis Commerce Quiz & Presentation Competition” was organized by Student Welfare Department of North Maharashtra University Jalgaon. The competition was organized in M.J College Jalgaon. The event consisted of two competitions, a commerce quiz competition in which participants had to answer questions based on various fields of commerce and a presentation competition in which participants had to give presentation on topic of their choice.

National and International Projects: Excellent opportunity for students to work in the following national and international projects is provided through JalaSRI.

- “Defending Biodiversity & promoting Sustainable Agriculture in Jalgaon District (India) integrated new methodology and advanced technologies: Hotspot Geoinformatics, Remote Sensing, Geographical Information System, Global Positioning System and smart ground Sensor”. This project is sponsored by Milan City Council, Italy. Implementing partners are JalaSRI, ICRISAT, Hyderabad, and District collectorate of Jalgaon, Maharashtra

- “Padmalaya Model Watershed Development Project (Pathari –Samner)”, this project is funded by Ministry of Agriculture, Government of India and in collaboration with ICRISAT, Hyderabad.

- Vegetation Carbon Pool Assessment is a project sponsored Indian Space Research Organisation (ISRO) under Geosphere Biosphere programme & in collaboration with Indian Institute and Remote Sensing, Dehradun

Facilities: JalaSRI has full fledged physical infrastructure, state of art research promotion, education and outreach facilities. JalaSRI has licensed softwares like ArcGIS 9.2 and Erdas Imagine 9.2, 4 GPS, Toposheets of Jalgaon district, LISS III, IV satellite imageries, Geological soil samples, mineral rocks etc. There are 14 computers, 1 Server, 5 workstations, 4 Laptop, 1 LCD & 2 Printers. There is a separate GIS lab.

Department of Geology and Geoinformatics: JalaSRI has been supporting the Geology and Geoinformatics department. JalaSRI researchers are teaching and guiding to the students of these departments in their curriculum and project work.

Certificate courses in Geoinformatics, MS Visual Studio 2005 Programming C# and Certification in Logic Development and OOP's programming C++ has been conducted by JalaSRI. All these courses are affiliated to North Maharashtra University, Jalgaon.

Software development training for students: JalaSRI have modern technologies and tools for developing the RS and GIS software and also have well experienced faculty cum developers. Using these facilities JalaSRI started software development training program for students of Science and Engineering. JalaSRI is conducting project development and industrial training for the students of B.Sc./M.Sc /B.E./M.E./M.C.A. computer science.

### **ViviDhata**

ViviDhata Research & Training Centre :

ViviDhata is an acronym for Vishwa Vigyan Dharma (Manaviya) Tantragyana. ViViDhaTa signifies diversity, the essential element for

completeness - a motley of human values, scientific attitude and philosophical approach are the essential ingredients that make up multi faceted personalities with globalized vision.

Vision of ViViDhaTa Research and Training Centre : To bring into force a powerful monument of international dimensions that transforms the young generation into Universal personalities who adhere wholeheartedly to the value of Scientific Attitude, (Respect for ) Human Value, and (appreciation of the tenets of) world philosophies, throughout their lives.

Activities: Development of course models in the three core areas in the form of programmed identified values through Concept Attainment/ Advanced Organizer/ Jurisprudential Model to suit the students of various grades. Stimulating the learning process through thought provoking posters. Regular screening of inspiring documentaries. Conduction of frequent personality enrichment events.

Facilities: Linguaphone laboratory coupled with high speed internet access to watch & view education programs/sites. A large collection of world acclaimed book on various topics, Encyclopedia and other educational CDs and DVDs, world's best documentaries, thought provoking cinemas and

features screened regularly in the state of the auditorium The best of NatGeo, Discovery and BBC channels that you missed of views with similar interest groups & communities.

### **M.D.N.I.Y.**

**(Morarji Desai National Institute of yoga)**

**Swami Vivekanand District Yoga Wellness Center.**

Today due to faculty lifestyle and stressful conditions, our young generation become very prone to psychosomatic disorders like Diabetes, Cardio Vascular Problem, Depression etc. In fact Depression is emerging as a major health problem among the students.

To arrest this situation, yoga definitely, can play a vital role. Yoga is a ideal means to mange exam induced stress of students. The inclusion of yoga in the educational system will augment the missing dimension of total personality development. Realising the need of yoga in the system, we have already started academic course like B.A in yogic science, Advance Diploma in yogic Foundation etc.

Further, to provide this facility for the students of other streams we have established 'Swami Vivekanand District yoga wellness Center' in affiliation with Morarji Desai National Institute of yoga, New Delhi recognized by Dept. of 'Ayush' Ministry of Health & Family welfare, Govt. of India. Through this center, we are providing many courses of scientific yoga which will be beneficial for the students to attain the holistic personality in order to face the Challenges in life with sound mind.

**Course Run by Swami Vivekanand District Yoga Wellness Center.**

1. Foundation Course in Yoga for Wellness (FCYW) : 1 Month
2. Regular Yoga Training Programme (RYTA) : 1 Month
3. Quarterly Yoga Awareness Programme Workshop of 3-5 days.

So, Students Go for yoga & get Health, Happiness & Harmony in their life.



## Eligibility

### **Bachelor in Business Administration (BBA):**

Any candidate who has passed the Higher Secondary School Certificate Examination or equivalent examination of the recognized board / passed a Diploma Course of recognized technical board is eligible for admission and passed common entrance test (CET) organized by NMU, Jalgaon.

