



RSET's

**Ghanshyamdas Saraf  
college of arts & commerce**

### **METRIC - 5.1.5**

**The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organization wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

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(विश्वविद्यालय अनुदान आयोग)

अधिसूचना

नई दिल्ली, 2 मई, 2016

विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम 2015

मि. सं. 91-1/2013 (टी. एफ. जी. एस्.—विश्वविद्यालय अनुदान आयोग अधिनियम 1958 (1958 का 3) जिसे उक्त अधिनियम के अनुच्छेद 20 के उप-अनुच्छेद (1) से संयुक्त रूप से पढ़ा जाए उस अधिनियम 26 के अनुच्छेद (1) की धारा (जी) द्वारा प्रदत्त अधिकारों के क्रियान्वयन अनुसार विश्वविद्यालय अनुदान आयोग एतद्वारा निम्न विनियम निर्मित कर रहा है, नामतः :-

1. लघु शीर्ष, अनुप्रयोग एवं समारम्भ:- (1) ये विनियम विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम, 2015 कहलाएंगे।
  - (2) ये विनियम भारत वर्ष में सभी उच्चतर शैक्षिक संस्थानों पर लागू होंगे।
  - (3) सरकारी राजपत्र में उनके प्रकाशन की तिथि से वे लागू माने जाएंगे।
2. परिभाषाएँ:- इन विनियमों में—बशर्त विषयवस्तु के अन्तर्गत कुछ अन्यथा जरूरी है—
  - (अ) "पीड़ित महिला" से अर्थ है किसी भी आयु वर्ग की एक ऐसी महिला—चाहे वह रोजगार में है या नहीं, किसी कार्य स्थल में कथित तौर से प्रतिवादी द्वारा कोई लैंगिक प्रताड़ना के कार्य का शिकार बनी है;
  - (ब) "अधिनियम" से अर्थ है कार्य स्थल में महिलाओं का लैंगिक उत्पीड़न (निराकरण, निषेध एवं समाधान) अधिनियम, 2013 (2013 का 14);
  - (स) "परिसर" का अर्थ उस स्थान अथवा भूमि से है जहाँ पर उच्चतर शैक्षिक संस्थान तथा इसकी संबद्ध संस्थागत सुविधाएँ जैसे पुस्तकालय, प्रयोगशालाएँ, लेक्चर हॉल, आवास, हॉल, शौचालय, छात्र केन्द्र, छात्रावास, भोजन कक्षों, स्टेडियम, वाहन पड़ाव स्थल, उपवनों जैसे स्थल तथा अन्य कुछ सुविधाएँ जैसे स्वास्थ्य केन्द्र, कैंटीन, बैंक पटल इत्यादि स्थित हैं तथा जिसमें छात्रों द्वारा उच्चशिक्षा के छात्र के रूप में दौरा किया जाता हो—जिस में वह परिवहन शामिल है जो उन्हें उस संस्थान से आने जाने के लिए, उस संस्थान के अलावा क्षेत्रीय क्रमण हेतु

संस्थान पर, अध्ययनों, अध्ययन भ्रमण, रीस-सपाटे के लिए, लघु-अवधि वाली नियुक्तियों के लिए, शिविरों के लिए उपयोग किए जा रहे स्थानों, सांस्कृतिक समारोहों, खेलकूद आयोजनों एवं ऐसी ही अन्य गतिविधियों जिनमें कोई व्यक्ति एक कर्मचारी अथवा उच्चतर शैक्षिक संस्थान के एक छात्र के रूप में भाग ले रहा है—यह समस्त उस परिस्तर में सम्मिलित हैं।

(डी) "आयोग" का अर्थ है विश्वविद्यालय अनुदान आयोग जो विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) के अनुच्छेद 4 के अन्तर्गत स्थापित है।

(ई) "अवृत्त व्यक्तियों" से अर्थ उन व्यक्तियों से है जो एक सुरक्षित गतिविधि में कार्यरत हैं जैसे कि किसी लैंगिक उत्पीड़न की शिकायत को दायर करना—अथवा वे ऐसे किसी व्यक्ति से घनिष्ठ रूप से सम्बद्ध हैं जो सुरक्षित गतिविधि में कार्यरत है तथा ऐसा व्यक्ति एक कर्मचारी हो सकता है अथवा उस पीड़ित व्यक्ति का एक कर्मचारी हो सकता है अथवा एक साथी छात्र अथवा अभिभावक हो सकता है।

(एफ) "कर्मचारी" का अर्थ उस व्यक्ति से है जिसे अधिनियम में परिभाषित किया गया है तथा इसमें इन विनियमों की दृष्टि से प्रशिक्षार्थी, शिक्षार्थी अथवा वे अन्य जिस नाम से भी जाने जाते हैं। आन्तरिक अध्ययन में लगे छात्र, स्वयंसेवक, अध्यापन-सहायक शोध-सहायक चाहे वे रोजगार में हैं अथवा नहीं, तथा क्षेत्रीय अध्ययन में, परियोजनाओं लघु-स्तर के भ्रमण अथवा शिविरों में कार्यरत व्यक्तियों से है।

(जी) "कार्यकारी प्राधिकारी" से अर्थ है उच्चतर शैक्षिक संस्थान के प्रमुख कार्यकारी प्राधिकारी, चाहे जिस नाम से वे जाने जाते हैं— तथा जिस संस्थान में उच्चतर शैक्षिक संस्थान का सामान्य प्रशासन सम्मिलित है। सार्वजनिक रूप से निधि प्राप्त संस्थानों के लिए, कार्यकारी प्राधिकारी से अर्थ है अनुशासनात्मक प्राधिकारी जैसा कि केन्द्रीय नागरिक सेवायें (वर्गीकरण, नियन्त्रण एवं अपील) नियम तथा इसके समतुल्य नियमों में दर्शाया गया है।

(एच) "उच्चतर शैक्षिक संस्थान" (एचईआई) से अर्थ है—एक विश्वविद्यालय जो अनुच्छेद 2 की धारा (जे) के अन्तर्गत अर्थों के अनुसार है, ऐसा एक महाविद्यालय जो अनुच्छेद 12 (ए) के उप-अनुच्छेद (1) की धारा (बी) के अर्थ के अनुसार है तथा एक ऐसा संस्थान जो मानित विश्वविद्यालय के रूप में विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) के अनुच्छेद 3 के अन्तर्गत है।

(आई) "आन्तरिक शिकायत समिति" (आईसीसी) (इन्टरनल कमप्लेन्ट्स कमिटी) से अर्थ है इन विनियमों के विनियम 4 के उप-विनियम (1) के अर्थ के अनुसार उच्चतर शैक्षिक संस्थान द्वारा गठित की जाने वाली आन्तरिक शिकायत समिति से है। यदि पहले से ही समान उद्देश्य वाला कोई निकाय सक्रिय है, (जैसे कि लैंगिक संवेदीकरण समिति जो लैंगिक उत्पीड़न संबंधी विवाद देखेगी (जीएससीएएसएच) ऐसे निकाय को आन्तरिक शिकायत समिति (आईसीसी) के रूप में पुनर्गठित किया जाना चाहिए।

यहाँ, बाद वाले मामले में उच्चतर शैक्षिक संस्थान ऐसा सुनिश्चित करेगा कि इन विनियमों के अन्तर्गत आन्तरिक शिकायत केंद्र के लिए ऐसे एक निकाय का गठन आवश्यक है। बशर्ते कि ऐसा निकाय इन विनियमों के प्रावधानों द्वारा बाध्य होगा।

(जे) "संरक्षित गतिविधि" में ऐसी एक परम्परा, के प्रति तर्कपूर्ण विरोध शामिल है, जिसके बारे में ऐसा माना जाता है कि अपनी तरफ से अथवा कुछ दूररे लोनों की तरफ से लैंगिक उत्पीड़न संबंधी कानूनों का उल्लंघन उस परम्परा के माध्यम से किया जा रहा है— जैसे कि लैंगिक उत्पीड़न मामलों की कार्रवाई में भागीदारी करना, किसी भी आन्तरिक जांच पड़ताल में अथवा कथित लैंगिक उत्पीड़न मामलों में सहयोग करना अथवा किसी बाहरी एजेंसी द्वारा की जा रही जांच पड़ताल में अथवा किसी मुकदमे में बतौर गवाह मौजूद रहना।

(के) "लैंगिक उत्पीड़न" का अर्थ है—

(1) ऐसा एक अनचाहा आचरण जिसमें छिपे रूप में लैंगिक भावनाएँ जो प्रत्यक्ष भी हो जाती हैं अथवा जो भावनाएँ अचाना नज़रूत होती, नीचतायुक्त होती हैं, अपमानजनक होती हैं अथवा एक प्रतिकूल और घमकी भरा वातावरण पैदा करती हैं अथवा वास्तविक अथवा घमकी भरे परिणामों द्वारा अधीनता की ओर प्रेरित करने वाली होती हैं तथा ऐसी भावनाओं में निम्नलिखित अबाधित काम या व्यवहारों में कोई भी एक या उससे अधिक या वे समस्त व्यवहार शामिल हैं (साथे सीधे तौर से या छिपे तौर से) नामतः—

(अ) लैंगिक भावना से युक्त कोई भी अप्रिय शारीरिक, मौखिक अथवा गैर मौखिक के अतिरिक्त कोई आचरण

(ब) लैंगिक अनुग्रह या अनुरोध करना

(स) लैंगिकतायुक्त टिप्पणी करना

- (इ) शारीरिक रूप से संबंध बनाना अथवा पास बने रहने की कोशिश करना  
(ई) अश्लील साहित्य दिखाना
- (ii) निम्न परिस्थितियों में से किसी एक में (अथवा इससे अधिक एक या सभी में) यदि ऐसा पाया जाता है अथवा वह ऐसे किसी वर्ताव के बारे में है या उससे संबंधित है जिसमें व्यापक रूप से या छिपे रूप में लैंगिक संकेत छिपे हैं—
- (अ) छिपे तौर से या प्रत्यक्ष रूप से अधिमान्य व्यवहार देने का वायदा जो लैंगिक समर्थन के एवज में है,  
(ब) कार्य के निष्पादन में छिपे रूप से या सीधे तौर से रुकावट डालने की धमकी,  
(स) संबद्ध व्यक्ति के वर्तमान अथवा उसके भविष्य के प्रति छिपे तौर से या सीधे तौर से धमकी देकर,  
(द) एक दशरत भरा हिंसात्मक या द्वेषपूर्ण वातावरण पैदा करके,  
(ई) ऐसा व्यवहार करना जो कि संबद्ध व्यक्ति के स्वास्थ्य उसकी सुरक्षा, प्रतिष्ठा अथवा उसकी शारीरिक दृढ़ता को दुष्प्रभावित करने वाला है;
- (एल) "छात्र" शब्द का अर्थ उस व्यक्ति के लिए है जिसे विधिवत प्रवेश मिला हुआ है, जो नियमित रूप से या दूर शिक्षा विधि से एक उच्च शिक्षा संस्थान में, एक अध्ययन पाठ्यक्रम का अनुसरण कर रहा है जिसमें लघु अवधि प्रशिक्षण पाठ्यक्रम भी शामिल हूँ।
- बशर्ते, ऐसे किसी छात्र के साथ यदि कोई लैंगिक उत्पीड़न की घटना होती है जो उच्च शिक्षा संस्थान परिसर में प्रवेश पाने की प्रक्रिया में है— यद्यपि वह प्रवेश प्राप्त नहीं हुआ है तो इन विनियमों के अन्तर्गत पर उस छात्र को उच्च शिक्षा संस्थान का छात्र माना जाएगा।
- बशर्ते एक ऐसा छात्र जो किसी उच्चतर शैक्षिक संस्थान में प्रवेश प्राप्त है तथा उस संस्थान में भागीदार है और उस छात्र के प्रति कोई लैंगिक उत्पीड़न होता है तो उसे उस उच्च संस्थान का छात्र माना जाएगा,
- (एम) "किसी तीसरे व्यक्ति द्वारा उत्पीड़न" उस स्थिति को दर्शाता है जब लैंगिक उत्पीड़न की घटना किसी तीसरे व्यक्ति द्वारा या किसी बाहर के आदमी द्वारा की गई हो जो ना तो उस उच्च शैक्षिक संस्थान का कर्मचारी अथवा उसका छात्र है—बल्कि उस संस्थान में एक आगन्तुक है जो अपने अन्य किसी काम या उद्देश्य से आया हुआ है,
- (एन) "उत्पीड़न" का अर्थ है किसी व्यक्ति से नकारात्मक व्यवहार जिसमें छिपे तौर से या सीधे तौर से लैंगिक दुर्भावना की नीयत छिपी होती है,
- (ओ) "कार्यस्थल" का अर्थ है उच्चतर शैक्षिक संस्थान का परिसर जिसमें शामिल हैं:
- (अ) कोई विभाग, संगठन, उपक्रम, प्रतिष्ठान, उद्योग, संस्थान, कार्यालय, शाखा अथवा एकांश जो उपयुक्त उच्चतर शैक्षिक संस्थान द्वारा पूरी तरह अथवा पर्याप्त रूप से उपलब्ध निधि द्वारा सीधे तौर से अथवा अप्रत्यक्ष रूप से स्थापित, स्वामित्व वाले या उससे नियन्त्रित है;  
(ब) ऐसा कोई खेलकूद संस्थान, स्टेडियम, खेल परिसर या प्रतियोगिता या खेलकूद क्षेत्र चाहे वह आवासीय है या नहीं या उसे उच्चतर शैक्षिक संस्थान की प्रशिक्षण, खेलकूद अथवा अन्य गतिविधियों के लिए उपयोग नहीं किया जा रहा है;  
(स) ऐसा कोई स्थान जिसमें कर्मचारी अथवा छात्र अपने रोजगार के दौरान या अध्ययन के दौरान आते रहते हैं तथा जिस गतिविधि में यातायात शामिल है जिसे कार्यकारी प्राधिकारी ने ऐसे भ्रमण के लिए उपलब्ध कराया है जो उस उच्च शैक्षिक संस्थान में अध्ययन के लिए हैं।
3. उच्चतर शैक्षिक संस्थानों के दायित्व—(1) प्रत्येक उच्चतर शैक्षिक संस्थान)
- (अ) कर्मचारियों एवं छात्रों के प्रति लैंगिक उत्पीड़न के निराकरण एवं निषेध संबंधी अपनी नीति एवं विनियमों में उपरोक्त परिभाषाओं की भावना को यथा आवश्यक उपयुक्त रूप में सम्मिलित करें तथा इन विनियमों की आवश्यकता अनुसार अपने अध्यादेशों एवं नियमों को संशोधित करना;
- (ब) लैंगिक उत्पीड़न के विरुद्ध प्राक्धानों को अधिसूचित करना तथा उनके विस्तृत प्रचार-प्रसार को सुनिश्चित करना;