### **Bachelor in Computer Application (BCA) :**

Any candidate who has passed the Higher Secondary School Certificate Examination in the Faculty of Science or Commerce or passed a Diploma Course of recognized technical board with minimum duration of 3 years is eligible for admission and passed common entrance test (CET) organized by NMU, Jalgaon.



## Admission Procedure

- 1) A student seeking admission to a course has to submit a prescribed application form. The applicant should fill the form carefully. Incomplete or incorrect forms will not be accepted.
- 2) Admission to all classes is made strictly on merit.
- 3) For admission to FY classes, eligibility form, original mark-sheet and its true copy are necessary. Admission will not be confirmed unless eligibility is obtained from the North Maharashtra University. The students, of S.Y. & T.Y. classes should attach the attested copy of mark sheet of the previous examination to the admission form.
- 4) External students of other University are not eligible for admission.
- 5) Students from other colleges within the jurisdiction of N.M.U must produce T.C. at the time of admission in this college. Such students will have to obtain a written permission from University for the change of college.
- 6) Normally no change is allowed in the subject once offered by a student. However any change in the subject can exceptionally be allowed by the authorities only on payment of fees of Rs. 50/-. The last date for allowing the change in subject / faculty is notified separately on the notice board.
- 7) No student can claim, by right, admission to the college; the authorities can refuse admission to any student without giving any reason.

### **University Eligibility Procedure :**

- 1) Every student seeking admission to any graduate or post graduate course of North Maharashtra University, for the first time is required to obtain Eligibility from the University. The student has to apply in a prescribed form and pay the prescribed fees to obtain eligibility.
- 2) Following documents are required to be submitted along with the prescribed application form.



- a. Original Mark sheet ( for other University Students)
  - b. Migration Certificate.
  - c. Passing Certificate.
  - d. Attendance Certificate.
  - e. Transference Certificate.
- 3) It will be the responsibility of the student to see that his eligibility certificate and other certificates are secured by him from the previous University / College and that they are produced to the college along with eligibility certificate form before the prescribed date.
- 4) The college shall not be responsible for any consequences of non-grant of eligibility by the University.
- 5) The students are advised to take note of the notices at appropriate times.

### Procedure for Payment of Fees :

The student can pay the fees through different branches of Bank of Maharashtra or Extension Counter of the People's Co-op. Bank Ltd, Jalgaon. These two banks are official bankers of the College. For the payment in Bank of Maharashtra following instructions are to be observed-

- ◆ Fees from student deposited at the branches in Jalgaon will be accepted by challans.
- ◆ Fees from student outside Jalgaon may remit their fees from any bank branch by NEFT or RTGS where this facility is available.
- ◆ Where the facility of NEFT/RTGS is not available the student will have to deposit their fees as per prevailing practice of the college.
- ◆ Fees deposited at CBS enabled branches and remitted by NEFT / RTGS will be credited on the day of deposit.



### Refund of fees

The other general instructions for payment of fees are as under:

- ◆ For such payment every student must fill in Challan in quadruplicate and get it countersigned by the concerned Clerk.
- ◆ The amount of fees must be paid on the same day on which the Clerk has countersigned the Challan.
- ◆ Student should submit part 'C' of Challan along with other relevant documents in the office and retain part 'D' for its record.

#### Refund of Fees :

##### For Undergraduate Students

Refund of fees shall be as under vide circular No. 126/2003 and circular No. 143/2003 from North Maharashtra University, Jalgaon.

1. If a student leaves the college within 15 days from the date of his/her admission, the total amount of fees will be refunded.
2. If a student leaves the college from 15 to 30 days from the date of his/her admission, only tuition fee will be refunded. However 20% fee will be deducted from other fees.
3. If a student leaves the college after 30 days from the date of his/her admission, refund of any kind of

fees will not be given.

4. For EBC students and wards of primary teachers and freedom fighters, deposits will not be refunded if such a student leaves the college after 15 days from taking admission.

##### For Post Graduate Students

Refund of fees shall be as under vide circular

#### Right to Information Act, 2005

As per the provisions of Maharashtra Right to Information Act, 2005 following are the designated officers

##### Information officer

Academic Information : Vice Principal (Arts, Science & Commerce : Faculty wise ) M.J. College Jalgaon

Admission and Other Services : Registrar, M.J. College Jalgaon

Girls' Hostel : Rector, M.J. College Campus, Jalgaon

Boys' Hostel : Rector, M.J. College Campus, Jalgaon

##### Appellate Authority

Principal, M.J. College Jalgaon



## Disciplinary Rules

1. The students shall abide by all the general and special rules framed by the college authorities from time to time in regard to their conduct and studies.
2. The students admitted to the college are subject to the control of the authorities in regard to their conduct in college premises.
3. The students shall not remain absent for lectures and practicals without proper cause and an application for leave of absence shall be submitted to the concerned Vice-Principal.
4. No students will be allowed to take active part in any political activity, directly or indirectly, associated with anti-social movement or any activity with the aim of violence.
5. The students should not in any way disfigure the premises of the college and hostel building or tamper with the furniture, electric connections, laboratory apparatus etc.
6. Every student must obtain the college identity card within a month from the date of admission otherwise he / she will be subject to a penalty of Rs.50
7. Every student must carry the college identity card with them at all times in the college premises.
8. The students are strictly prohibited to smoke, consume drugs, narcotics, tobacco, ghutka, in the college premises. In case any student is found in possession of narcotics and drugs, he will be liable for Punishment under the Mumbai Police Act. 1951.
9. Ragging and such similar activities are strictly prohibited. Breach of these and such other rules will make the students liable for expulsion from the college.
10. The use of cell phone is prohibited in the classroom, laboratories and library.
11. **Dress Code: For the students of Professional Courses, a dress code is compulsorily followed.**  
**For boys :** White Shirt, Black Trouser with Black Blazer and Red Tie.  
**For girls :** White Shirt & Black Trouser with Black Blazer and Red Tie.

## University ordinance regarding

## University ordinance

### **maintenance of discipline & good conduct.**

1. Every student during the term of course shall remain within the disciplinary jurisdiction of competent authority & the authority shall take appropriate action in case of indiscipline or misconduct on the part of the student
2. Definitions in this Ordinance unless the context otherwise requires.
  - 2.1 "Student" means and includes a person who is enrolled as such by the University affiliated college or recognized institutions for receiving instructions and / or qualifying for any degree or diploma or certificate awarded by the university this includes external students also.
  - 2.2 "Institution" means and includes University / Affiliated College/Recognized Institution as the case may inclusive of Campus, Hostels, Play Grounds, Laboratory, Libraries, and Gymnasium thereof External student also.
  - 2.3 "Competent Authority" for the purposes of this Ordinance means and includes Head of the Teaching Departments of the University, Principal of the Affiliated College, Head of the Recognized Institution for the concerned students and such other person vested with the authority by Vice Chancellor for external students. Provided in respect of misconduct regarding University examination, Executive Council shall only be the competent Authority.
3. Obligations of the Students- Every student shall all times.
  - 3.1 Conduct himself properly
  - 3.2 Maintain proper behavior
  - 3.3 Observe strict discipline both within the campus of the Institution, Hostel and also outside in Buses, Railway trains or at public places or during Picnic or Educational Trips arranged by the Institution.
  - 3.4 Ensure that no act of his/her consciously or nconsciously brings the Institution or any establishment or authority connected with it into disrepute.
  - 3.5 Shall not lodge any complaint or make any representation regarding any matter connected with Institution to press or other outside

- Institution agency etc. without forwarding the same through the Head of the connected Institution.
4. Any act of a student which is contrary to the provisions of clause (3) shall constitute misconduct or indiscipline which terms shall mean and include among others anyone or more of the acts jointly or severally mentioned there after namely:
    - 4.1 Any act that directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the Institution.
    - 4.2 Habitual un-punctuality in attending lectures, practical, tutorials & other courses as may be prescribed.
    - 4.3 Canvassing for or accepting contributions or otherwise associating himself with raising of any fund or any collections in cash or in kind pursuance of any object whatsoever without the previous sanction of the Competent Authority.
    - 4.4 Occupation of any building such as Hostel room, residential quarter or such other accommodation of the premises owned or hired by the Institution without prior permission of the Competent Authority.
    - 4.5 Permitting or coming with any person not authorized to occupy any Hostel room, residential quarter or any accommodation or any part of the Institution
    - 4.6 Securing admission in the Institution to any undergraduate or postgraduate programme or a n y other course by fabrication or by suppression of facts or information.
    - 4.7 Obstruction to any student or group of students in his or their legitimate activities as such whether in the class room, laboratories, fields, play-ground, gymnasium or places of social and cultural activity within the campus of the Institution.
    - 4.8 Suppressing material, information of supply of false information to the Institution for seeking a n y privilege.
    - 4.9 Possessing or using any firearms, lethal weapons, explosives or dangerous or corrosive substance on the premises of the Institutions.
    - 4.10 Possessing or consuming any poisonous or stupefying drug or intoxicant in any form in the Institution.
    - 4.11 Ragging, bullying or harassing any student in the Institution or outside thereof.
    - 4.12 Including in any act as would cause annoyance or embarrassment to any other student or member of the authorities of the Institution or staff-member or any member of the family of the staff.
    - 4.13 Indulging in any act of violence, assault, intimidation or threatening in the Institution or Hostel or outside thereof
    - 4.14 Destroying or attempting to destroy or tamper with any official record or document of the Institution.
    - 4.15 Conduct, unbecoming of the student at any meeting or special functions or sports and cultural activities arranged by the Institution or any other public place.
    - 4.16 Stealing or damaging any farm produce or any property belonging to the Institution, staff member of the Institution or any other student.
    - 4.17 Instigating violence, participating in any violent demonstrations or violent agitation or violent strike in the Institution.
    - 4.18 Instigating or participating in any gherao of any official or staff member of the Institution.
    - 4.19 Violation of any of the rules and regulations of the Institution or orders of the Competent Authority.
    - 4.20 Gambling in any form in the Institution.
    - 4.21 Disorderly behaviour in any form or any act specifically forbidden by the Competent Authority with respect to a change against him.
    - 4.22 Refusal to appear to give evidence before Enquiry Officer appointed by the Competent Authority with respect to a change against him.
    - 4.23 Any act violating any provision of the NMU University Act, Statutes Ordinances, Rules m a d e there under.
    - 4.24 Conviction in the Court of Law for criminal offence involving moral turpitude.
    - 4.25 Any other act not specifically mentioned here before which whether by commission or omission as would in the circumstances of the case be considered by the Competent Authority

as an act of misconduct and/or indiscipline.

5. The competent authority may impose any one or more of the following punishments on the students found guilty of misconduct or indiscipline proportion there of.

5.1 Warning/Censure/Reprimand

5.2 Fine not exceeding Rs. 300/-

5.3 Cancellation of the Scholarship / award / prize / medal, awarded to the student by the concerned Institution, with respective effect.

5.4 Expulsion from the concerned Institution

5.5 Debarring from admission to a course or courses of study in the concerned Institution. Debarring from appearing for examination or examinations conducted by the Institution concerned for a specific period not exceeding five years.