- (स) जैसा कि आयोग की "संज्ञम" (परिसरों में महिलाओं की सुरक्षा एवं लैंगिक संवेदीकरण कार्यक्रम) रिपोर्ट में दर्शाया गया है, प्रशिक्षण कार्यक्रम अथवा कार्यशाला, अधिकारियों, कार्यपालकों, संकाय सदस्यों एवं छात्रों के लिए उन्हें सभी को सुग्राही बनाना तथा इस अधिनियम एवं इन विनियमों में स्थापित अधिकारों, पात्रताओं एवं दायित्वों की जानकारी उन्हें सुनिश्चित कराना तथा उनके प्रति उन्हें जागरूक बनाना;
- (द) इस बात को पहचानते हुए कि प्राथमिक रूप से महिला कर्मचारी तथा छात्राओं एवं कुछ छात्र तथा तीसरे लिंग वाले छात्र कई प्रकार के लैंगिक उत्पीड़न, अपमान एवं शोषण के अन्तर्गत संवेदनशील हैं, तदनुसार सभी लिंगों के कर्मचारियों एवं छात्रों के प्रति सुनियोजित समस्त लिंग आधारित हिंसा के विरुद्ध निर्णयात्मक रूप से सक्रिय बनना ;
- (ई) लैंगिक उत्पीड़न के प्रति शून्य स्तर सहन संबंधी नीति की सार्वजनिक प्रतिबद्धता रखना;
- (एफ) सभी स्तरों पर अपने परिसर को, भेदभाव, उत्पीड़न, प्रतिशोध अथवा लैंगिक आक्रमणों से मुक्त बनाने की प्रतिबद्धता को पुनः पुष्टि करना;
- (जी) इस विषय में जागरूकता पैदा करना कि लैंगिक उत्पीड़न में क्या शामिल है— तथा इसके साथ ही हिंसापूर्ण घातवरण उत्पीड़न एवं प्रतिकार उत्पीड़न इन विषयों में जागरूकता पैदा करना;
- (एच) अपनी विद्वगिता में सम्मिलित करना और महत्वपूर्ण स्थलों पर, विशिष्ट स्थानों पर या नोटिस बोर्ड पर लैंगिक उत्पीड़न के दण्ड एवं परिणामों को दर्शाया जाना तथा संस्थान के सभी समुदायों के वर्गों को इस तन्त्र की चुपचाप के प्रति जागरूक करना जो तन्त्र लैंगिक उत्पीड़न संबंधी शिकायतों के समाधान के लिए बनाया गया है तथा इसके बारे में आन्तरिक शिकायत समिति के सदस्यों का विवरण, उनसे संपर्क साधना, शिकायत के बारे में विधि आदि के बारे में बताना यदि कोई मौजूदा निकाय पहले से ही उसी लक्ष्य के साथ सक्रिय है (जैसे कि लैंगिक संवेदीकरण समिति जो लैंगिक उत्पीड़न के विरुद्ध है, ऐसे जेन्डर सेन्सीटाइजेशन कमिटी अर्गेंट सैक्सुअल हार्समेंट—जी.एस.सी. ए.एस.एच. निकाय को आन्तरिक शिकायत समिति) (इण्टरनल कम्प्लेंट्स कमिटी—आई.सी.सी.) के समान ही पुनर्गठित करना :
- बशर्त, बाद में दर्शाये गए मामले में उच्चतर शैक्षिक संस्थान सुनिश्चित करेंगे कि इस प्रकार के निकाय का गठन आई.सी.सी. के लिए आवश्यक सिद्धान्तों के आधार पर इन विनियमों के अन्तर्गत किया गया है। ऐसा कोई भी निकाय इन विनियमों के प्रावधानों के द्वारा बाध्य होगा;
- (आई) कर्मचारियों एवं छात्रों को उपलब्ध अभय के बारे में बताना, यदि वे लैंगिक उत्पीड़न के शिकार हुए हैं;
- (जे) आन्तरिक शिकायत समिति के सदस्यों द्वारा शिकायतों के निपटान, समाधान अथवा सम्झौते आदि की प्रक्रिया का संचालन संवेदनशील रूप से करने के लिए, नियमित अभिमुखी अथवा प्रशिक्षण कार्यक्रम संचालित करना;
- (के) कर्मचारियों एवं छात्रों के सभी प्रकार के उत्पीड़न के निराकरण हेतु सक्रिय रूप से गतिशील बनाना चाहें वह उत्पीड़न किसी प्रबल अधिकारी अथवा उच्चतर शैक्षिक संस्थान में स्थित पदानुक्रम संबंधों के आधार पर है। अथवा किसी घनिष्ठ भागीदार की हिंसा संबंधी हो अथवा समकक्षों से अथवा उस उच्चतर शैक्षिक संस्थान की भौगोलिक सीमाओं से बाहर किन्हीं तत्वों के कारण हो;
- (एल) उसके कर्मचारियों एवं छात्रों के प्रति किए गए लैंगिक उत्पीड़न के लिए दोषी जो लोग हैं उन्हें दण्डित करना तथा विधि द्वारा मान्य कानून के अनुसार समस्त कार्यवाही करना तथा परिसर में लैंगिक उत्पीड़न के निराकरण एवं अवरोध हेतु तन्त्रों एवं समाधान प्रणाली को यथास्थिति बनाना;
- (एम) यदि उस दुराचार का बह्यंत्रकारी वहाँ का कर्मचारी है तो सेवा नियमों के अन्तर्गत लैंगिक उत्पीड़न को एक दुराचार के रूप में मानना;
- (एन) यदि अपराधकर्ता कोई छात्र है तो लैंगिक उत्पीड़न को अनुशासनात्मक नियमों (जो बहिष्कार एवं बहिष्करण तक हो सकता है) के उल्लंघन के रूप में देखना;
- (ओ) इन विनियमों के प्रकाशन की तिथि से लेकर 80 दिनों की अवधि में इन विनियमों के प्रावधानों का अनुपालन सुनिश्चित किया जाना, जिनमें आन्तरिक शिकायत समिति की नियुक्ति शामिल है;
- (पी) आन्तरिक शिकायत समिति द्वारा की गई रिपोर्टों का समयबद्ध रूप से प्रस्तुतीकरण;
- (व्यू) एक वार्षिक स्थिति रिपोर्ट जिसमें दायर मामलों का, उनके निपटान का विवरण हो, वह तैयार करना तथा इसे आयोग को प्रस्तुत करना;

### 3.2 समर्थन करने वाली गतिविधियाँ—

- (1) जिन नियमों, विनियमों अथवा अन्य इसी प्रकार के माध्यम जिनके द्वारा आन्तरिक शिकायत केन्द्र (आई.सी.सी.) प्रकाश करेगा, उन्हें अद्यतन किया जाएगा तथा उन्हें समय-समय पर संशोधित किया

जाएगा—क्योंकि न्यायालय के निर्णय एवं अन्य कानून तथा नियमों द्वारा उस कानूनी ढाँचे में लगातार संशोधन होता रहेगा जिनके अनुसार अधिनियम लागू किया जाना है,

- (2) उच्चतर शैक्षिक संस्थानों का कार्यकारी प्राधिकारी द्वारा अधिदेशात्मक रूप से पूरा समर्थन किया जाना चाहिए तथा यह देखा जाना चाहिए कि आई.सी.सी. की सिफारिशों का क्रियान्वयन समयबद्ध रूप से किया जा रहा है कि नहीं। आई.सी.सी. के प्रकार्य के लिए समस्त संभावित संसाधन उपलब्ध कराए जाने चाहिए— जिनमें कार्यालय और भवन अवसंरचना सहित (कम्प्यूटर, फोटो कॉपीयर, अन्य दृश्य उपकरणों आदि) स्टाफ (टाइपिस्ट, सलाह एवं कानूनी सेवाओं) सहित पर्याप्त रूप में वित्तीय संसाधन का आवंटन भी हो,
- (3) असुरक्षित/दुर्बल वर्ग विशेष रूप से प्रताड़ना के शिकार बन जाते हैं और उनके द्वारा शिकायत करना और भी ज्यादा कठिन होता है। क्षेत्र, वर्ग, जाति, लैंगिक प्रवृत्ति, अल्पसंख्यक पहचान, एवं पृथक रूप से सामर्थ्य से असुरक्षा सामाजिक रूप से संयोजित हो सकती है। समर्थकारी समितियों को इस प्रकार की असुरक्षितताओं के प्रति अति संवेदनशीलता एवं विशेष जरूरतों के प्रति संवेदनशील होने की आवश्यकता है,
- (4) क्योंकि शोध छात्र और डॉक्टोरल छात्र विशेष रूप से आक्रान्त होते हैं, अतः उच्चतर शैक्षिक संस्थानों द्वारा यह सुनिश्चित कराया जाए कि शोध सर्वेक्षण की नैतिकता संबंधी दिशा निर्देश उचित रूप से लागू हो रहे हैं,
- (5) समस्त उच्चतर शैक्षिक संस्थानों द्वारा उनकी लैंगिक उत्पीड़न विरोधी नीति की क्षमता का नियमित रूप से अर्ध वार्षिक पुनरीक्षण किया जाना चाहिए,
- (6) सभी अकादमिक स्टाफ कॉलेजों (जिन्हें अब मानव संसाधन विकास केन्द्रों के रूप में पाया जाता है) (एचआरडीसी) और क्षमता निर्माण के क्षेत्रीय केन्द्रों द्वारा लिंग संबंधी सत्रों को अपने अभिमुखी एवं पुनर्रचना पाठ्यक्रमों में निगमित करना चाहिए। अन्य सब विषयों से भी इसे प्राथमिकता दी जाए तथा इसे मुख्य धारा के रूप में विशेष रूप से बनाया जाए तथा इसके लिए 'यूजीसी सक्षम' रिपोर्ट का उपयोग करें जिसमें, इस बारे में, प्रविधियाँ उपलब्ध कराई जाती हैं,
- (7) उच्चतर शैक्षिक संस्थानों में प्रशासकों के लिए संचालित अभिमुखी पाठ्यक्रमों में आवश्यक रूप से लैंगिक संवेदीकरण तथा लैंगिक उत्पीड़न की समस्याओं पर एक मापदण्ड होना चाहिए। उच्चतर शैक्षिक संस्थान के समस्त विभागों में मौजूद सदस्यों के लिए कार्यशालाएँ नियमित रूप से संचालित की जानी चाहिए,
- (8) समस्त उच्चतर शैक्षिक संस्थानों में परामर्श सेवाओं को संस्थानों के अन्तर्गत रखा जाना चाहिए और इसके लिए सुप्रशिक्षित पूर्णकालिक परामर्शदाता होने चाहिए,
- (9) कई उच्चतर शैक्षिक संस्थान जिनके विशाल परिसर हैं जिनमें प्रकाश संबंधी व्यवस्था बहुत अधूरी है तथा अन्य संस्थानों के लोगों के अनुभव अनुसार वे स्थान असुरक्षित समझे जाते हैं, वहाँ पर्याप्त प्रकाश व्यवस्था अवसंरचना एवं रख-रखाव का एक अनिवार्य अंग है,
- (10) पर्याप्त एवं अच्छी तरह से प्रशिक्षित सुरक्षा स्टाफ आवश्यक रूप से होना चाहिए जिसमें महिला सुरक्षा स्टाफ सदस्य अच्छी संख्या में हों, जिससे संतुलन बना रहे। सुरक्षा स्टाफ नियुक्ति के मामले में लैंगिक संवेदनशीलता प्रशिक्षण को एक शर्त के रूप में माना जाना चाहिए,
- (11) उच्चतर शैक्षिक संस्थान आवश्यक रूप से विश्वसनीय जन यातायात को सुनिश्चित करें— विशेष रूप से उच्चतर शैक्षिक संस्थानों के विस्तृत परिसरों के अन्दर विभिन्न विभागों के मध्य जैसे— छात्रावासों, पुस्तकालयों, प्रयोगशालाओं तथा मुख्यालय और विशेष रूप से वे स्थान जिन तक पहुँच पाना दैनिक शोधकर्ताओं के लिए कठिन है। सुरक्षा की कमी तथा उत्पीड़न बहुत बढ़ जाता है जब कर्मचारी और छात्र सुरक्षित जन यातायात पर निर्भर नहीं रहते हैं। कर्मचारी एवं छात्रों द्वारा पुस्तकालयों और प्रयोगशालाओं में देर रात तक काम करने और शाम के समय अन्य कार्यक्रमों में भाग लेने के लिए उच्चतर शैक्षिक संस्थानों द्वारा भरोसेमंद यातायात का प्रबन्ध किया जाना चाहिए,
- (12) आवासीय उच्चतर शैक्षिक संस्थानों द्वारा महिला छात्रावासों की संरचना को प्राथमिकता दी जाए। महिला छात्रावास, जो सभी प्रकार के उत्पीड़न से थोड़ी बहुत सुरक्षा प्रदान करते हैं, उस उच्च शिक्षा के सभी स्तरों पर, शहरी एवं ग्रामीण क्षेत्रों में बड़ी संख्या में उच्च शिक्षा इच्छुक युवा महिलाओं के लिए अत्यन्त जरूरी है,



- (13) युवा छात्रों की तुलना में छात्रावास में स्थित छात्राओं की सुरक्षा के मामले को मेदनाम पूर्ण नियमों का आधार नहीं बनाया जाना चाहिए। परिसर की सुरक्षा संबंधी नीतियों को महिला कर्मचारी एवं छात्राओं की सुरक्षात्मकता के रूप में नहीं बन जाना चाहिए, जैसे कि आवश्यकता से अधिक सतर्कता या पुलिसिया निगरानी अथवा आने जाने की स्वतंत्रता में कटौती करना— विशेषकर महिला कर्मचारी एवं छात्राओं के लिए।
- (14) सभी उच्चतर शैक्षिक संस्थानों के लिए पर्याप्त स्वास्थ्य सुविधायें होनी अतिदेशात्मक हैं। महिलाओं के विषय में इस प्रक्रिया में लिंग संवेदी डाक्टर और नर्स तथा इनके साथ ही एक स्त्री रोग विशेषज्ञ की सेवाएँ उपलब्ध होनी चाहिए।
- (15) महाविद्यालयों में महिला विकास प्रकॉष्ठ पुनः धालू किये जाने चाहिए एवं उन्हें धन दिया जाना चाहिए और इन्हें लैंगिक उत्पीड़न विरोधी समितियों तथा आन्तरिक शिकायत समिति के प्रकार्यों से पृथक करके स्वशासी रखा जाना चाहिए। उसके साथ ही वे आन्तरिक शिकायत केन्द्रों के परामर्श से अपनी प्रतिविधियों विस्तारित करेंगे जिनमें लैंगिक संवेदीकरण कार्यक्रम शामिल हैं तथा नियमित आधार पर लैंगिक उत्पीड़न विरोधी नीतियाँ परिसरों में प्रचारित प्रसारित करेंगे। 'सांस्कृतिक पृष्ठभूमि' एवं 'औपचारिक अकादमिक स्थल' इन्हें परस्पर सहभागिता करनी चाहिए ताकि ये कार्यशालाएँ नवोन्मेषी, आकर्षक बने एवं मशीनी न हों।
- (16) छात्रावासों के वार्डन, अध्यक्ष, प्राचार्यों, कुलपतियों, विधि अधिकारियों एवं अन्य कार्यकारी सदस्यों को नियमों के अथवा अध्यादेशों में संशोधनों द्वारा जबाबदेही के दायरे में बंधाआवश्यक रूप से लाना चाहिए।

#### 4. शिकायत समाधान तंत्र—

- (1) लैंगिक उत्पीड़न के विरुद्ध प्रत्येक कार्यकारी प्राधिकारी लैंगिक संवेदीकरण के लिए एक आन्तरिक तंत्र सहित एक आन्तरिक शिकायत समिति (आई.सी.सी.) का गठन करेंगे। आई.सी.सी. की निम्न संरचना होगी—
- (अ) एक पीठासीन अधिकारी जो एक महिला संकाय सदस्य हो और जो एक बरिष्ठ पद पर (एक विश्वविद्यालय की स्थिति में प्रोफेसर से निम्न न हो तथा किसी महाविद्यालय की स्थिति में सह-प्रोफेसर अथवा रीडर से निम्न न हो) शैक्षिक संस्थान में नियुक्त हो तथा कार्यकारी प्राधिकारी द्वारा नामित हो।
- बशर्त यदि किसी स्थिति में कोई बरिष्ठ स्तर की महिला कर्मचारी उपलब्ध नहीं है तो पीठासीन अधिकारी को उप-अनुभाग 2(अ) में दर्शाये कार्यस्थल के अन्य कार्यालय अथवा प्रशासनिक एकांश से उन्हें नामित किया जाएगा।
- "बशर्त यदि उस कार्यस्थल के अन्य कार्यालयों अथवा प्रशासनिक एकांशों में कोई बरिष्ठ स्तर की महिला कर्मचारी नहीं है तो अध्यक्ष अधिकारी को उसी नियोजता के कार्यस्थल से अथवा किसी अन्य विभाग या संगठन में से नामित किया जा सकता है।"
- (ब) दो संकाय सदस्य एवं दो गैर-अध्यापनरत कर्मचारी जो अधिमानत महिलाओं की समस्याओं के लिए प्रतिबद्ध हैं तथा जिन्हें सामाजिक कार्य अथवा कानूनी जानकारी है, उन्हें कार्यकारी प्राधिकारी द्वारा नामित किया जाना चाहिए।
- (स) यदि किसी मामले में छात्र शामिल हैं तो उसमें तीन छात्र हों जिन्हें उन्नातक पूर्व, उन्नातकोत्तर एवं शोधस्तर पर क्रमशः भर्ती किया जायेगा जिन छात्रों को पारदर्शी लोकतांत्रिक प्रणाली द्वारा चुना गया है।
- (द) गैर सरकारी संगठनों में से किसी एक में से अथवा किसी ऐसी सभा में से जो महिलाओं की समस्याओं के लिए प्रतिबद्ध हैं या एक ऐसा व्यक्ति हो जो लैंगिक उत्पीड़न से जुड़े मामलों का जानकार हो, जो कार्यकारी प्राधिकारी द्वारा नामित हो।
- (2) आन्तरिक शिकायत समिति के कुल सदस्यों में न्यूनतम आधे सदस्य महिलायें होनी चाहिए।
- (3) उच्चतर शैक्षिक संस्थानों में बरिष्ठ प्रशासनिक पदों पर नियुक्त व्यक्ति जैसे कुलपति, पदेन कुलपति, रेक्टर, कुलसचिव, डीन, विभागों के अध्यक्ष आदि आन्तरिक समिति के सदस्य नहीं होंगे ताकि ऐसे केन्द्र के प्रकार्यों की स्वामत्तता सुनिश्चित रहे।