5.6 Cancellation of the result of the student concerned to the examination of the concerned Institution in which he has appeared.

5.7 Rustication from Institution for the period not exceeding five years.

6. If the Competent Authority is satisfied that there is a prima case for inflicting penalties mentioned in clause No.5 it may itself or through other person/persons authorized by it for this purpose shall make enquiry in the following manner-

6.1 Due notice in writing shall be given to the student concerned about his alleged act of misconduct/indiscipline.

6.2 Student charged shall be required, within 15 days of the notice, to submit his written representation about such charges.

6.3 If the student fails to submit his written representation within the specified time limit the enquiry may be held Ex-party.

6.4 If oral evidence of the witness against student is recorded by the Enquiry Authority, the student charged shall be given an opportunity to cross examine the witness concerned.

6.5 If the student charged desires to see the relevant documents such documents as are being taken into consideration or are to be relied upon for the purpose of proving the charge may, at the discretion of the Enquiry Authority, be shown to him after the notice as provided in sub clause (1) above is furnished to him.

6.6 The student charged shall be required to produce document, if any, in support of his defense. The Enquiry Authority may admit relevant evidence, documentary or otherwise at any stage before the final orders are passed.

6.7 Legal practitioner shall not be allowed to appear on behalf of the student charges in the proceedings before the Enquiry Authority.

6.8 Enquiry Authority shall record finding on each implication of misconduct or indiscipline and the reasons for such finding and submit the report along with proceedings to the competent Authority.

6.9 The Competent Authority on the basis of findings shall pass such orders as it deems fit.

Provided procedure prescribed above need not be followed and all or any of its provisions may be waived in the following circumstances.

- ◆ When the student charged admits the charges in writing.
- ◆ When the order of punishment is to be based on facts, which have laid to the conviction of the student charged for the offence involving moral turpitude.
- ◆ When the student charged has absconded or for any other reason it is impracticable to communicate with him.
- ◆ If the punishment of rustications is imposed on a student by Principal of the College/Head of the Institution/Head of the Teaching Department of the University or such other person to whom the authority is vested by the Vice Chancellor. If the punishment is imposed by the Vice-Chancellor the student shall be entitled to prefer an appeal to the Executive Council of the University within thirty days of the receipt of the notice of the punishment
- ◆ In respect of such student, Head of the Institution shall maintain record of the punishment.
- ◆ The institution, shall, on each occasion of any punishment being imposed on any student,

intimate by a letter to be sent Under Certificate of Posting the fact of such imposition to the parent or guardian of such student on the address available in the college records.

- ◆ A copy of these rules shall be supplied to each student at the time of his admission to the Institution and receipt for the same shall be

obtained from the student. This receipt shall form a part of the record of admission of the student.

- ◆ If any foreign student is admitted for any course, concerned Institution shall send copy of the rules to the concerned foreign embassy and department of External affairs.

## ANTI-RAGGING

According To UGC Regulations on Curbing The Menace Of Ragging In Higher Educational Institutions, 2009.

Following Administrative action in the event of ragging are taken

- 1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder:
  - a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
  - b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:
    - i. Suspension from attending classes and academic privileges.
    - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
    - iii. Debarring from appearing in any test/ examination or other evaluation process.
    - iv. Withholding results.
    - v. Debarring from representing the institution in any

regional, national or international meet, tournament, youth festival, etc. vi. Suspension/ expulsion from the hostel. vii. Cancellation of admission. viii. Rustication from the institution for period ranging from one to four semesters. ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie, i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University; ii. in case of an order of a University, to its Chancellor. iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

## SEXUAL HARASSMENT CONTROLLING MEASURES

Rules Relating To Complaints And Grievances of Women Regarding Sexual Harassment at The Work Place Under University Statute

Sexual Harassment at the Workplace means and includes: Unwelcome sexually- determined behavior (whether directly or by implication) such as – (a) Physical Contact and advances (b) A Demand and request for Sexual Favours (c) Sexually-Coloured Remarks (d) Showing pornography (e) Any Other Unwelcome Physical, Verbal or Non-Verbal Conduct

of a Sexual Nature (f) Any conduct which humiliating a women

### PENALTIES AND PUNISHMENT FOR SEXUAL HARASSMENT –

1. The committee shall impose and/or recommend penalty to a person found guilty of sexual harassment.

2. Any employee or student found guilty of sexual harassment shall be liable to be punished.
3. The Hon'ble Vice-Chancellor will take decision regarding filing of criminal complaint against the concerned person as he deems fit.
4. A person found guilty of "sexual harassment" shall be subject to the same penalties for major and minor misconduct as is prescribed under the Statutes of the University for the teaching staff and as per the Standard Code for the non-teaching staff.
5. A student found guilty of sexual harassment shall be liable to receive the following penalties-
  - Minor Penalties-**
    - (I) Warning
    - (ii) Written apology
    - (iii) Bond of good behavior
    - (iv) Debarring entry into a hostel/campus
    - (v) Suspension for a specified period of time
    - (vi) Withholding results.
  - Major Penalties-**
    - (i) Debarring from examinations
    - (ii) Expulsion from University/College/Institution
6. Any direction issued by the Committee for placing any person under suspension and /or for prohibiting him from entering the premises or for imposing a penalty shall be communicated to the University, affiliated or autonomous college/s, autonomous institution/s or department/s or recognized institution/s and the concerned Management, it shall also be communicated to the person making the complaint and the person against whom the complaint is made; the direction shall be complied with the University or the Management concerned, as the case may be, within two weeks from the date of communication.
7. In an extreme case of physical assault or rape, the person charged will be immediately suspended until the completion of the inquiry and police complaint also be lodged.
8. The Disciplinary Authority in respect of the employee working in the University shall be the Vice-Chancellor.



### Student's Charter as proposed by NAAC

#### A) Institution's responsibilities towards the students : The Institution shall

- ◆ Communicate its goals and objectives systematically and clearly to all the students
- ◆ Offer programmes that are consistent with its goals and objectives
- ◆ Offer a wide range of programmes with adequate flexibility
- ◆ Obtain feedback from students on the initiation, review and redesign of programmes if and when necessary
- ◆ Facilitate effective running of the teaching-learning programmes
- ◆ Implement a well-conceived plan for monitoring student's progress continuously
- ◆ Ensure that the student assessment mechanism is reliable and valid
- ◆ Provide clear information to the students about admission and completion requirements for all programmes, the student fee and refund policies, financial aid and student support services

◆ Ensure sufficient and well-run support service to all the students

◆ Promote healthy practices

#### B) Student's responsibilities of learning

##### The student shall

- ◆ Appreciate the institutional goals and objectives and contribute to the realization of the same by participating in relevant institutional activities.
- ◆ Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution follow the time schedules, rules and regulation of the institution.
- ◆ Undertake regular and intense study of learning materials.
- ◆ Make optimum use of the learning and other support services available in the institution.
- ◆ Prepare for continuous internal assessment and examination.
- ◆ Give feedback for system improvement.
- ◆ Have faith and to pursue life long learning.
- ◆ Live as worthy alumni of the Institution.





## Professional courses offered at M. J. College

M. J. College provides instructions in courses of studies leading to Bachelor Degree as well as Post-Graduate Degree in the Faculties of Arts , Science , Commerce and Management.

### Courses Offered

- B.B.A.** ( Bachelor In Business Administration )  
**B.C.A.** ( Bachelor In Computer Application )  
**M.M.S.(CM)** ( Master in Management Studies (Comp. Mgt) )

### INTAKE

According to NMU, Jalgaon norms.

- B.B.A.** - 120  
**B.C.A.** - 120  
**M.M.S.(CM)** - 60

Permission for 60 additional seats of BCA is awaited from university

### Certificate Courses

- ◆ Certificate Course in Import Export Management
- ◆ Certificate Course in Personal Secretaryship.
- ◆ Certificate Course in Entrepreneurial Skill Development.
- ◆ Certificate Course in Web Development Skills.
- ◆ Certificate Course in GST and Tally.
- ◆ Certificate Course in Database Management System.
- ◆ Certificate Course in Cyber forensics and IT Management System.



## PROFESSIONAL COURSES

The course structure of Bachelor in Business Administration (B.B.A.) & Bachelor in Computer Application (B.C.A.) degree has been revised by North Maharashtra University with effect from June 2017. According to revised structure, the semester pattern has been implemented to all the courses.

**Examination pattern :** There shall be semester pattern of examination of 100 marks comprising of external examination of 60 marks and continuous internal assessment of 40 marks for Both the Courses.

### **Bachelor in Business Administration (B.B.A.) : COURSE STRUCTURE :**

#### **F.Y.B.B.A. : Sem. – I (June 2017-18)**

- A1.1 Principles of Management
- A1.2 Principles of Economics
- A1.3 Professional Communication
- A1.4 Fundamentals of Accounting
- A1.5 Information Technology for Business
- A1.6 Practicals on Professional Communication
- A1.7 Practicals on Office Automation

#### **F.Y.B.B.A. : Sem. – II (June 2017-18)**

- A2.1 Organizational Behavior
- A2.2 Managerial Economics
- A2.3 Business Ethics and Corporate Governance
- A2.4 Financial Accounting and Costing
- A2.5 Marketing Management
- A2.6 Practicals on Web Designing & Publishing
- A2.7 Practicals on Management- "Learnings from Business Leaders"  
Environmental Studies

#### **S.Y.B.B.A. : Sem. - III (June 2018-19)**

- A3.1 Mathematics and Statistics for Managers
- A3.2 Corporate Accounting & Costing
- A3.3 Business & Corporate Laws
- A3.4 Management of Small Scale Industries
- A3.5 Management Information Systems & ERP
- A3.6 Practicals on Management of Small Scale Industries
- A3.7 Practicals on Advanced Excel

#### **S.Y.B.B.A. : Sem. – IV (June 2018-19)**

- A4.1 Business Research Methods
- A4.2 Direct & Indirect Taxes in India
- A4.3 Human Resource Management
- A4.4 Production & Materials Management
- A4.5 Financial Management
- A4.6 Practicals on Tally ERP
- A4.7 Practicals on Tax Base Software

#### **T.Y.B.B.A. : Sem. – V (June 2016-17)**

- A5.1 Entrepreneurship Development
- A5.2 Soft Skills Development
- A5.3 Human Resource Management
- A5.4 Marketing Management
- A5.5 Financial Management
- A5.6 Practical in Soft Skills Development
- A5.7 Field Work

#### **T.Y.B.B.A. : Sem. – VI (June 2016-17)**

- A6.1 Auditing Practices
- A6.2 Mercantile Laws
- A6.3 Human Resource Management
- A6.4 Marketing Management
- A6.5 International Finance
- A6.6 Practical on Cases In Management
- A6.7 Project Report

## PROFESSIONAL COURSES

### Bachelor in Computer Application (BCA) : COURSE STRUCTURE :

#### F.Y.B.C.A. : Sem. – I (June 2017-18)

- BCA 101 Foundation Course for Managers
- BCA 102 Computer Fundament and Networking
- BCA 103 Essential of Web Design I
- BCA 104 Programming In C
- BCA 105 Practical on Computer & Internet
- BCA 106 Practical on Web Design-I
- BCA 107 Practical on C Programming