- (4) आन्तरिक शिकायत समिति के सदस्यों की सदस्यता अवधि तीन वर्ष की होगी। उच्चतर शैक्षिक संस्थान ऐसी एक प्रणाली का उपयोग करें जिसके द्वारा आन्तरिक शिकायत केन्द्र के सदस्यों का एक तिहाई भाग प्रतिवर्ष परिवर्तित होता रहे;
- (5) आन्तरिक समिति की बैठक आयोजित करने के लिए जो सदस्य गैर सरकारी संगठनों अथवा सभाओं से संबद्ध हैं उन्हें कार्यकारी प्राधिकारी द्वारा ऐसे शुल्क अथवा भत्ते का भुगतान किया जाए, जैसा निर्धारित किया गया है;
- (6) जिस स्थिति में आन्तरिक समिति का अध्यक्ष अधिकारी अथवा इसका कोई सदस्य, यदि—
- (अ) अधिनियम की धारा 16 के प्रावधानों का उल्लंघन करता है, अथवा
- (ब) वह किसी अपराध के लिए दोषी सिद्ध हुआ है अथवा उसके विरुद्ध वर्तमान में लागू किसी कानून के अन्तर्गत किसी अपराध के बारे में कोई पड़ताल लम्बित है, अथवा
- (स) किसी अनुशासनात्मक कार्यवाही के तहत वह दोषी पाया गया है अथवा उसके विरुद्ध कोई अनुशासनात्मक कार्यवाही लम्बित है, अथवा
- (द) उसने अपने पद का दुरुपयोग इस सीमा तक किया है कि कार्यालय में उसकी सेवामें निरन्तरता को जनहित के प्रतिकूल माना जाएगा;
- तो ऐसा अध्यक्ष अधिकारी अथवा सदस्य, यथास्थिति, इस समिति से हटा दिया जाएगा तथा इस प्रकार से होने वाली रिक्ति अथवा ऐसी कोई नैमित्तिक (कैजुअल) रिक्ति को नये नामांकन द्वारा इस धारा के प्रावधानों के अनुसार भरा जाएगा;"

**5. आन्तरिक शिकायत समिति (आई.सी.सी.) :-** आन्तरिक शिकायत समिति करेगी :-

- (अ) यदि कोई कर्मचारी अथवा छात्र पुलिस के पास कोई शिकायत दर्ज करना चाहता है तो उसे सहायता उपलब्ध कराएगी;
- (ब) विवाद समाधान के हेतु बातचीत संबंधी तन्त्र उपलब्ध कराना ताकि विवादित बातों पर पूर्वानुमान को समीचीन एवं उचित मैत्रीपूर्ण क्रिया द्वारा देखा जा सका जिससे उस शिकायतकर्ता के अधिकारों की हानि न हो तथा जिससे पूरी तरह से दण्डात्मक दृष्टिकोणों की न्यूनतम जरूरत हो जिनसे और अधिक जानकारी, विमुखता अथवा हिंसा न बड़े;
- (स) उस व्यक्ति की पहचान उजागर किये बिना उस शिकायतकर्ता की सुरक्षा बनाए रखना तथा स्वीकृत अयकार अथवा उपस्थिति संबंधी अनिवार्यताओं में छूट द्वारा अथवा अन्य किसी विभाग में अथवा किसी सर्वेक्षणकर्ता के पास स्थानान्तरण द्वारा, यथा आवश्यक रूप से उस शिकायत के लम्बित होने की अवधि में अथवा उस अपराधकर्ता के स्थानान्तरण का भी प्रावधान किया जाएगा;
- (द) लैंगिक उत्पीड़न संबंधी शिकायतों के निपटान करते समय सुनिश्चित करें कि पीड़ित व्यक्ति या गवाहों का शोषण ना किया जाए अथवा उनके साथ भेदभाव न किया जाए, तथा
- (ई) किसी भी आवृत्त व्यक्ति के विरुद्ध अथवा प्रतिकूल कार्रवाई पर प्रतिबन्ध को सुनिश्चित करना क्योंकि वह कर्मचारी अथवा छात्र एक संरक्षित गतिविधि में व्यस्त है;
- 6. शिकायत करने एवं जाँच पड़ताल की प्रक्रिया:-** आन्तरिक शिकायत समिति किसी भी शिकायत को दायर करने और उस शिकायत की जाँच करने के लिए इन विनियमों और अधिनियम में निर्धारित प्रणाली का अनुपालन करेगी ताकि वह समयबद्ध रूप से पूरी हो सके। उच्चतर शैक्षिक संस्थान, आन्तरिक शिकायत समिति को सभी आवश्यक सुविधाएँ उपलब्ध कराएगा ताकि जाँच पड़ताल शीघ्रता से संचालित हो सके तथा आवश्यक गोपनीयता भी बनी रहे;
- 7. लैंगिक उत्पीड़न की शिकायत दायर करने की प्रक्रिया :-** किसी भी असन्तुष्ट व्यक्ति के लिए आवश्यक है कि वह घटना होने की तिथि से तीन माह के भीतर लिखित शिकायत आन्तरिक शिकायत समिति को प्रस्तुत करे और यदि लगातार कई घटनाएँ हुईं हो तो सबसे बाद की घटना से तीन माह के भीतर उसे प्रस्तुत करें;
- बशर्तें जहाँ ऐसी शिकायत लिखित रूप में नहीं दी जा सकती है, वहाँ अध्यक्ष अधिकारी अथवा आन्तरिक समिति का कोई भी सदस्य, उस व्यक्ति के द्वारा लिखित शिकायत प्रस्तुत करने के लिए समस्त सम्भव सहायता प्रदान करेगा;
- बशर्तें, इसके साथ ही आई.सी.सी. लिखित रूप से प्रस्तुत तर्कों के आधार पर समय सीमा विस्तारित कर सकती है, परन्तु वह तीन माह से अधिक की नहीं होगी, यदि इस बात को आश्वस्त किया गया हो कि परिस्थितियाँ ऐसी थी कि जिनके कारण वह व्यक्ति इस कथित अवधि के दौरान शिकायत दायर करने से वंचित रह गया था;

**8. जाँच पड़ताल की प्रक्रिया:-**

- (1) शिकायत मिलने पर आन्तरिक शिकायत समिति इसकी एक प्रति को प्रतिवादी को इसके प्राप्त होने से सात दिनों के भीतर भेजेगी;
- (2) शिकायत की प्रति मिलने के बाद प्रतिवादी अपना उत्तर इस शिकायत के बारे में, सम्बन्धित दस्तावेजों की सूची, गवाहों के नामों एवं पत्तों के नामों एवं उनके पत्तों सहित दस दिन की अवधि में दाखिल करेगा;
- (3) शिकायत प्राप्त होने के 90 दिनों के भीतर ही जाँच पड़ताल पूरी की जानी चाहिए। अनुसंसाओं सहित, यदि वे हों, तो जाँच पड़ताल रिपोर्ट उस जाँच के पूरा होने के 10 दिनों के भीतर उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी को प्रस्तुत की जानी चाहिए। इस शिकायत से जुड़े दोनों पक्षों के समक्ष इस जाँच के तथ्यों या सिफारिशों की प्रति दी जाएगी;
- (4) जाँच रिपोर्ट प्राप्त होने के 30 दिनों के भीतर इस समिति की सिफारिशों पर उच्चतर शैक्षिक संस्थान के अध्यक्ष प्राधिकारी कार्यवाही करेंगे, यदि किसी भी पक्ष द्वारा उस अवधि में जाँच के विरुद्ध कोई अपील दायर न की गई हो;
- (5) दोनों में से किसी भी पक्ष द्वारा आन्तरिक शिकायत समिति द्वारा प्रदान तथ्यों/अनुसंसाओं के विरुद्ध उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी के समक्ष की गई अनुसंसाओं की तिथि से तीस दिन की अवधि में अपील दायर की जा सकती है;
- (6) उच्चतर शैक्षिक संस्थान का कार्यकारी प्राधिकारी यदि आन्तरिक शिकायत समिति की सिफारिशों के अनुसार कार्य नहीं करने का निर्णय लेता है तो वह इसके बारे में लिखित रूप से कारण स्पष्ट करेगा जिन्हें आन्तरिक शिकायत समिति को तथा उस कार्यवाही से जुड़े दोनों पक्षों को भेजा जाएगा। यदि दूसरी ओर वह आन्तरिक शिकायत समिति द्वारा की गई सिफारिशों के अनुसार कार्य करने का निर्णय लेता है तो एक कारण बताओ नोटिस जिसका 10 दिनों के भीतर उत्तर भेजा जाना है— उसे उस पक्ष को भेजा जाएगा जिसके विरुद्ध कार्यवाही की जानी है। उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी उस अतन्त्रुष्ट व्यक्ति का पक्ष सुनने के पश्चात् ही आगे की कार्यवाही करेंगे;
- (7) मामले को निपटाने के उद्देश्य से पीड़ित पक्ष एक सुलह का आग्रह कर सकता है। सुलह का आधार कोई आर्थिक समझौता नहीं होना चाहिए। यदि कोई सुलह का प्रस्ताव रखा जाता है तो यथास्थिति उच्चतर शैक्षिक संस्थान सुलह की प्रक्रिया को आन्तरिक शिकायत समिति के माध्यम से सुलभ कराएगा। किसी भी दण्डात्मक हस्तक्षेप की तुलना में, जहाँ तक संभव होता है, उस पीड़ित पक्ष की पूरी संतुष्टि के लिए उस पारस्परिक विरोध के समाधान को अधिमानता दी जाती है;
- (8) पीड़ित पक्ष अथवा पीड़ित व्यक्ति अथवा गवाह अथवा अपराधकर्ता की पहचान सार्वजनिक नहीं की जाएगी या विशेष रूप से उस जाँच प्रक्रिया के दौरान इसे सार्वजनिक क्षेत्र में रखा जाएगा;

#### B. अन्तरिम समाधान— उच्चतर शैक्षिक संस्थान,

- (अ) यदि आन्तरिक शिकायत केन्द्र सिफारिश करता है तो शिकायतकर्ता अथवा प्रतिवादी को अन्य किसी अनुनाम अथवा विभाग में स्थानान्तरित किया जा सकता है ताकि सम्पर्क अथवा अन्योन्य क्रिया में शामिल जोखिम कम से कम बना रहे;
- (ब) पीड़ित पक्ष को, सम्पूर्ण स्तर संबंधी एवं अन्य हित लाभों के संरक्षण सहित तीन माह तक का अवकाश स्वीकृत कर दे;
- (स) शिकायतकर्ता के किसी भी काम अथवा निष्पादन अथवा परीक्षण अथवा परीक्षाओं के संबन्ध में कोई बात प्रकट न करने के लिए प्रतिवादी को बाध्य कर दें;
- (द) सुनिश्चित करें कि अपराधकर्ताओं को पीड़ित व्यक्तियों से दूरी बना कर रखनी चाहिए तथा यथा आवश्यक, यदि कोई प्रत्यक्ष घमकी है तो उनका परिसर में प्रवेश प्रतिबंधित कर दें;
- (ई) लैंगिक उत्पीड़न को किसी शिकायत के परिणाम स्वरूप, शिकायतकर्ता को प्रतिशोध एवं उत्पीड़न से सुरक्षा प्रदान करने के लिए तथा एक अनुकूल वातावरण उपलब्ध कराने के लिए सख्त उपाय किये जाने चाहिए;

#### 10. दण्ड एवं हरजाना—

- (1) अपराधकर्ता यदि उच्चतर शैक्षिक संस्थान का कर्मचारी है तथा लैंगिक उत्पीड़न का दोषी पाया जाता है तो उसे संस्थान के सेवा नियमों के अनुसार दण्डित किया जाएगा;
- (2) अपराध की गंभीरता को देखते हुए— यदि प्रतिवादी कोई छात्र है, तो उच्चतर शैक्षिक संस्थान—
  - (अ) ऐसे छात्र के विशेषाधिकारों को रोक सकता है तो, जैसे—पुस्तकालय, सभागार, आवासीय आगारों, यातायात, छात्रकृति, नत्तों एवं पहचान पत्र आदि तक पहुँच बनाना;

- (ब) एक विशेष समय तक परिसर में उसका प्रवेश स्थगित अथवा बाधित करना;
- (स) यदि उस अपराध की ऐसी गंभीरता है तो उस छात्र को संस्थान से निष्कासित किया जा सकता है तथा उसका नाम उस संस्थान की नामावलि से हटाया जा सकता है, इसके साथ ही पुनः प्रवेश की अनुमति उसे नहीं होगी;
- (द) अधिदेहात्मक परामर्श अथवा सामुदायिक सेवाओं जैसे सुधारवादी दण्ड प्रदान करना;
- (3) पीड़ित व्यक्ति मुआवजे का अधिकारी है। आन्तरिक शिकायत समिति द्वारा अनुशंसित तथा कार्यकारी प्राधिकारी द्वारा स्वीकृत मुआवजे के भुगतान के लिए उच्चतर शैक्षिक संस्थान निर्देश जारी करेगा, जिसकी वसूली अपराधकर्ता से की जाएगी। देय मुआवजे का निर्धारण निम्न आधार पर होगा:-
- (अ) पीड़ित व्यक्ति को जितना मानसिक तनाव, कष्ट, व्यथा एवं दुख पहुँचा है;
- (ब) उस लैंगिक उत्पीड़न की घटना के कारण उन्हें अपनी जीविका के सुअवसर की हानि उठानी पड़ी;
- (स) पीड़ित व्यक्ति द्वारा अपने शारीरिक एवं मनोरोग संबंधी आधार के लिए खर्च किए गए चिकित्सा व्यय;
- (द) कथित अपराधकर्ता एवं उस पीड़ित व्यक्ति की आय एवं जीवन स्तर, और
- (ई) ऐसे समस्त भुगतान का एकमुश्त रूप से या किस्तों में किए जाने का औचित्य;

#### 11. झूठी शिकायत के विरुद्ध कार्यवाही:-

इस बात को सुनिश्चित करने के लिए कि लैंगिक उत्पीड़न मामलों में कर्मचारियों एवं छात्रों की सुरक्षा के प्रावधानों का दुरुपयोग न हो, असत्य एवं द्वेष भावना पूर्ण शिकायतों के विरुद्ध प्रावधान किये जाने की आवश्यकता है तथा इन्हें उच्चतर शैक्षिक संस्थानों में प्रचारित प्रसारित किया जाना चाहिए। आन्तरिक शिकायत समिति यदि यह निष्कर्ष निकालती है कि लगाए गए अभियोग असत्य थे, विद्वेषपूर्ण थे अथवा यह जानते हुए भी कि वह शिकायत असत्य अथवा जाती है अथवा भ्रामक सूचना को उस पड़ताल के दौरान उपलब्ध कराया गया है तो शिकायतकर्ता विनियम (10) के उप विनियम (1) के तहत दण्डित किये जाने के लिए बाध्य होगा यदि शिकायतकर्ता एक कर्मचारी है, तथा यदि वह अपराधकर्ता एक छात्र है तो वह इस विनियम की उप-विनियम (2) के प्रावधानों के अनुसार सजा के लिए बाध्य होगा तथापि किसी भी शिकायत को प्रमाणित करने अथवा उसके लिए पर्याप्त सबूत उपलब्ध न कर पाने का आधार, शिकायतकर्ता के विरुद्ध कार्यवाही करने का कारण नहीं माना जा सकता है। शिकायतकर्ता द्वारा द्वेषपूर्ण उद्देश्य से दाखल शिकायत की जाँच पड़ताल द्वारा तय किया जाना चाहिए तथा इस बारे में किसी कार्यवाही की सिफारिश किए जाने से पूर्व इस विषय में निर्धारित प्रणाली के अनुसार जाँच की जानी चाहिए।