#### F.Y.B.C.A. : Sem. – II (June 2017-18)

- BCA 201 Financial Accounting
- BCA 202 Professional Communication
- BCA 203 Essential of Web Design II
- BCA 204 Programming In C + +
- BCA 205 Practical on Professional Communication
- BCA 206 Practical on Web Design-II
- BCA 207 Practical on C + + Programming  
Environmental Studies

#### S.Y.B.C.A. : Sem. – III (June 2018-19)

- BCA 301 Mathematics and Statistics for Managers
- BCA 302 Management Information System
- BCA 303 Java Programming
- BCA 304 Linux Operating System
- BCA 305 Practical on Java
- BCA 306 Practical on Linux
- BCA 307 Practical on Tally ERP

#### S.Y.B.C.A. : Sem. – IV (June 2018-19)

- BCA 401 Introduction to Information System Audit
- BCA 402 RDBMS
- BCA 403 C#.NET
- BCA 404 Data Structure
- BCA 405 Practical on C#.NET
- BCA 406 Practical on RDBMS using Oracle
- BCA 407 Practical on Data Structure using CPP

#### T.Y. B.C.A. : Sem -V (June 2016-17)

- BCA 51 Entrepreneurship Development
- BCA 52 Soft Skills Development
- BCA 53 Linux Operating System
- BCA 54 Internet Programming with ASP.NET
- BCA 55 Practical on Soft Skills Development
- BCA 56 Practical on ASP.net & Linux O.S.
- BCA 57 Field Work

#### T.Y. B.C.A. : Sem –VI (June 2016-17)

- BCA 61 Introduction to ERP and SAP
- BCA 62 System Analysis And Design
- BCA 63 Server Side Scripting using PHP
- BCA 64 Introduction to Information System Audit
- BCA 65 Practical on PHP
- BCA 66 Practical on CASE Tool with MS VISIO
- BCA 67 Project



## PROFESSIONAL COURSES

### Master in Management Studies (Comp. Mgt.) (MMS(CM)) :

#### COURSE STRUCTURE :

##### F.Y.M.M.S. : Sem. – I (June 2017-18)

- 1.1 Principles of Management
- 1.2 Financial Accounting
- 1.3 Web Designing and Web Authoring Tools
- 1.4 ICT fundamentals & Office Automation
- 1.5 Programming in C
- 1.6 Lab I-Practical on Tally ERP & Web Designing
- 1.7 Lab II-Practical on Office Automation & C Programming

##### F.Y.M.M.S. : Sem. – II (June 2017-18)

- 2.1 Communication Skills
- 2.2 Management Information System
- 2.3 System Analysis and Design
- 2.4 RDBMS
- 2.5 Object Oriented Programming using C + +
- 2.6 Lab III-Practical on RDBMS
- 2.7 Lab IV-Practical on C + +

##### F.Y.M.M.S. : Sem. – III (June 2018-19)

- 3.1 CRM & Digital Marketing
- 3.2 Cyber Security and IT Act
- 3.3 Graphics & Animation
- 3.4 Web Scripting with PHP and MySQL
- 3.5 C#.Net Programming
- 3.6 Lab V-Practical on Graphics & Animation & PHP
- 3.7 Lab VI-Practical on C#.NET Programming

##### F.Y.M.M.S. : Sem. – IV (June 2018-19)

- 4.1 Human Resource Management
- 4.2 E-commerce and M-commerce
- 4.3 Internet Computing with ASP.NET
- 4.4 Java Programming
- 4.5 Project Work
- 4.6 Lab VII-Practical on ASP.NET
- 4.7 Lab VIII-Practical on Java Programming

## Fee Structure

### B.B.A.

### Statement Showing Fees For Paying Students

NO	Class	F.Y.B.B.A.	S.Y.B.B.A.	T.Y.B.B.A.
01	Tuition fee	6000	6000	6000
02	Gymkhana fee	200	200	200
03	Student activities fee	60	60	60
04	Library fee	200	200	200
05	Computerisation fee	20	20	20
06	Student aid fund	75	75	75
07	Admission fee	50	50	50
08	Medical fee	25	-	-
09	Tutorial fee	100	100	100
10	Magazine fee	40	40	40
11	Development fee	90	90	90
12	Registration fee	75	75	75
13	Ashwamegh fee	30	30	30
14	Disaster Management fee	10	10	10
15	Pro-rata fee	01	01	01
16	Group insurance	10	10	10
17	Gathering fee	60	60	60
18	Practical fee	40	80	120
19	Computer fee	350	400	450
20	Internet fee	200	200	200
21	Practical exam fee	20	20	20
22	Environmental studies	100	-	-
23	Eligibility fee	310	-	-
24	Deposit	100	-	-
25	MKCL fee	50	50	50
26	Counselling fee	100	100	100
27	Study tour	-	3000	3000
28	Alumni Asso. Fee	25	25	25
29	Personality development and Career guidance fee	25	25	25
30	Alternative power generation fee	300	300	300
31	I Card fee	15	15	15
<b>Total</b>		<b>8,681</b>	<b>11,236</b>	<b>11,326</b>

(The fees charged for study tour is subject to change as venue, accomodation, food etc) (\* Eligibility fees for the students from out of Maharashtra is double than the mentioned)  
(Study tour fees wont be refunded if student does not come for the study tour)