#### 12. गैर अनुपालन के परिणाम:-

- (1) ऐसे संस्थान जो जानबूझकर अथवा बारंबार उन दायित्वों तथा कर्तव्यों के अनुपालन में असमर्थ बना रहता है जिन्हें कर्मचारियों एवं छात्रों के प्रति लैंगिक उत्पीड़न के निराकरण, निषेध एवं समाधान हेतु निर्धारित किया गया है, तो इस स्थिति में आयोग विधिवत नोटिस देकर निम्न में से किसी एक अथवा इससे अधिक बिन्दुओं पर कार्यवाही करेगा-
- (अ) विश्वविद्यालय अनुदान आयोग अधिनियम 1956 की धारा 12(बी) के अन्तर्गत की गई घोषणा जो पात्रता दिये जाने के विषय में है, उसका आहरण किया जाना;
- (ब) आयोग द्वारा अधिनियम 1956 की धारा 2 (एफ) के अन्तर्गत अनुरक्षित सूची में से उस विश्वविद्यालय अथवा महाविद्यालय का नाम हटाना;
- (स) संस्थान को आर्बिट्रल किसी भी अनुदान को रोक देना;
- (द) आयोग को किसी भी सामान्य अथवा विशेष सहायता कार्यक्रमों के अन्तर्गत किसी भी सहायता को प्राप्त करने के लिए उस संस्थान को अपात्र घोषित किया जाना;
- (ई) जन साधारण को, एवं रोजगार अथवा प्रवेश के इच्छुक भावी प्रत्याशियों को एक ऐसे नोटिस द्वारा सूचित करना जो समाचार पत्रों में प्रमुख रूप से दर्शाया गया है अथवा उपयुक्त मीडिया में दर्शाया गया है तथा आयोग की वेबसाइट पर प्रदर्शित किया गया है तथा जिस नोटिस में घोषणा की गई है कि वह संस्थान लैंगिक उत्पीड़न के विरुद्ध शून्य सहनशीलता नीति (मतव जबसमतदन्नम चवसपबलद का समर्थन नहीं करता है);
- (एफ) यदि वह एक महाविद्यालय है तो उसके सम्बद्ध विश्वविद्यालय द्वारा उसकी सहसम्बद्धता को आहरित करने की अनुमति के लिये कहें;

- (जी) यदि वह एक मानित विश्वविद्यालय संस्थान है तो केन्द्र सरकार को उस मानित विश्वविद्यालय के आहरण की अनुमति करना;
- (एच) यदि वह किसी राज्य अधिनियम के अन्तर्गत स्थापित अथवा नियमित विश्वविद्यालय है तो उसके इस स्तर को आहरित करने के लिए उपयुक्त राज्य सरकार को सिफारिश करना;
- (आई) जैसे कि विश्वविद्यालय अनुदान आयोग अधिनियम 1956 के अन्तर्गत प्रावधान किया जाना हो तदनुसार अपने अधिकारों के अनुसार यथोचित रूप से ऐसी समयावधि के लिए दण्ड प्रदान कर सकता है जिस समय तक वह संस्थान इन विनियमों में निर्धारित प्रावधानों का अनुपालन नहीं करता है;
- (जे) इन विनियमों के अन्तर्गत आयोग द्वारा उक्त समय तक कार्रवाई नहीं की जाएगी जब तक कि संस्थान को अपना पक्ष प्रस्तुत करने के लिए प्रदत्त सुअवसर के अन्तर्गत पर उनकी सुनवाई कर ली गई हो;

[विज्ञापन—III/4/असा/53]

जसपाल एस्. संघु, सचिव, यूजीसी

## MINISTRY OF HUMAN RESOURCE DEVELOPMENT

(University Grants Commission)

### NOTIFICATION

New Delhi, the 2nd May, 2016

#### University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015

No. F. 91-1/2013(TFGS).—In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), read with sub-section (1) of Section 20 of the said Act, the University Grants Commission hereby makes the following regulations, namely:-

1. **Short title, application and commencement.**—(1) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
- (2) They shall apply to all higher educational institutions in India.
- (3) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.**—In these regulations, unless the context otherwise requires,-
- (a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
- (b) "Act" means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
- (c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;

- (d) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (f) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;
- Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (j) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means-
- (i) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-
- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
- (b) demand or request for sexual favours;
- (c) making sexually coloured remarks
- (d) physical contact and advances; or
- (e) showing pornography"
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) implied or explicit threat of detrimental treatment in the conduct of work;
- (c) implied or explicit threat about the present or future status of the person concerned;
- (d) creating an intimidating offensive or hostile learning environment;
- (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

- (l) "student" means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI;  
 Provided that a student who is in the process of taking admission in HEI's campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;  
 Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;
- (m) "third Party Harassment" refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;
- (n) "victimisation" means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- (o) "workplace" means the campus of a HEI including-
- (a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
  - (b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
  - (c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.

### 3. Responsibilities of the Higher Educational Institution- (1) Every HEI shall,-

- (a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- (b) publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- (c) organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- (d) act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- (e) publicly commit itself to a zero tolerance policy towards sexual harassment;
- (f) reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- (g) create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- (h) include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual

harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;

Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment;
- (j) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
- (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;
- (l) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (n) treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
- (o) ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- (p) monitor the timely submission of reports by the ICC;
- (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

3.2 **Supportive measures.**—(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

(2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

(3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.

(4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.

(5) All HEIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.



(6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.

(7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.

(8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.

(9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.

(10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.

(11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.

(12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.

(13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.

(14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.

(15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.

(16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

**4. Grievance redressal mechanism.—**(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(a);

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;"

- (b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
- (c) Three students, **if the matter involves students**, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- (d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

- (2) At least one-half of the total members of the ICC shall be women.
- (3) Persons in senior administrative positions in the HEL such as Vice- Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
- (4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one-third of the members of the ICC may change every year.
- (5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.
- (6) Where the Presiding Officer or any member of the Internal Committee:
- contravenes the provisions of section 16 of the Act; or
  - has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
  - he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
  - has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section."

**5. Responsibilities of Internal Complaints Committee (ICC) - The Internal Complaints Committee shall:**

- (a) provide assistance if an employee or a student chooses to file a complaint with the police;

- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

**6. The process for making complaint and conducting Inquiry** – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

**7. Process of making complaint of sexual harassment** - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing.

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period."

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

**8. Process of conducting Inquiry-** (1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the

case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

**9. Interim redressal-**The HEI may,

- (a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

**10. Punishment and compensation-** (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-

- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
  - (b) suspend or restrict entry into the campus for a specific period;
  - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
  - (d) award reformatory punishments like mandatory counselling and, or, performance of community services.
- (3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
  - (b) the loss of career opportunity due to the incident of sexual harassment;
  - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
  - (d) the income and status of the alleged perpetrator and victim; and
  - (e) the feasibility of such payment in lump sum or in instalments.

**11. Action against frivolous complaint.**—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub-regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2)

of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

**12. Consequences of non-compliance.**—(1) The Commission shall, in respect of any institution that will fully contravene or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice: -

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956.
  - (b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;
  - (c) withholding any grant allocated to the institution;
  - (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;
  - (e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;
  - (f) recommending the affiliating university for withdrawal of affiliation, in case of a college;
  - (g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;
  - (h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.
  - (i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.
- (2) No action shall be taken by the Commission under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

[Advt.-III/4/Exty./53]

JASPAL S. SANDHU, Secy. UGC

Dr. Sunil Patil  
I/c Director



Department of Students' Development  
Vidyapeeth Vidyarthi Bhavan,  
'B' Road, Churchgate  
Mumbai - 400 020  
Tel. No. 2204 28 59

**CIRCULAR**

To,  
The Principals/Directors  
of the Affiliated Colleges/Recognized Institutions  
of the University of Mumbai

**Subject: Constitution of College Grievance Redressal Cell (CGRC)**  
as per महाराष्ट्र शासन राजपत्र असाधारण भाग चार ब, असाधारण क्रमांक ६७

Sir/Madam,

As per directives received from the University Authorities, I am directed to inform your goodself that as per महाराष्ट्र शासन राजपत्र असाधारण भाग चार ब, असाधारण क्रमांक ६७, dated February 27, 2019, each Affiliated College and Recognized Institution of the University of Mumbai has to constitute a **College Grievance Redressal Cell (CGRC)**. All grievances of students relating to College/Institution shall first be addressed to College Grievance Redressal Cell (CGRC) to be constituted at the level of College/Institution by following below given steps:


1. Affiliated College/Recognized Institution shall constitute College Grievance Redressal Cell (CGRC). The composition of CGRC shall be as follows:
  - a. Principal of the College or Head/Director of the Recognized Institution – **Chairperson**
  - b. One Senior Faculty Member Nominated by the Principal of the College or Head/Director of the Recognized Institution – **Member**
  - c. One Senior Faculty Member Nominated by the Principal of the College or Head/Director of the Recognized Institution – **Member Secretary**

The tenure of all the members of CGRC shall be of two years.

2. Affiliated College/Recognized Institution shall create a Portal on their website where student shall register their grievances online with necessary documents.
3. Affiliated College/Recognized Institution shall upload the information of functioning of CGRC on the portal.
4. Affiliated College/Recognized Institution shall give wide publicity to College Grievance Redressal Cell (CGRC) among all students, teachers, administrative staff and non-teaching staff of their College/Institution through various means like, Website, Prospectus, Notices, Electronic Gadgets, etc.
5. The concerned student of the Affiliated College/Recognized Institution shall register his/her complaint on the portal available on the website of his/her College/Institution.
6. The Member Secretary of CGRC shall maintain the documentation of the grievances of students who have registered their grievances on the portal of the College/Institution.

7. The Member Secretary shall prepare the Agenda for the meeting of the College Grievance Redressal Cell (CGRC) in consultation with the Chairperson and shall communicate to all members prior to the meeting.
8. The committee shall resolve the grievance of the complainant student by giving an opportunity of hearing to all the concerned parties and following principles of natural justice.
9. The Member Secretary shall convene meeting of College Grievance Redressal Cell (CGRC) in consultation with the Chairperson in order to redress the grievances registered on portal within 15 days of its receiving.
10. The Member Secretary shall prepare Minutes and Action Taken Report for College Grievance Redressal Cell (CGRC).
11. The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of CGRC on the portal.
12. The Member Secretary shall communicate the Minutes and Action Taken Report of each meetings of CGRC for the information to the Director, Students' Development, University of Mumbai by an email on **egrc@mu.ac.in**
13. The Member Secretary will prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai by an email on **egrc@mu.ac.in**
14. If the concerned student is not satisfied with the decision of the College Grievance Redressal Cell (CGRC) then he/she can appeal to University Grievance Redressal Cell (UGRC) which comes under Department of Students' Development within 30 days. The Member Secretary shall communicate this to all students who have registered their grievances on the portal. The student desire to appeal on the decision given by CGRC shall register his/her grievance/s on the portal available on the website of University of Mumbai, **www.mu.ac.in** with all supporting documents within 30 days.
15. The procedure and directives for functioning of College Grievance Redressal Cell (CGRC) are enclosed here for information and necessary action at your end.

Mumbai  
May 14, 2019

  
Dr. Sunil Patil  
I/c Director, DSD

**University of Mumbai**  
**DEPARTMENT OF STUDENTS' DEVELOPMENT**

**PROCEDURE AND DIRECTIVES FOR FUNCTIONING OF  
COLLEGE GRIEVANCE REDRESSAL CELL (CGRC)**

**A. Role and Functions of CGRC**

The CGRC shall exercise the following role and perform the following functions, namely-

- 1) To receive the applications of the students from the portal available on the website of College / Institute and process them further.
- 2) To attend all applications relating to the grievances of the students.
- 3) To entertain and consider the grievances of the students. It may hear the students in person by giving opportunities of hearing.
- 4) To hear all the concerned parties and settle grievances as early as possible.
- 5) To counsel the students whenever necessary to resolve their grievances.
- 6) To give advice to the students through correspondence.
- 7) The CGRC shall not discuss with any sub-judice grievances.
- 8) It shall make efforts to settle the disputes amicably.
- 9) To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
- 10) To consider and submit recommendations and suggestion in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the redressal of grievances of students.
- 11) To prepare Minutes and Action Taken Report of the meeting of CGRC and submit it to the Director, Students' Development, University of Mumbai.
- 12) To prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai.

**B. Role of the Chairperson of CGRC**

- 1) The Principal of Affiliated College or Head / Director of Recognized Institution shall be the Chairperson of CGRC. In absence of Principal / Head / Director, the Incharge of the College / Institution shall be the Chairperson of CGRC with prior permission of his/her Management/Higher Authorities.
- 2) The Chairperson shall finalize the date of meeting of CGRC in discussion with Member Secretary.
- 3) The Chairperson shall preside over the meeting of CGRC.

**C. Role of the Member Secretary of CGRC**

- 1) The Member Secretary shall be the Primary Officer of the CGRC. He shall be the custodian of all accounts and records, if any, placed at the disposal of the Cell.
- 2) The Member Secretary shall prepare the Agenda for a meeting of the CGRC in consultation with the Chairperson and shall communicate the Agenda with all necessary documents of students to all members prior to the meeting through an email.
- 3) The Member Secretary shall convene meetings of CGRC in consultation with the Chairperson in order to redress the grievances registered on portal within 15 days of its receiving.
- 4) He shall also attend the meetings and shall be responsible for maintaining a record of the minutes of the proceedings of the meetings.
- 5) He shall prepare Action Taken Report on the previous meeting of CGRC.
- 6) The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of CGRC on the portal.



- 7) The Member Secretary shall communicate the Minutes and Action Taken Report of each meetings of CGRC for the information to the Director, Students' Development, University of Mumbai by an email on **cgrc@mu.ac.in**
- 8) The Member Secretary shall prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai by an email on **cgrc@mu.ac.in**
- 9) The Member Secretary shall discharge such other duties and functions related to grievances of the students as the Chairperson and the Director, Students' Development assign to him from time to time.

#### **D. Meetings of CGRC**

- 1) The CGRC shall meet regularly as per the exigency in order to redress the grievances registered on portal within 15 days of its receiving. If there are no grievances, the CGRC shall meet once in every semester.
- 2) The Member Secretary may directed by the Chairperson to convene a meeting of the CGRC at the place, date and time to be fixed in consultation with him/her.
- 3) Every meeting of the CGRC shall be numbered serially.
- 4) The Notice of the meeting shall be issued by the Member Secretary well in advance, in consultation with the Chairperson and shall communicate to all members with its Agenda and necessary documents prior to the meeting through an email.
- 5) However, any non-receipt of notice by the members shall not invalidate the proceedings of the meeting.
- 6) In case of a meeting being called urgently the Notice and Agenda with necessary documents may be distributed to the members during the meeting. The procedure of any such meeting shall be such as the CGRC may determine.
- 7) In case the grievance is against any of the members of the CGRC, the concerned member shall abstain himself from the proceeding on such issue. However, the concerned student shall have choice to approach the (University Grievance Redressal Cell (UGRC) for the Redressal of his/her grievance.

#### **E. Venue of the Meeting of CGRC**

- 1) The Meeting of the CGRC shall be held in the premises of the College/Institution during the working days and working time of the College/Institution.
- 2) The Member Secretary shall communicate venue, date and time of meeting of CGRC to all members of CGRC and students who have registered their grievances prior to the meeting.

#### **F. Quorum of the Meeting of CGRC**

The Quorum for the meeting of CGRC shall be two, including Chairperson.

#### **G. Decisions by Majority of the Meeting of CGRC**

All matters of any meeting of the CGRC shall be decided by majority of the members present and voting and, in case of a tie, the person presiding shall have a second or casting vote.