**B.C.A.****Statement Showing Fees For Paying Students**

NO.	Class	F.Y.B.C.A.	S.Y.B.C.A.	T.Y.B.C.A.
01	Tuition fee	8750	8750	8750
02	Gymkhana fee	200	200	200
03	Student activities fee	60	60	60
04	Library fee	200	200	200
05	Computerisation fee	20	20	20
06	Student aid fund	75	75	75
07	Admission fee	50	50	50
08	Medical fee	25	–	–
09	Tutorial fee	100	100	100
10	Magazine fee	40	40	40
11	Development fee	90	90	90
12	Registration fee	75	75	75
13	Ashwamegh fee	30	30	30
14	Disaster Management fee	10	10	10
15	Pro-rata fee	01	01	01
16	Group insurance	10	10	10
17	Gathering fee	60	60	60
18	Practical fee	40	80	120
19	Internet fee	200	200	200
20	Practical exam fee	20	40	60
21	Environmental studies	100	–	–
22	Eligibility fee	310	–	–
23	Deposit	100	–	–
24	MKCL fee	50	50	50
25	Counselling fee	100	100	100
26	Study Tour	–	3000	3000
27	Alumni Asso. Fee	25	25	25
28	Personality development and Career guidance fee	25	25	25
29	Computer Lab fee	6250	6250	6250
30	Alternative power generation fee	300	300	300
31	I Card fee	15	15	15
<b>Total</b>		<b>17331</b>	<b>19856</b>	<b>19916</b>

(The fees charged for study tour is subject to change as venue, accomodation, food etc) (\* Eligibility fees for the students from out of Maharashtra is double than the mentioned)  
(Study tour fees wont be refunded if student does not come for the study tour)

## M.M.S. (CM)

## Statement Showing Fees For Paying Students

NO.	Class	F.Y.M.M.S.	S.Y.M.M.S.
01	Tuition fee	8000	8000
02	Gymkhana fee	200	200
03	Student activities fee	60	60
04	Library fee	200	200
05	Computerisation fee	20	20
06	Student aid fund	75	75
07	Admission fee	50	50
08	Medical fee	25	-
09	Tutorial fee	100	100
10	Magazine fee	40	40
11	Development fee	90	90
12	Registration fee	75	75
13	Ashwamegh fee	30	30
14	Disaster Management fee	10	10
15	Pro-rata fee	01	01
16	Group insurance	10	10
17	Gathering fee	60	60
18	Practical fee	40	80
19	Internet fee	200	200
20	Practical exam fee	120	120
21	Eligibility fee	310	-
22	Deposit	100	-
23	MKCL fee	50	50
24	Counselling fee	100	100
25	Study Tour	-	-
26	Alumni Asso. Fee	25	25
27	Personality development and Career guidance fee	25	25
28	Computer Lab fee	3000	3000
29	Alternative power generation fee	300	300
30	I Card fee	15	15
<b>Total</b>		<b>13331</b>	<b>12936</b>

(The fees charged for study tour is subject to change as venue, accomodation, food etc) (\* Eligibility fees for the students from out of Maharashtra is double than the mentioned)  
(Study tour fees wont be refunded if student does not come for the study tour)

## उत्तर महाराष्ट्र विद्यापीठाद्वारे विद्यार्थ्यांसाठी राबविण्यात येत असलेल्या ई-सुविधा योजना

क्र.	सुविधा	फायदे
१.	कॉलेजमध्ये नोंदविलेल्या नावातील स्पेलिंगच्या चुका सुधारण्यासाठी विनंती करा व त्याचे स्टेटस जाणून घ्या.	बदल करण्यासाठी कुठल्याही (फिजीकल) फॉर्म भरण्याची किंवा विद्यापीठात जाण्याची आवश्यकता नाही.
२.	तुमचा मोबाईल नंबर व वैयक्तिक माहिती अपडेट करा.	विद्यापीठातून निकाल, परीक्षेचे वेळापत्रक, असे SMS अलर्ट मिळवा.
३.	निवडलेल्या विषयांचा अभ्यासक्रम (Syllabus) डाउनलोड करा.	योग्य अभ्यासक्रम योग्य वेळेत मिळवा.
४.	जुन्या प्रश्नपत्रिका डाउनलोड करा.	प्रश्न पत्रिका सोडवा व आत्मविश्वास वाढवा.
५.	तुमचे इलिजिबिलिटी (पात्रता) स्टेटस तपासा.	विद्यापीठास नेमके कोणते कागदपत्र हवे आहेत, त्याची माहिती मिळवा.
६.	परीक्षेसंबंधी तारखांबद्दल माहिती मिळवा.	आता परीक्षा फॉर्म भरताना लेट फी किंवा फॉर्मची तारीख चुकण्याची काळजी करू नका.
७.	तुमच्या विषयांचे पूर्व नियोजन करण्यासाठी परीक्षेचे व्यक्तिगत वेळापत्रक डाउनलोड करा.	आता लांबलचक यादीतून वेळापत्रक उतरवून घेण्यासाठी नोटीस बोर्डजवळ गर्दी करायला नको.
८.	सिस्टिम जनरेटेड प्री-फिल्ड एक्झाम फॉर्म	अर्ज घेण्याकरिता ताटकळत राहण्याची, किंवा हाताने भरण्याची गरज नाही. अर्जावर सही करून कॉलेजमध्ये फी भरा.
९.	व्यक्तिगत परीक्षा प्रवेश पत्र (Hall Ticket) मिळवा.	प्रत्येक पेपरची तारीख, परीक्षा केंद्राचा पत्ता व वेळ जाणून घ्या.
१०.	पुनः मूल्यांकन (Revaluation) चा किंवा पुनः परीक्षेचा अर्ज मिळवा.	या करता विद्यापीठात जाण्याची आवश्यकता नाही.
११.	ईझी - Easy (Employment Assistance Services to Youth) - शिष्यवृत्ती योजना.	शंभरावर शिष्यवृत्ती योजनांपैकी तुम्हाला सर्वाधिक सोयीच्या असलेल्या शिष्यवृत्ती निवडा आणि अर्ज करा.
१२.	ईझी - व्यावसायिक व शैक्षणिक अभ्यासक्रम व प्रमाणपत्रांची माहिती.	एकाच ठिकाणी सर्व माहिती उपलब्ध.
१३.	ईझी - कमवा आणि शिका.	सुटीच्या दिवसांत कामाच्या अनुभवासह पॉकेट मनी कमविण्याची संधी, तीही तुमच्याच शहरात.
१४.	ईझी - नोकरीचा शोध.	हजारो नोकऱ्यांच्या पर्यायांतून तुमच्या शिक्षणाला साजेशी नोकरी शोधा.
१५.	ईझी - दिनदर्शिका.	देशभरात होणाऱ्या जॉब फेअर्सना हजेरी लावा.
१६.	ईझी - स्पर्धा परीक्षा.	विविध स्पर्धा परीक्षांची तयारी करण्यासाठी सुयोग्य मार्गदर्शन मिळवा.
१७.	बँकेत खाते उघडणे, ड्रायव्हिंग लायसेन्स काढणे, पासपोर्ट काढणे इ. साठीच्या वेब साईटच्या लिंक्स.	भारताचे जागरूक व स्वयं प्रेरित नागरिक व्हा.
१८.	ब्लॉग.	मित्रांबरोबर शेअर करा.
१९.	आणि इतरही बरेच काही...	तुमचे लॉग इन अॅक्टिव्हेट करण्यासाठी <a href="http://nmuj.digitaluniversity.ac">http://nmuj.digitaluniversity.ac</a>