#### **H. Minutes**

- 1) The draft Minutes of the meetings shall be prepared by the Member Secretary in consultation with the Chairperson and confirm it from all members within 7 days after the meeting.
- 2) The Minutes shall contain a record of the decisions taken and resolutions passed by the CGRC in the meeting and the discussions of the meeting shall not ordinarily form part of the Minutes.
- 3) The Member Secretary shall submit the confirmed minutes of the meeting of CGRC to the Director, Students' Development, University of Mumbai by an email on **cgrc@mu.ac.in**

### **I. Action Taken Report**

- 1) After the confirmation of the minutes, the Member Secretary shall report to the CGRC the Action Taken Report on the resolutions or decisions or directions given in the previous meetings of the CGRC.
- 2) The Member Secretary shall submit Action Taken Report on the meeting of CGRC to Director, Students' Development, University of Mumbai by an email on [cgrc@mu.ac.in](mailto:cgrc@mu.ac.in)

### **J. Attendance of Members**

- 1) Member Secretary shall maintain the record of Attendance of each meeting of CGRC.
- 2) Every member shall sign the Attendance Sheet during every meeting.

### **K. Appearance before CGRC**

The complainant student may appear in person. If he/she is incapable to attend / represent his/her grievances, then his/her representative (preferably parents) other than legal practitioner may be authorized to present his/her case in any proceedings before the CGRC.

### **L. Language of Proceedings of Meetings of CGRC**

Preferably Marathi language may be used in the proceedings of meetings of CGRC. The complainant student can request for any other language to the CGRC.

### **M. Nature of Applications to be Entertained by the CGRC**

The grievances or common grievances of students related to College / Institution only shall be considered by the CGRC.

### **N. Registration of Grievances on the Portal**

- 1) Any student desiring redressal of his grievance/s may register his/her grievance/s online on the portal available on website of his/her College/Institution.
- 2) The student shall fill all the information required for registration and upload the supporting documents.
- 3) The grievances with insufficient/incomplete information shall not be entertained by CGRC.

### **O. Disposal of Applications**

- 1) On receipt of an Applications of Grievances of Students, the Member Secretary shall scrutinize the applications in consultation with Chairperson of the CGRC and prepare the Agenda of Meeting.
- 2) Non-accepted applications shall be communicated to the student in writing by Member Secretary.
- 3) The Member Secretary shall communicate the date, time and venue of the Meeting to the students who have registered their grievances on the portal before the meeting with the help of Administrative Staff of the Department / Institution.
- 4) The Member Secretary may request the applicant student to supply further information as may be necessary and also discuss the grievance personally with the applicant.
- 5) The Member Secretary may request all the parties related to grievance to give clarification in writing with necessary documents and send it to all members through an email along with the Agenda.
- 6) The Member Secretary shall present each complaint before the CGRC as per the Agenda with all necessary documents given by the students during the meeting.
- 7) The CGRC shall redress all the grievances as per the Agenda by giving an opportunity of hearing to all the concerned parties and by following principles of natural justice.

- 8) The Member Secretary shall communicate a copy of Order/Decision/Resolution to all the students whose grievances were mentioned in the Agenda.

**P. Non-Entertainment of Application**

- 1) No applications for redressal of grievances shall be entertained, if the CGRC is satisfied that-
  - a. The applicant has knowingly made false statement or furnished false information as regards to place of residence, educational qualifications, etc.
  - b. In an application, there is no prima facie case for considering it.
  - c. The Application is frivolous or fictitious.
  - d. The matter is sub-judice in any court of law.
  - e. If there is gross delay.
  - f. Having regard to all the circumstances of the case, it is otherwise not reasonable to consider the application.
- 2) In case of any false or frivolous complaint, the CGRC may recommend appropriate action against the complainant student.

**Q. Processing of Applications**

- 1) The Member Secretary shall prepare requisite number of sets of all the applications received online/personally from the students and documents of other parties on which complaint has been made and send it to all members of CGRC prior to the meeting through an email and handover its hardcopies to all members of CGRC at the time of meeting.
- 2) The CGRC shall consider the case on the basis of the noting prepared by the Member Secretary.
- 3) The CGRC shall deal with the case on the basis of the Provisions of the Act, Rules, Regulations, Statutes, Ordinances, Circulars and Directions of the University and on the basis of natural justice, equity and good conscience.
- 4) The CGRC shall hear the all the concerned parties related to the complaint in person / individually / collectively whatever the requirement of the case by following principles of natural justice.
- 5) Efforts shall be made to settle the grievances amicably after hearing all parties.
- 6) Efforts shall be made to settle the grievances within 15 days of its receiving.

**R. Consideration of Applications**

- 1) Each member of the CGRC shall study the applications/cases sent to them in advance.
- 2) Applications shall be discussed in the Meeting and further line of action shall be decided.
- 3) The concerned student/s or any other person or teaching staff or administrative staff or non-teaching staff or official who is concerned with the grievances of the student/s may be called during the meeting of the CGRC whenever necessary and they may be heard in person.
- 4) If the CGRC finds it necessary it may refer any matter to an expert and obtain his / her opinion.
- 5) After following all the procedures enumerated under sub-rules R. (1) to (4) above, the CGRC may formulate its recommendations on the Application.

**S. Recommendations for Final Action**

- 1) The Member Secretary shall communicate a copy of Order/Decision/Resolution to all the students whose grievances were mentioned in the Agenda.
- 2) The Chairman and Member Secretary shall see the implementation of resolutions/decisions made during the meeting of CGRC on top priority basis.

- 3) The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of CGRC on the portal.
- 4) If the CGRC comes to the conclusion that any of the employees/officials is involved in misconduct, they can recommend departmental enquiry against him/her.

#### **T. Pursuing the Matter**

- 1) The Chairman and Member Secretary shall keep in touch with the concerned sections/units/departments/cells and see that the decision is implemented immediately.
- 2) After the decision is finally implemented the same shall be incorporated in the Action Taken Report and submit it to all the members of CGRC at the next meeting.
- 3) The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of CGRC on the portal.

#### **U. Appeal on the Decisions**

- 1) The student may prefer an appeal on the decision given by CGRC to University Grievance Redressal Cell (UGRC) within 30 days from the receipt of the decision of the CGRC.
- 2) In such case the student shall apply again on the portal available on the website of University of Mumbai, [www.mu.ac.in](http://www.mu.ac.in) within 30 days from the receipt of the decision of the CGRC.

#### **V. Miscellaneous**

##### **a) Staff of the CGRC**

The Principal/Head/Director shall assign one Administrative Staff (Junior Clerk) and Peon for working of CGRC.

##### **b) Publicity**

The Chairperson and Member Secretary of CGRC shall give due publicity to the functioning of the CGRC through various modes of publicity like, Website, Prospectus, Notices, Electronic Gadgets, etc. for the information of the Students, Teaching Staff, Administrative Staff and Non-Teaching Staff.

##### **c) Powers to give Directions**

The Director, Students' Development, University of Mumbai may from time to time, issue directions to the CGRC to carry out its purposes effectively and the CGRC shall be bound to carry out such directions.

#### **W. Annual Report**

The Member Secretary shall prepare Annual Report as per the format given below regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai by an email on [cgrc@mu.ac.in](mailto:cgrc@mu.ac.in)

1	Full Name of the Affiliated College / Recognized Institution	
2	Abbreviated Name of the Affiliated College / Recognized Institution	
3	Address of the College / Institution	
4	District	
5	Landline No. of the College / Institution	
6	Email of the College / Institution	

7	Name of the Principal / Head / Director	
8	Mobile No. of the Principal / Head / Director	
9	Landline No. of the Principal / Head / Director	
10	Email of the Principal / Head / Director	
11	Name of the Member Secretary	
12	Designation of the Member Secretary	
13	Mobile No. of the Member Secretary	
14	Landline No. of the Member Secretary (If any)	
15	Email of the Member Secretary	
16	No. of Applications Received on Portal	
17	No. of Scrutinized Applications	
18	No. of Applications Presented before the CGRC	
19	No. of Resolved Applications	
20	No. of Un-resolved Applications	
21	No. of Applications Referred to the Experts for an Opinion	
22	No. of Applications Sent to University Grievance Redressal Cell (UGRC)	
23	No. of Frivolous Applications	
24	No. of Pending Applications	
25	No. of the Meetings of CGRC Held	
26	No. of the Meetings Adjourned for Want of Quorum	
27	Average No. of Members of CGRC Present for the Meetings	
28	Total Annual Expenses of the Meetings, If Any, Incurred by the CGRC	
29	Any other Information	

Date:	Place:
-------	--------

Name and Signature of the  
Member Secretary

Seal of the College /  
Institution

Name and Signature of the  
Chairperson with Seal

# Application for Redressal of Grievance/s to CGRC

To,  
The Chairman,  
College Grievance Redressal Cell (CGRC),

## **Subject: Application for Redressal of Grievance/s**

Respected Sir/Madam,

I/We am/are hereby forwarding my/our application for Redressal of Grievance/s. Kindly accept it and do the further processing. My/our personal details and particulars about my/our grievances are as follows-

1	First Name of the Student	
2	Middle Name of the Student	
3	Last Name of the Student	
4	Department	
5	Residential Address of the Student	
6	Permanent Address of the Student	
7	Email of the Student	
8	Mobile No. of the Student	
9	WhatsApp No. of the Student	
10	Landline No. of the Student (If Any)	
11	Faculty	Science and Technology (Science, Engineering, Pharmacy, Architecture)  Commerce and Management (Commerce, Management)  Humanities (Arts, Law)  Inter-disciplinary Studies (Fine Art, Education, Physical Education, Performing Art)
12	Programme of Study	UG PG M.Phil. Ph.D. Diploma Other (Please Specify)
13	Class	Give all Options Available at Your College / Department

14	Year of Study	First Second Third Fourth Fifth
15	Semester	I II III IV V VI VII VIII IX X
16	Roll No.	
17	PRN No.	
18	P.G./Ph.D./M.Phil. Registration No.	
<b><i>(Add Student Profile, if more no. of Students Applying for Redressal of Grievance)</i></b>		
19	Name of the Teacher/s / Officer/s / Staff / Section/s / Department/s against whom the Complaint is to be Lodged	
20	Nature of Grievance/s in which Redressal is Sought	Write Upload Word/PDF File
21	List of Supporting Documents Attached herewith	Upload Word/PDF File/s

**Declaration from the Student/s**

I/We hereby declare that the above information furnished by me/us is true to the best of my/our knowledge. In case if it is turned false I/We am/are personally responsible for the punishment.

Date:

Place:

Signature of the Student/s  
(Upload Digital Signature)



**RAGGING IS A CRIMINAL OFFENCE**  
**DO NOT "RAG" ALSO DON'T BE A**  
**MUTE WITNESS TO RAGGING**



**RAGGING IS STRICTLY PROHIBITED AND IS A PUNISHABLE OFFENSE**

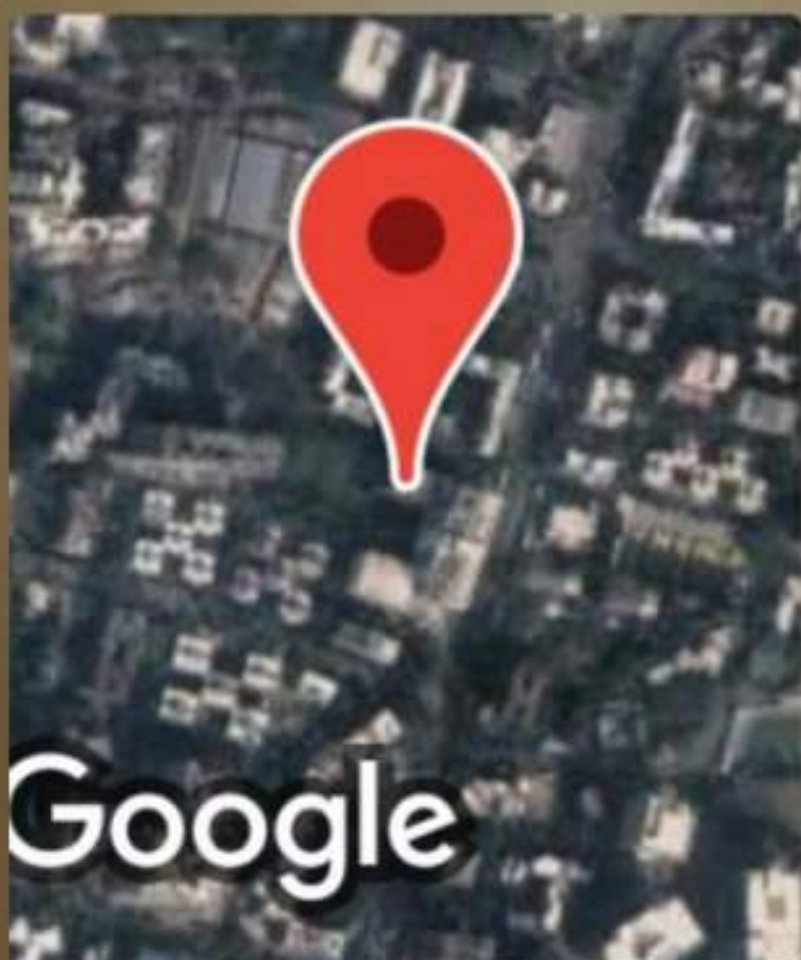
Students caught in the act of ragging will be punished as per the "Maharashtra Prohibition of Ragging Act, 1999" published in Maharashtra Government Gazette on 15th May 1999 and UGC's "Curbing the menace of ragging in Higher Educational Institutions Regulations, 2016."

WHAT IS RAGGING? ANY ACT RESULTING IN:	A STUDENT INDULGING IN RAGGING CAN BE:
Mental/Sexual abuse	Expelled from the institution
Physical/Verbal abuse	His/her/scholarship can be withdrawn
Indecent behaviour	Banned from the hostel
Criminal	Debarred from examinations
Intimidation/wrongful restraint	Denied admission to any institution
Undermining human dignity	Prosecuted for criminal act
Financial exploitation/extortion	Face action of institution filing FIR with local police against those who rag/abet ragging
Use of force	

**Be a change maker! Make Our Campus Ragging-Free!!!**

For any complaints contact us on - 022-45207766/18001805522  
 You can also email your complaints on [helpline@antiragging.in](mailto:helpline@antiragging.in)

**GPS Map Camera**



**Mumbai, Maharashtra, India**  
**Ghanshyamdas Saraf College, RSET**  
**Campus, Swami Vivekananda Rd, Mandlik**  
**Nagar, Sunder Nagar, Malad West,**  
**Mumbai, Maharashtra 400064, India**  
**Lat 19.17703° Long 72.845455°**





RSET's  
**Ghanshyamdas Saraf**  
**college of arts & commerce**  
EDUCATION EMPOWERS

**NAAC Accredited**



**PROSPECTUS**

**▶ 2022-23**

# COLLEGE ACTIVITIES





## MAIN DONOR'S Message

### Mahavirprasad G. Saraf

Main Donor

#### Dear Students,

Welcome to the campus of Ghanshyamdas Saraf College!

Over the years, the college has grown by leaps and bounds and currently offers a bouquet of undergraduate and post graduate programmes in Commerce and Self-financed courses. It is a matter of great pride that the college has been accredited by NAAC thrice. Looking beyond that achievement now, the college has always strived to attain newer heights in terms of quality teaching, excellent infrastructure, active placement cell providing job-oriented short-term courses and to place students in corporate houses on completion of education. A state of the art Financial Research Lab having Bloomberg Terminals trains students about various latest techniques of Financial Markets. The college organizes many extra-curricular activities for all round development of the students. The college has a Research Cell and many faculty members are approved Research Guides of Mumbai University and other universities of Maharashtra.

It is heartening to know that all the institutions under

Rajasthani Sammelan Education Trust are doing extremely well. At present, we have more than 16,000 students studying in various institutions run by the Trust. In the year 2020, Rajasthani Sammelan Education Trust has successfully started Nalini Shah Music Academy (NSMA) which is giving training in Indian Classical, Semi- Classical vocal as well as instrumental music. NSMA is also imparting training in Western Instrumental Music. The Trust is nurturing the talents of students in sports through coaching on various sports given at Pravinchandra D. Shah Sports Academy. Many students of the college have made us proud by representing the college at the National and International level. It is the vision of the Management, the dedication of our staff and the excellence of the environment that has made Ghanshyamdas Saraf College as one of the most preferred college in Mumbai. The college understands the pulse of the young generation and strives to mould them holistically into excellent human beings.

I welcome you to be a part of this great institution and participate in its wonderful and colourful activities. I wish you all the best and hope you will have a fruitful and memorable years of your academic life.

## GSCC AMONG THE MOST POPULAR COLLEGES FOR B.COM IN MUMBAI

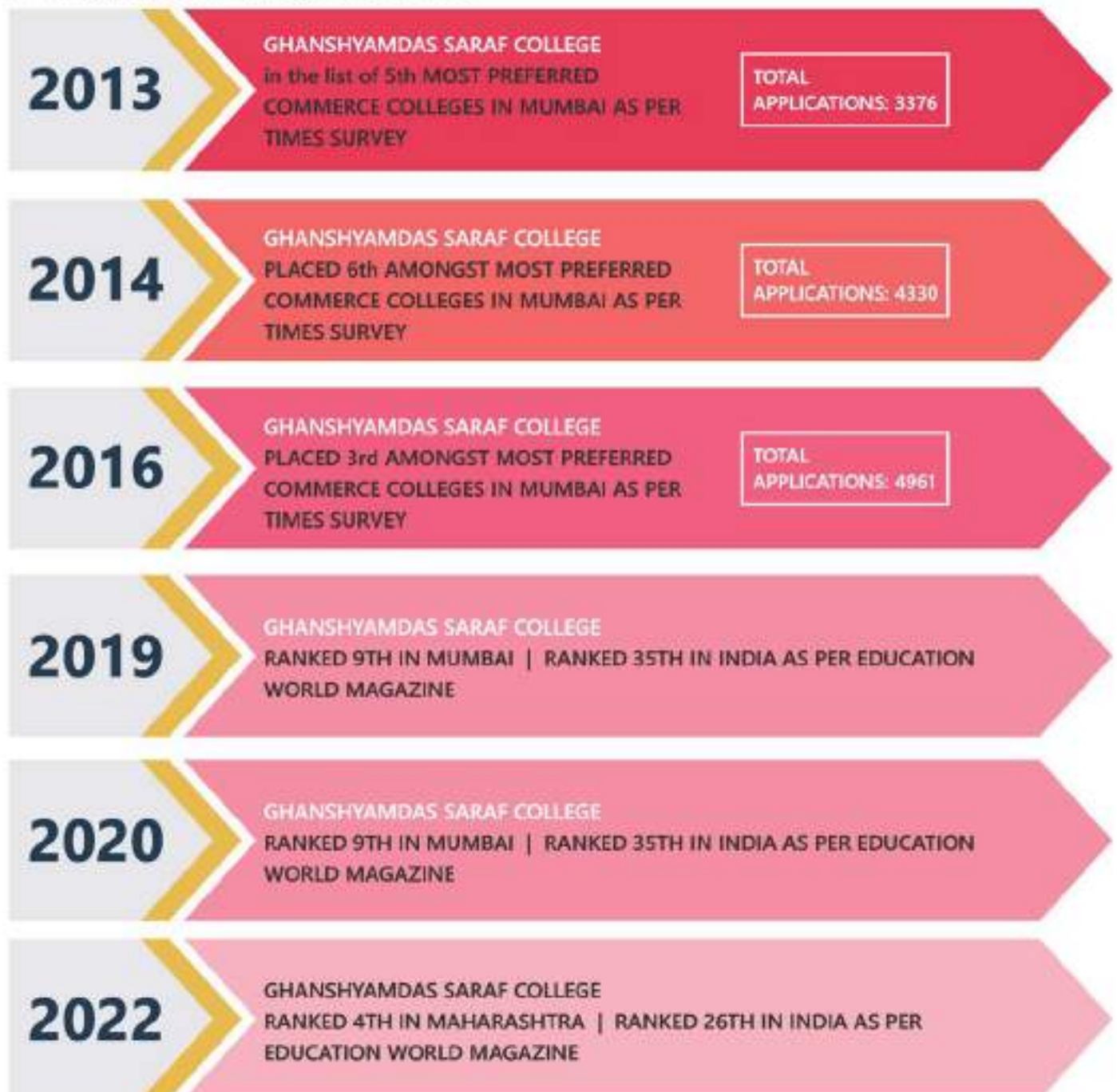
The trust of over 5,000 B.Com. students have ranked Ghanshyamdas Saraf College among the top 10 commerce colleges in Mumbai as per the survey conducted by Education World magazine and published in its May 2019 issue.

A large number of students are opting for Saraf College making it the ninth most popular college in the city of Mumbai and 35th among the top 100 private colleges in India.

As per the online registration statistics on Mumbai University portal as on 2nd August 2016 over 5325

students registered for Ghanshyamdas Saraf College for the 840 seats making it the third most sought after colleges in Mumbai with a seat to application ratio of 1:6.

Ghanshyamdas Saraf College of Arts & Commerce continues its upward march year on year and given the growing popularity and the fact that the college offers so much more than our contemporaries, GSCC could emerge as the most popular Commerce College in the city of Mumbai soon.





## CHAIRMAN'S Message

### Ashok M. Saraf

Chairman

#### Dear Student,

Welcome you at Ghanshyamdas Saraf College in the new academic year!

Over the past 38 years, the college has grown with dynamism unique to itself in line with the vision and mission of Rajasthani Sammelan Education Trust. The college is accredited by NAAC making it one of the most sought after commerce colleges in the city of Mumbai.

Affiliated to the University of Mumbai, Ghanshyamdas Saraf College is an institution of higher education that makes a difference through a blend of academics, extra-curricular activities and learning that transcends class room activities to provide a holistic development of students and to prepare them for success in their lives and career. It is our endeavour to ensure that every student who passes out of this college emerges as a positive contributor to the society and economy. We strive to help you achieve your dreams by providing the best academic and learning experience in a vibrant

and spirited environment during your tenure in this college.

The college has Rotaract Club , NCC, NSS and DLLE units to inculcate discipline in students and also give an opportunity to contribute in outreach programmes. Along with computer lab, a spacious well stocked library and a financial research lab having Bloomberg terminals to train students about various practices of financial markets. The college also encourages students to develop their talents in sports by appointing expert coaches to train them in different sports activities through Pravinchandra D. Shah Sports Academy in RSET Campus.

College education is the most important decision and investment in your life and I encourage you to make the most of your college life imbibing as much as you can from your faculty who will guide you to discover your unique strengths and abilities. I thank you for choosing Ghanshyamdas Saraf College and I am sure that the years spent in this college will be the best years of your life.



## MISSION

### Motto

'Vidya Vinayena Shobhate'  
(Knowledge is Enchanced by Humility Alone)

### Mission

Empowerment Through Value-Based Education

### Our Commitments

- Investing in good people & good infrastructure
- Ensuring consistent human enrichment & development
- Evolving a healthy work culture and team spirit
- Instilling a sense of pride and belonging to the institution
- Setting higher & newer goals in the pursuit of excellence

**The College is located at Swami Vivekanand Road, near Sunder Nagar, Malad (West),  
Mumbai - 400 064. It has the following amenities :**

- ❑ Food Court
- ❑ Students' Common Room & Game Room
- ❑ Communication Centre
- ❑ Cyber Zone with high-speed computers
- ❑ Health Centre
- ❑ Bloomberg Lab
- ❑ Hi-tech Audio-Visual Learning Centre
- ❑ Media Lab
- ❑ Auditorium with 300-seating capacity
- ❑ Well-equipped Library
- ❑ Pravinchandra D Shah Sports Academy
- ❑ Girls' and Boys' Hostel



## PRINCIPAL'S Message

### Dr. Jayant Apte

Principal

#### Dear Students,

I am pleased to welcome you to Ghanshyamdas Saraf College. You will feel honoured to be part of this academically rich institute. I am proud to lead an institution with a fine blend of tradition and modernity. This prospectus is to introduce you to Saraf College and provides detailed information of courses offered, fee structure, general rules and eligibility criteria etc. I advise you to read this document carefully and once you join, I expect you to cooperate in our mission of providing a new dimension to education. Furthering your education at Saraf College will be beneficial in gaining a fulfilling career and enable you to contribute positively to our dynamic world.

I believe, each educational institute has its own character, its own distinct and identifiable 'personality'. The integration of academic excellence and professional learning is one of Saraf College's unique strengths.

Academic excellence has been the keyword of the college since its inception, with all its results setting new records and receiving both national and international acclaim. Closely supervised study in an intellectually and culturally stimulating environment,

together with an emphasis on student welfare and close contact between staff and students, ensures that individual students get maximum support.

As we step into this new academic year, filled with hope and dreams of scaling new heights, I wish to reiterate the importance of a few things that we have to keep in mind. The purpose of education is to teach our students to think and develop a capacity to reason out facts. Students should keep in mind the importance of planning and prioritizing their time and the effective use of it which are essential to achieve success.

Be steady in your studies. Learn to enjoy hard work – particularly your studies. Think wisely, think systematically. With experienced and dedicated teachers and excellent infrastructure, our college helps students to realize their goals in life. I encourage all students to take advantage of the opportunities provided by the college and involve themselves in all the extra-curricular activities that are offered. The overall development of the mind and body is a sign of a healthy and complete development. Saraf college offers you such a complete education. I hope you will take advantage of it.

## About Rajasthani Sammelan Education Trust (RSET)

Rajasthani Sammelan Education Trust (RSET), a registered public charitable trust was established in the year 1948 at Malad, Mumbai. With an aim to promote various educational, charitable and social activities, the trust has pioneered in providing educational opportunities to various sections of society. During the last seven decades the trust has played a very vital role in promoting and providing better education from primary to post graduation in the fields of Commerce, Management, Information Technology and Media Studies. Apart from its educational pursuits, Rajasthani Sammelan Education Trust also caters to the social and humanitarian needs of the society.

Rajasthani Sammelan Education Trust had started its educational activities for girls, but in due course of time, it has opened its doors to boys as well. At present more than 16,000 students are receiving education in various educational institutions run by the Trust. Thousands of students beyond the boundaries of the campus are enrolled with Kunjbihari S. Goyal Online Academy (GOLD).

### The Educational Institutions owned and run by Rajasthani Sammelan Education Trust are:

- Kudilal Govindram Seksaria Sarvodaya School
- Kudilal Govindram Seksaria English School
- Ramniwas Bajaj English High School
- Mainadevi Bajaj International School
- Mainadevi Bajaj International Play school.
- Durgadevi Saraf Junior College
- Ghanshyamdas Saraf College of Arts & Commerce
- Kirandevi Saraf Institute of Complete Learning
- Durgadevi Saraf Global Business School
- Deviprasad Goenka Management College of Media Studies
- Ladhidevi Ramdhar Maheshwari Night College Of Commerce
- Kunjbihari S. Goyal Online Academy

### Other organizations owned and managed by Rajasthani Sammelan includes:

- Draupadidevi Sanwarmal Women's Hostel
- Ramdhar Maheshwari Career Counseling Centre
- Pravinchandra D. Shah Sports Academy
- Jankidevi Bilasrai Bubna Boys' Hostel
- Nalini Shah Music Academy

### Rajasthani Sammelan Education Trust is also providing many other facilities in its educational campus that include:

Dhurmaal Bajaj Bhavan (Community Hall), Durgadevi Saraf Hall, IT Hub, Food Court, Ramnarayan Saraf Educational Outlet, RS CA Study Centre, IRB Endowment Scholarship Fund, Vijay Pal Singh Health Centre, Kirandevi Saraf Library and Reading Room, BKT Endowment Freeship Fund, Janakidevi Bilasrai Bubna Endowment Freeship Fund and Lalchand Dalmia Golf Cart.

The Trust is providing financial assistance to needy persons for medical treatment through Trivenidevi Deora Chikitsa Sahayta Kosh. Scholarships are also provided to needy students to complete their education.





## ABOUT THE COLLEGE

Rajasthani Sammelan Education Trust, a public charitable trust established its identity in the year 1948 at Malad, a western suburb of Mumbai, to promote social and educational activities. For more than six decades, the Trust has played a leading role in promoting education. The long-cherished dream of Rajasthani Sammelan to start a degree college was realized in the year 1983 on account of the generous donation given by Shri Mahavirprasad G. Saraf, a great philanthropist and the Managing Trustee of Ghanshyamdas Saraf Trust.

Affiliated to the University of Mumbai, the college has been named in the memory of Late Seth Ghanshyamdas Saraf – father of Shri Mahavirprasad G. Saraf. It started functioning with 220 students.

In the year 1997, a spacious five-storied college building was constructed in the same premises with many modern facilities and was inaugurated on 3rd July 1997 by His Excellency Dr. P.C. Alexander, Hon'ble Governor of Maharashtra. In June 2008, an additional floor was built to make it a six-storey structure.

The college has been re-accredited by NAAC with an "A" Grade in March 2013 with a CGPA of 3.23 on a four-point scale.

The college has a women's hostel, Draupadidevi Sanwormal Women's Hostel on its campus and it accommodates 135 students.

The College also now has a Boy's Hostel, Jankidevi Bilasrai Bubna Boys Hostel close to the college campus. It accommodates 152 students.



## ASSOCIATIONS

The College offers a wide range of co-curricular activities, which are conceptualized to broaden the horizons of students and enrich their college life. Accordingly, following associations function with support of students and teachers:-

- ❑ Literary Associations  
(Marathi, Hindi, Gujarati, English)
- ❑ DLLE (Entitled for 10 additional marks)
- ❑ N.C.C. (Entitled for 10 additional marks)
- ❑ N.S.S. (Entitled for 10 additional marks)
- ❑ Alumni Association
- ❑ Planning Forum
- ❑ Career Guidance & Placement Cell
- ❑ Sports Association
- ❑ Commerce Association
- ❑ Students' Council  
(Constituted as per the University norms)
- ❑ Cultural Association
- ❑ Students' Welfare Association
- ❑ Women's Development Cell
- ❑ Grievance Redressal Cell
- ❑ Research Cell
- ❑ Green Cell
- ❑ E-Cell
- ❑ Rotaract Club
- ❑ SORT Club (Powered by Art of Living)



## LIBRARY

The college has a spacious air conditioned library on the Fifth Floor. It is a pleasant reading place for students and teachers. It houses a valuable collection of books, journals, periodicals and reference books. Daily newspapers, magazines and books of general interest are also kept in the library for students and teachers. The library has around 161 CDs and more than 30 classic DVDs of award winning movies which can be accessed by the students and teachers. The library remains open from 7 am to 8 pm on all working days. Library subscribes e-database like N-List and has access of EBSCO.

## RULES & REGULATIONS

- a) Every student must have a valid College Card which must be produced as and when demanded by the Library Staff.
- b) Students must handle the books or periodicals etc. with great care. Any attempt to damage books or periodicals by defacing or tearing the pages will be treated as misconduct and will be dealt and strictly.
- c) Identity Cards are non-transferable.

## COLLEGE MAGAZINE

The college publishes an annual magazine – VIDYA, to which students can contribute their articles. It is an ideal platform for students who have a flair for writing. It documents all the activities organized in the college during the year.

## COLLEGE OFFICE

- The office is located on the first floor of the college building.
- The regular office timings are from 9.00 a.m. to 4.00 p.m. – Monday to Saturday.
- All payments are accepted from 9.30 a.m. to 12.30 p.m. except on Saturdays.
- Students may contact the Administrative Office Staff in case of any difficulty.
- Courtesy is appreciated and will be reciprocated.

## HOME ISSUE

- a) Two books at a time can be issued to a student for a week.
- b) In case of late return of books, students will have to pay a fine at the rate of Rs. 2/- per day.
- c) Reference books are issued for in-house use only. These books are not allowed to take outside without library staff's permission. If not followed then fine of Rs. 5/- per day need to pay by user.
- d) All cases of disregard of these rules will be reported to the Principal for appropriate action.

## LIBRARY SERVICES

- |  |   |
|--|---|
| <input type="checkbox"/> News Paper Clipping Service | <input type="checkbox"/> OPAC               |
| <input type="checkbox"/> Current Awareness Service   | <input type="checkbox"/> Inter Library Loan |
| <input type="checkbox"/> Reference Service           | <input type="checkbox"/> Book Reservation   |

## BOOK BANK

The College has a Book Bank scheme for needy students. Interested students may contact the Librarian for the same.