<p>MKCLs Digital University Empower Students Digitally !</p>	<p>अधिक माहितीसाठी संपर्क ई-सुविधा - विद्यार्थी सहाय्यता केंद्र (SFC), उत्तर महाराष्ट्र विद्यापीठ, जळगाव ०२५७-२२५८४१८ E-mail:- <a href="mailto:sfc@nmuj.digitaluniversity.ac">sfc@nmuj.digitaluniversity.ac</a></p>	<p>For more Information Contact to e-Suvidha - Student Facilitation Center (SFC) North Maharashtra University, Jalgaon 0257-2258418 E-mail:- <a href="mailto:sfc@nmuj.digitaluniversity.ac">sfc@nmuj.digitaluniversity.ac</a></p>
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## महाविद्यालय गीत

ज्ञानभूमीच्या राजतकणांचा कुंकुम माथा भरू ।  
जयजयकार करू । सर्वही जयजयकार करू ।

जीवनातही रम्य - पौर्णिमा छात्रकळा लाभली  
गुरुचंद्राच्या कृपाप्रसादे चित्तवृत्ती तोषली  
स्नातक होता अवघे जीवन सुखात लागे झरू ।

देश-धर्म संस्कृती भेटवी ग्रंथ सत्य दर्शनी  
सद्गुण संस्काराची लाभे अक्षय संजीवनी  
भूत भविष्य वर्तमान हा इथेच जाणे धरू ।

जीवनास या लाभे येथे दिव्य - भव्य - पूर्तता  
वास्तु स्वर्ग हा जन्मा घालो स्वप्न - ध्येय सांगता  
द्विजापरी मन स्वातंत्र्यांचे मंत्र लागते स्मरू ।

नवा जन्म हा वास्तव्यातून घडे विश्वचेतना  
मानवतेच्या संकल्पाची उजळून ये भावना  
कला - किडा विज्ञान मार्ग हे कर्तव्य आचरू ।

ज्ञान हीच संपदा केवला शक्ती भक्ती खरी  
सरस्वतीचे वीणास्त्र हे निनादती अंतरी  
साधनेत या मुल्जीयन्स हे रंग लागले भरू ।

प्रा. राजा महाजन

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Mahavidhyalaya



Kilbil Balak Mandir



GICE



G. P. V. P. School



Eklavya Krida Sankul



Orion CBSE English  
Medium School



JalaSRI Watershed Surveillance  
& Research Institute



S. S. Maniyar Law  
College



College of Education



Orion English Medium  
School



A. T. Zamare Highschool



Ojaswini Institute  
of Home Science



Adhyapak  
Vidhyalaya (D. T.Ed)



College of  
Engineering & Information  
Technology



Post Gradation College of  
Science, Technology &  
Research



Spark Design & Print  
Services

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## Academic Recognitions

- M. J. College is the Pioneer Leader in the field of Higher Education in North Maharashtra Region.
- M.J. College has been conferred with the status of "College of Excellence" by UGC.
- M. J. College is ISO 9001 : 2008 Certified
- M.J. College has been Reaccredited by NAAC with 'A' Grade with CGPA 3.63
- STAR College Status by DBT, Ministry of Science & Technology, New Delhi.
- M. J. College is permanently affiliated to North Maharashtra University, Jalgaon



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## **Moolji Jaitha College, Jalgaon**



- NAAC Reaccredited 'A' Grade with CGPA 3.63
- UGC honoured "College of Excellence"
- ISO 9001 : 2008 Certified
- Department of Biotechnology, Ministry of Science & Technology, New Delhi honoured "Star College 2011"

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