**Internet Facility** : Free Internet service is available for students and staff.

## ADMISSION PROCEDURE

### For First Year B.Com/B.Com (A & F)/B.Com (B & I)/ B.Com (FM)/BMS/BSc-IT :

- All admissions for the above mentioned programs are conducted as per the guidelines and schedule announced by the University of Mumbai. The schedule of admission will be displayed on College Website and on the Notice Board when declared by the University.
- Students have to register online for admission on the portal of University of Mumbai – www.mu.ac.in. The registrations on the University of Mumbai portal is a must for seeking admission.
- All admissions are provisional, subject to the confirmation of the University of Mumbai.

### Cost of Application Form and Prospectus: Rs. 100

As per University Circular No, CONCOL/FEE/14 of 2008 dtd. 23rd May, 2008.

### Minority Status:

The Institution is recognised as 'Hindi Speaking Linguistic Minority' Status hence 50% seats are reserved for Hindi Speaking Linguistic Minority students (after admitting in-house students for undergraduate courses)

Eligibility Criteria for First Year Under-Graduate Courses:

STREAM	COURSE	ELIGIBILITY
COMMERCE	Bachelor of Commerce	A candidate for being eligible for admission to the Bachelor of Commerce course shall have passed XII Std. examination of the Maharashtra Board of Higher Secondary Education or its equivalent
	Bachelor of Commerce (Accounting & Finance) B.C.A.F. (Banking & Insurance) B.C.B.I. (Financial Markets) B.F.M.	A candidate for being eligible for admission to the Bachelor of Commerce (Accounting & Finance) degree course shall have passed XII Std. examination of the Maharashtra Board of Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate at first attempt (40% in case of reserved category) at once and the same sitting.
	Bachelor in Management Studies (B.M.S)	A candidate for being eligible for admission to the Bachelor of Commerce (Accounting & Finance) degree course shall have passed XII Std. examination of the Maharashtra Board of Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate at first attempt (40% in case of reserved category) at one and the same sitting. Or Diploma in any Engineering branches with two years or three years duration after SSC conducted by the Board of Technical Education
SCIENCE	Bachelor of Science - Information Technology BSc-IT	A candidate for being eligible for admission to the Bachelor of Commerce (Accounting & Finance) degree course shall have passed XII std. examination of the Maharashtra Board of Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate at first attempt (40% in case of reserved category) with Mathematics and Statistics as one of the subject

## DOCUMENTS REQUIRED:

### For Students from Maharashtra Board -

- Original Mark-sheet of HSC + 2 photocopies (front & Back)
- Original Leaving Certificate of 12 th Standard + 1 photocopy
- Two photocopies of 10 th Standard Mark-sheet

### For Students from other than Maharashtra Board – In addition to above, following documents are required:

- Additional 2 photocopies of Mark-sheet duly attested
- Original Transference certificate + 2 photocopies duly attested
- Original Migration Certificate + 2 photocopies duly attested

### For Students from Foreign Universities/ Boards – In addition to above, following documents are required

- Candidates passing Class XII Examinations from Foreign Boards and students passing from International Baccalaureate or 'A' levels examinations- General Certificate of Education/Cambridge International School Exam of Cambridge or University of London must first obtain a 'PRIMA FACIE' Eligibility Letter from the University of Mumbai for the purpose of admissions.
- Provisional Eligibility Certificate issued by the University + 2 photocopies duly attested.
- 4 attested copies of Foreign Passport
- 4 attested copies of VISA

### For Students belonging to Reserved Categories : In addition to Maharashtra Board students documents –

- Caste certificate in the name of students + 2 photocopies duly attested
- Salary Certificate / Declaration of income of family from Tahsildar + 2 photocopies duly attested
- Ration card + 2 photocopies duly attested
- Aadhar Card + 2 photocopies duly attested

### For students of Handicapped / Ex-service men / Widow etc –

- Reservation as per Government and University Rules
- Relevant documents to be submitted at the time of admission

## Fees Structure: Under Graduate Courses\*

As per University Circular No. CONCOL/FEE/292 of 2008 dated 07/07/2008 (IInd ammendment), circular no. Exam Fee/149 of 2012-13 dated 19/03/2013 & Krida/04 March/2014, V.K/Bha. Sa. Shi/Degree/2/2013 dated 7/06/2013 & no. Krida Samiti/18 dated 6/8/2014, circular no. UG/253 of 2016-17 dtd 7/3/2017, टासीयो /२३७ /२०१६ - १७ dated 1/08/2017, क्र. ध. म./४ /२०१२-१३ dated 10/04/2012 and No. Exam./Fees/15/2018 dated 31.01.2018.

SR. NO.	CLASS	SECTION	FEES
1	FYBCOM	AIDED	5990
		UNAIDED	8190
		RESERVED	5190
2	SYBCOM	AIDED	5370
		UNAIDED	7570
		RESERVED	4570
3	TYBCOM	AIDED (CS / Tax)	5920+1700
		AIDED (EM / Tax)	5920
		UNAIDED (EM / Tax)	8120
		RESERVED	5120
4	FYBMS	SEMESTER - I & II	17690
		RESERVED (SC)	7690
5	SYBMS	SEMESTER - III & IV	16670
		RESERVED (SC)	6670
6	TYBMS	SEMESTER - V & VI	17420
		RESERVED (SC)	7420
7	FYBCBI	SEMESTER - I & II	18990
		RESERVED	8990
8	SYBCBI	SEMESTER - III & IV	16970
		RESERVED	6970
9	TYBCBI	SEMESTER - V & VI	17720
		RESERVED	7720
10	FYBCAF	SEMESTER - I & II	17989
		RESERVED	7989
11	SYBCAF	SEMESTER - III & IV	17369
		RESERVED	7369
12	TYBCAF	SEMESTER - V & VI	17719
		RESERVED	7719
13	FYBFM	SEMESTER - I & II	17990
		RESERVED	7990
14	SYBFM	SEMESTER - III & IV	17370
		RESERVED	7370
15	TYBFM	SEMESTER - V & VI	17721
		RESERVED	7721
16	FYB.SC.IT	SEMESTER - I & II	24590
		RESERVED (SC)	14590
17	SYB.SC.IT	SEMESTER - III & IV	24470
		RESERVED (SC)	14470
18	TYB.SC.IT	SEMESTER - V & VI	26620
		RESERVED (SC)	16620

**Concession of Fees :**

Students belonging to reserved category (SC/ ST/ DT/ NT/ OBC /SBC) are entitled to get fee concession, provided they have submitted necessary relevant documents at the time of admission.

**Cancellation Policy :**

- Refund of fees will be as per University guidelines vide circular No. UG/412 OF 2008 ordinance relating to the refund of fees.
- Students who wish to cancel their admission should fill the admission cancellation form available in the office/ admission desk
- Submit duly filled and signed application form alongwith original Fees receipt issued by the college
- Bank details (crossed cheque/photocopy of pass book) or NEFT details for refund of fees after deducting admission cancellation charges.

**Refundable Deposits :**

Students have to apply for refund of deposits within one year after completion of their course in the prescribed form available in the college office. Original fees receipt must be produced / attached while applying for the same.

**Eligibility Criteria for First Year Post-Graduate Courses :****Fees Structure : Post Graduate Courses**

As per University Circular No. UG/386 of 2009 dated 6th October 2009, circular no. UG/253 of 2016-17 dtd 7/3/2017

STREAM	COURSE	ELIGIBILITY
COMMERCE	Master of Commerce Accountancy & Business Management	A candidate must have passed the Bachelor Degree conducted by the University of Mumbai or other Indian University or equivalent examination

CLASS	SECTION	FEES
M.Com	PART I	13670
M.Com	PART II	13695



# BACHELOR OF COMMERCE (B.COM)

## Semesters I to VI

	First Year SEMESTER I	Second year SEMESTER III	Third Year SEMESTER V
1.	Introduction to Business	Principles of Management	MHRM - I
2.	Business Economics Paper - I	Business Economics Paper - III	Business Economics Paper - V
3.	Accountancy & Financial Management Paper - I	Accountancy & Financial Management Paper - III	Special Group Financial Accounting & Auditing V, VI
4.	Foundation Course Paper - I	Foundation Course Paper - III	Applied Component (Any two) a) Export Marketing - I b) Computer Systems & Applications - I c) Direct & Indirect - Taxes - I
5.	Mathematical & Statistical Techniques - I	Business Law - I	
6.	Business Communication - I	Advertising - I	
7.	Environmental Studies - I	Management Accounting & Auditing	-

	First Year SEMESTER II	Second year SEMESTER IV	Third Year SEMESTER VI
1.	Introduction to Service Sector	Principles of Finance	MHRM - II
2.	Business Economics Paper - II	Business Economics Paper - IV	Business Economics Paper - VI
3.	Accountancy & Financial Management Paper - II	Accountancy & Financial Management Paper - IV	Special Group Financial Accounting & Auditing VIII, IX
4.	Foundation Course Paper - II	Foundation Course Paper - IV	Applied Component (Any two) a) Export Marketing -II b) Computer Systems & Applications - II c) Direct & Indirect - Taxes - II
5.	Mathematical & Statistical Techniques - II	Business Law - II	
6.	Business Communication - II	Advertising - II	
7.	Environmental Studies - II	Management Accounting & Auditing	-

### Program Outcome:

PO – 1: After completing three years for Bachelors in Commerce (B.Com) program, students would gain a thorough Knowledge in the fundamentals of Commerce and Finance.

PO – 2: The commerce and finance focused curriculum offers a number of specializations and practical exposures which would equip the student to face the modern-day challenges in commerce and business.

PO – 3: The all-inclusive outlook of the course offer a number of value based and job oriented courses which ensures that students are trained thoroughly.

### PROGRAM SPECIFIC OUTCOME (PSO)

PSO – 1: Students will be able to demonstrate progressive learning of various tax issues related to individuals. Students will be able to demonstrate knowledge in setting up a computerized set of accounting books.

PSO – 2: Students will demonstrate the role of accounting in society and business.

PSO – 3: Students will learn relevant financial accounting and managerial accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business.

PSO – 4: Learners will gain thorough subject skills within various disciplines of commerce, business, accounting, economics, finance, auditing and marketing.

PSO – 5: Learners will be able to recognise features and roles of businessmen, entrepreneur, managers, consultant, which will help learners to possess knowledge and other soft skills and to react aptly when confronted with critical decision making.

PSO – 6: Learners will be able to prove proficiency with the ability to engage in competitive exams like CA, CS, ICWA, MBA and other courses.

PSO – 7: Learners will acquire the skills like effective communication, decision making, problem solving in day to day business affairs.

PSO – 8: Learners will involve in various co-curricular activities to demonstrate relevance of and theoretical knowledge and to gain practical exposure.

PSO – 9: Learners can also acquire practical skills to work as Accountants, tax consultant, audit assistant and other financial supporting services.

# BACHELOR OF MANAGEMENT STUDIES (BMS)

## Semester I and II

No.	Title	Semester-I			Semester-II		
		No.	Subjects	Credits	No.	Subjects	Credits
1	Elective Courses (EC)	1)	Introduction to Financial Accounts	03	1)	Principles of Marketing	03
		2)	Business Law	03	2)	Industrial Law	03
		3)	Business Statistics	03	3)	Business Mathematics	03
2	Ability Enhancement Course (AEC)						
2A	Ability Enhancement Compulsory Course (AECC)	4)	Business Communication-I	03	4)	Business Communication-II	03
2B	Skill Enhancement Courses (SEC)	5)	Foundation Course-I	02	5)	Foundation Course-II	02
3	Core Courses (CC)	6)	Foundation of Human Skills	03	6)	Business Environment	03
		7)	Business Economics-I	03	7)	Principles of Management	03
			<b>Total Credits</b>	<b>20</b>		<b>Total Credits</b>	<b>20</b>

### Program Outcome:

The BMS course curriculum includes internship programs, project work related to varied areas of management etc. This makes this course much in demand in the job market and also makes the BMS students highly compatible for the corporate world

- The BMS course offers specialisation in Finance, Marketing & HR. Hence they are well versed in the chosen discipline by the time they attain their graduation degrees
- BMS students who wish to pursue MBA or MMS are able to crack the entrance exam easily since they already have a strong base in management and thus can easily get admissions in top B- schools.
- After the successful completion of BMS course, students can also take up further studies, enter the corporate set up or even start entrepreneurial ventures. To sum up, the BMS program ensures a promising career in the field of management.

Education is an admirable thing, but it is well to remember from time to time that nothing that is worth knowing can be taught.

- Oscar Wilde



# BACHELOR OF MANAGEMENT STUDIES (BMS)

## Semester III and IV

No.	Title	Semester-III			Semester-IV		
		No.	Subjects	Credits	No.	Subjects	Credits
1	Elective Courses (EC)						
Group A	Finance Electives	1)	Basics of Financial Services	03	1)	Financial Institutions and Markets	03
		2)	Corporate Finance	03	2)	Corporate Restructuring	03
OR							
Group B	Marketing Electives	1)	Consumer Behaviour	03	1)	Integrated Marketing Communication	03
		2)	Advertising	03	2)	Event Marketing	03
OR							
Group C	Human Resource Electives	1)	Recruitment and Selection	03	1)	Human Resource Planning and Information System	03
		2)	Organisation Behaviour and HRM	03	2)	Training and Development in HRM	03
2)	Ability Enhancement Courses (AEC)						
2 A.	Ability Enhancement Compulsory Course (AECC)	3)	Information Technology in Business Management-I	03	3)	Information Technology in Business Management-II	03
2 B.	Skill Enhancement Courses (SEC)	4)	Foundation Course (Environmental Management)-III	02	4)	Foundation Course (Ethics and Governance) – IV	02
3.	Core Courses (CC)	5)	Business Planning & Entrepreneurial Management	03	5)	Business Economics -II	03
		6)	Accounting for Managerial Decisions	03	6)	Business Research Methods	03
		7)	Strategic Management	03	7)	Production & Total Quality Management	03
			<b>Total Credits</b>	<b>20</b>		<b>Total Credits</b>	<b>20</b>

Group selected in Semester III will continue in Semester IV

# BACHELOR OF MANAGEMENT STUDIES (BMS)

## Semester V and VI

		Semester V			Semester VI		
No	Title	No	Subjects	Credits	No	Subjects	Credits
1.	Elective Courses (EC)						
Group A	Finance Electives	1)	Investment Analysis & Portfolio Mgmt	03	1)	International Finance	03
		2)	Commodity & Derivatives Market	03	2)	Innovative Financial Services	03
		3)	Risk Management	03	3)	Strategic Financial Management	03
		4)	Direct Taxes	03	4)	Indirect Taxes	03
<b>OR</b>							
Group B	Marketing Electives	1)	Services Marketing	03	1)	Brand Management	03
		2)	E-Commerce & Digital Marketing	03	2)	Retail Management	03
		3)	Sales & Distribution Management	03	3)	International Marketing	03
		4)	Customer Relationship Management	03	4)	Media Planning & Management	03
<b>OR</b>							
Group C	Human Resource Electives	1)	Strategic Human Resource Management & HR Policies	03	1)	HRM in Global Perspective	03
		2)	Performance Management & Career Planning	03	2)	Organisational Development	03
		3)	Industrial Relations	03	3)	HRM in Service Sector Management	03
		4)	Talent & Competency Management	03	4)	Workforce Diversity	03
2.	Core Courses (CC)	5)	Logistics & Supply Chain Mgmt	04	5)	Operation Research	04
3.	Ability Enhancement Course	6)	Corporate Communication and Public Relations	04	6)	Project Work	04
			<b>Total Credits</b>	20		<b>Total Credits</b>	20

Note: Group selected in Semester III will continue in Semester V and Semester VI



Education is a better safeguard of liberty than a standing army.

- Edward Everett



## B.COM (BANKING & INSURANCE) (BCBI)

### Semester I and II

No.	Title	Semester I			Semester II		
		No.	Subjects	Credits	No.	Subjects	Credits
1.	<b>Elective Courses (EC)</b>	1)	Environmental and Management of Financial Services	03	1)	Principles & Practices of Banking & Insurance	03
		2)	Principles of Management	03	2)	Business Law	03
		3)	Financial Accounting - I	03	3)	Financial Accounting - II	03
2.	<b>Ability Enhancement Course (AEC)</b>						
2A	<b>Ability Enhancement Compulsory Course (AECC)</b>	4)	Business Communication - I	03	4)	Business Communication - II	03
2B	<b>Skill Enhancement Courses (SEC)</b>	5)	Foundation Course - I	02	5)	Foundation Course - II	02
3.	<b>Core Courses (CC)</b>	6)	Business Economics - I	03	6)	Organizational Behaviour	03
		7)	Quantitative Methods - I	03	7)	Quantitative Methods - II	03
		<b>Total Credits</b>		<b>20</b>	<b>Total Credits</b>		<b>20</b>

#### Program Outcome:

This course provides insight into the various aspects of the sector which includes Financial Investment, Legal Parameters, Investment Banking, Economics and Communication such are required in today's global competitive market.

- This course improves understanding about Banking & Insurance sector, since this course that specialises in banking & insurance gives in-depth knowledge
- Comprehensive training to the student in the field of Banking & Insurance.

### Semester III and IV

No.	Title	Semester III			Semester IV		
		No.	Subjects	Credits	No.	Subjects	Credits
1.	<b>Elective Courses (EC)</b>	1)	Financial Management - I	03	1)	Financial Management - II	03
		2)	Organizational Behaviour	03	2)	Entrepreneurship Management	03
		3)	Management Accounting	03	3)	Cost Accounting	03
2.	<b>Ability Enhancement Course (AEC)</b>						
2A	<b>Ability Enhancement Compulsory Course (AECC)</b>	4)	Information Technology in Banking and Insurance - I	03	4)	Information Technology in Banking and Insurance - II	03
2B	<b>Skill Enhancement Courses (SEC)</b>	5)	Foundation Course - III (An Overview of Banking Sector)	02	5)	Foundation Course - IV (An Overview of Insurance Sector)	02
3.	<b>Core Courses (CC)</b>	6)	Financial Markets	03	6)	Corporate & Securities Law	03
		7)	Direct Taxation	03	7)	Business Economics - II	03
		<b>Total Credits</b>		<b>20</b>	<b>Total Credits</b>		<b>20</b>

# B.COM (BANKING & INSURANCE) (BCBI)

## Semester V and VI\*\*

No.	Title	Semester V			Semester VI		
		No.	Subjects	Credits	No.	Subjects	Credits
1.	Elective Courses (EC)	1)	Strategic Management	03	1)	Human Resource Management	03
		2)	Financial Services Management	03	2)	Turnaround Management	03
		3)	Auditing - I	03	3)	Auditing - II	03
		4)	Financial Reporting & Analysis (Corporate Banking & Insurance)	03	4)	Security Analysis and Portfolio Management	03
2.	Core Courses (CC)	5)	International Banking and Finance	04	5)	Central Banking	04
3.	Ability Enhancement Course (AEC)	6)	Research Methodology	04	6)	Project Work in Banking & Insurance	04
			<b>Total Credits</b>	<b>20</b>		<b>Total Credits</b>	<b>20</b>

### Program Outcome:

This course provides insight into the various aspects of the sector which includes Financial Investment, Legal Parameters, Investment Banking, Economics and Communication such are required in today's global competitive market

- This course improves understanding about Banking & Insurance sector, since this course that specializes in banking & insurance gives in-depth knowledge
- Comprehensive training to the student in the field of Banking & Insurance.



# B.COM (ACCOUNTING & FINANCE) (BCAF)

## Semester I and II

No	Title	Semester I			Semester II		
		No	Subjects	Credits	No	Subjects	Credits
1.	Elective Courses (EC)	1)	Financial Accounting (Elements of Financial Accounting)- I	03	1)	Financial Accounting (Special Accounting Areas)-II	03
		2)	Cost Accounting (Introduction and Element of Cost)- I	03	2)	Auditing (Introduction and Planning)- I	03
		3)	Financial Management (Introduction to Financial Management)- I	03	3)	Innovative Financial Services	03
2.	Ability Enhancement Courses (AEC)						
2A.	Ability Enhancement Compulsory Course (AECC)	4)	Business Communication - I	03	4)	Business Communication - II	03
2B.	Skill Enhancement Courses (SEC)	5)	Foundation Course - I	02	5)	Foundation Course - II	02
3.	Core Course (CC)	6)	Commerce (Business Environment)- I	03	6)	Business Law (Business Regulatory Framework)- I	03
		7)	Business Economics - I	03	7)	Business Mathematics	03
			<b>Total Credits</b>	<b>20</b>		<b>Total Credits</b>	<b>20</b>

### Program Outcome:

- The three year course is directed to give insights to the students in the areas of Financial Accounting, Cost Accounting, Financial Management, Taxation, Economics etc.
- The course intends to teach subjects in an interactive manner with projects and presentations embedded in the instructional methodology which makes students understand broad accounting and finance topics deeply in a simpler manner.



The glow of one warm thought is  
to me worth more than money.

- Thomas Jefferson



## B.COM (ACCOUNTING & FINANCE) (BCAF)

### Semester III and IV

		Semester III			Semester IV		
No	Title	No	Subjects	Credits	No	Subjects	Credits
1.	Elective Courses (EC)	1)	Financial Accounting (Special Accounting Areas)- III	03	1)	Financial Accounting (Special Accounting Areas)- IV	03
		2)	Cost Accounting (Methods of Costing)- II	03	2)	Management Accounting (Introduction to Management Accounting)- I	03
		3)	Taxation -II (Direct Taxes Paper - I)	03	3)	Taxation -III (Direct Taxes Paper - II)	03
2.	Ability Enhancement Courses (AEC)						
2A.	Ability Enhancement Compulsory Course (AECC)	4)	Information Technology in Accountancy - I	03	4)	Information Technology in Accountancy - II	03
2B.	Skill Enhancement Courses (SEC)	5)	Foundation Course in Commerce (Financial Market Operations)- III	02	5)	Foundation Course in Management (Introduction to Management)- IV	02
3.	Core Course (CC)	6)	Business Law (Business Regulatory Framework)-II	03	6)	Business Law (Company Law)- III	03
		7)	Business Economics - II	03	7)	Research Methodology in Accounting and Finance	03
			<b>Total Credits</b>	<b>20</b>		<b>Total Credits</b>	<b>20</b>

### Semester V and VI

Semester V and Semester VI							
No	Title	No	Subjects	Credits	No	Subjects	Credits
1.	Elective Courses (EC)	1)	Cost Accounting - III	03	1)	Cost Accounting-IV	03
		2)	Financial Management - II	03	2)	Financial Management - III	03
		3)	Taxation -IV (Indirect Taxes - II)	03	3)	Taxation -V (Indirect Taxes - III)	03
		4)	Management - II (Management Applications)	03	4)	Economics Paper - III (Indian Economy)	03
2.	Core Courses (CC)	5)	Financial Accounting - V	04	5)	Financial Accounting - VII	04
		6)	Financial Accounting - VI	04	6)	Project Work	04
			<b>Total Credits</b>	<b>20</b>		<b>Total Credits</b>	<b>20</b>

# B.COM (FINANCIAL MARKETS) (BFM)

## Semester I and II

Semester I and Semester II							
No	Title	No	Subjects	Credits	No	Subjects	Credits
1.	Elective Courses (EC)	1)	Financial Accounting - I	03	1)	Financial Accounting - II	03
		2)	Introduction to Financial System	03	2)	Principles of Management	03
		3)	Business Mathematics	03	3)	Business Statistics	03
2.	Ability Enhancement Courses (AEC)						
2A.	Ability Enhancement Compulsory Course (AECC)	4)	Business Communication - I	03	4)	Business Communication - II	03
2B.	Skill Enhancement Courses (SEC)	5)	Foundation Course - I	02	5)	Foundation Course - II	02
3.	Core Courses (CC)	6)	Business Environment	03	6)	Environment Science	03
		7)	Business Economics - I	03	7)	Computer Skills - I	03
			<b>Total Credits</b>	<b>20</b>		<b>Total Credits</b>	<b>20</b>

## Semester III and IV

Semester III and Semester IV							
No	Title	No	Subjects	Credits	No	Subjects	Credits
1.	Elective Courses (EC)	1)	Debt Markets - 1	03	1)	Debt Markets - 2	03
		2)	Equity Markets - 1	03	2)	Equity Markets - 2	03
		3)	Commodities Markets	03	3)	Commodities Derivatives	03
2.	Ability Enhancement Courses (AEC)						
2A.	Ability Enhancement Compulsory Course	4)	Business Law - 1	03	4)	Business Law - 2	03
2B.	Ability Enhancement Elective Course	5)	Foundation Course in Financial Markets FC III - Money Market	02	5)	Foundation Course in Financial Markets FC IV - Foreign Exchange Markets	02
3.	Core Courses (CC)	6)	Management Accounting	03	6)	Corporate Finance	03
		7)	Computer Skills-2	03	7)	Business Economics - 2	03
			<b>Total Credits</b>	<b>20</b>		<b>Total Credits</b>	<b>20</b>

# B.COM (FINANCIAL MARKETS) (BFM)

## Semester V and VI

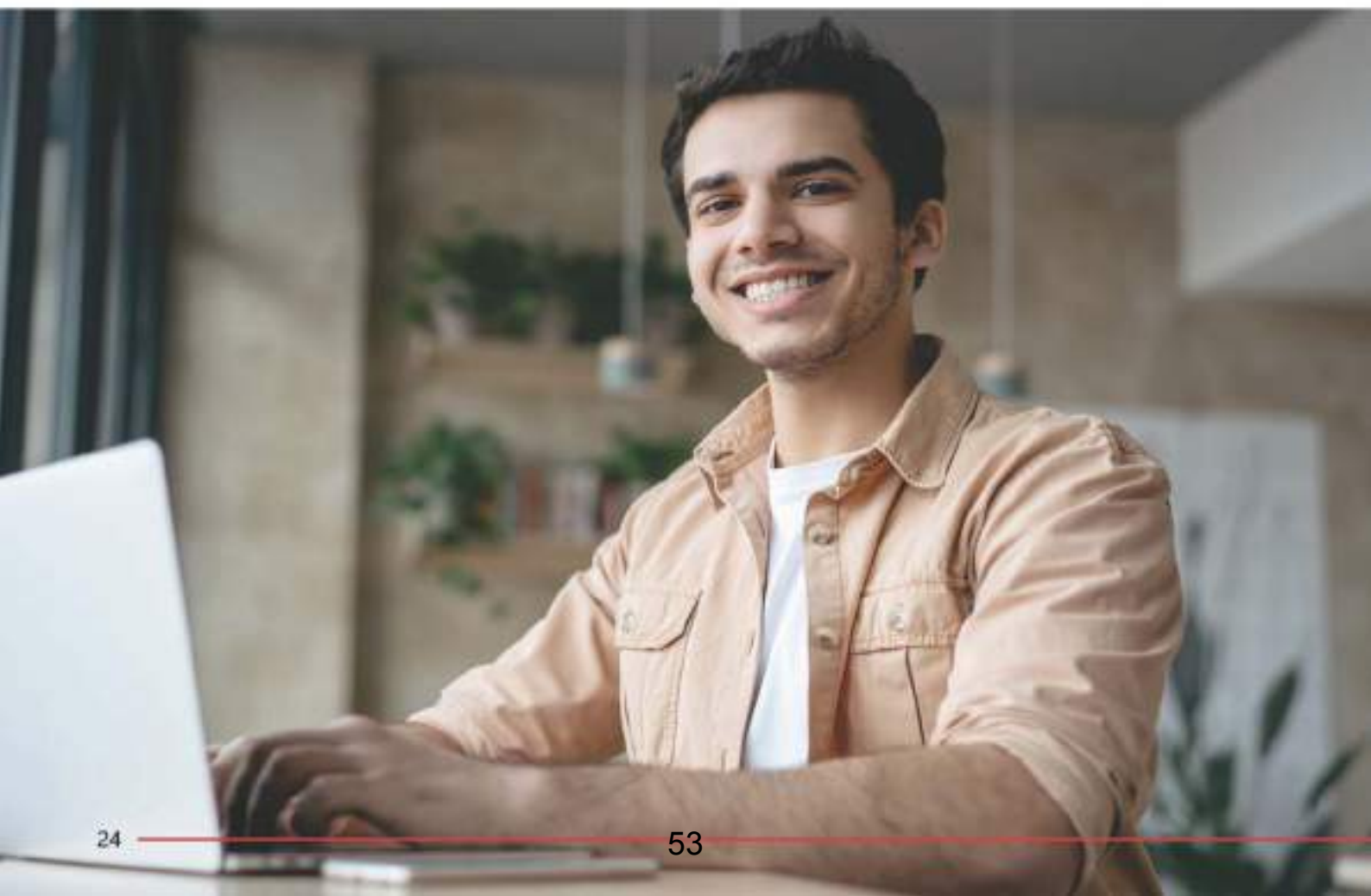
Semester V and Semester VI							
No	Title	No	Subjects	Credits	No	Subjects	Credits
1.	Elective Courses (EC)	1)	Marketing in Financial Services	03	1)	Venture Capital and Private Equity	03
		2)	Technical Analysis	03	2)	Mutual Fund Management	03
		3)	Equity Research	03	3)	Corporate Restructuring	03
		4)	Direct Tax - Income Tax	03	4)	Indirect Tax - GST	03
2.	Core Courses (CC)	5)	Financial Derivatives	04	5)	Risk Management	04
		6)	Business Ethics and Corporate Governance	04	6)	Project Work	04
<b>Total Credits</b>				<b>20</b>	<b>Total Credits</b>		<b>20</b>

### Program Outcome:

After completing BFM, students can go for higher studies in the same field and can apply for CFP, CFA, CWM, etc.

### PROGRAMME SPECIFIC OUTCOME

The course focuses on specialization subjects like Equity Markets, Debt Markets, Commodity Markets, Money Markets, Foreign Exchange Markets, Mutual Fund, Technical Analysis, Financial Derivatives, Equity Research, Risk Management, Venture Capital & Private Equity, Corporate Finance, etc.





# BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY) B.SC (IT)

## Semesters I to III

Semester I			
Course Code	Course Type	Course Title	Credits
USIT101	Core Subject	Imperative Programming	2
USIT102	Core Subject	Digital Electronics	2
USIT103	Core Subject	Operating Systems	2
USIT104	Core Subject	Discrete Mathematics	2
USIT105	Ability Enhancement Skill Course	Communication Skills	2
USIT1P1	Core Subject Practical	Imperative Programming Practical	2
USIT1P2	Core Subject Practical	Digital Electronics Practical	2
USIT1P3	Core Subject Practical	Operating Systems Practical	2
USIT1P4	Core Subject Practical	Discrete Mathematics Practical	2
USIT1P5	Ability Enhancement Skill Course Practical	Communication Skills Practical	2
<b>Total Credits</b>			<b>20</b>

Semester II			
Course Code	Course Type	Course Title	Credits
USIT201	Core Subject	Object Oriented Programming	2
USIT202	Core Subject	Microprocessor Architecture	2
USIT203	Core Subject	Web Programming	2
USIT204	Core Subject	Numerical and Statistical Methods	2
USIT205	Ability Enhancement Skill Course	Green Computing	2
USIT2P1	Core Subject Practical	Object Oriented Programming Practical	2
USIT2P2	Core Subject Practical	Microprocessor Architecture Practical	2
USIT2P3	Core Subject Practical	Web Programming Practical	2
USIT2P4	Core Subject Practical	Numerical and Statistical Methods Practical	2
USIT2P5	Ability Enhancement Skill Course Practical	Green Computing Practical	2
<b>Total Credits</b>			<b>20</b>

Semester III			
Course Code	Course Type	Course Title	Credits
USIT301	Skill Enhancement Course	Python Programming	2
USIT302	Core Subject	Data Structures	2
USIT303	Core Subject	Computer Networks	2
USIT304	Core Subject	Database Management Systems	2
USIT305	Core Subject	Applied Mathematics	2
USIT3P1	Skill Enhancement Course Practical	Python Programming Practical	2
USIT3P2	Core Subject Practical	Data Structures Practical	2
USIT3P3	Core Subject Practical	Computer Networks	2
USIT3P4	Core Subject Practical	Database Management Systems Practical	2
USIT3P5	Core Subject Practical	Mobile Programming Practical	2
<b>Total Credits</b>			<b>20</b>

# BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY) B.SC (IT)

## Semester IV and V

Semester - IV			
Course Code	Course Type	Course Title	Credits
USIT401	Skill Enhancement Course	Core Java	2
USIT402	Core Subject	Introduction to Embedded Systems	2
USIT403	Core Subject	Computer Oriented Statistical Techniques	2
USIT404	Core Subject	Software Engineering	2
USIT405	Core Subject	Computer Graphics and Animation	2
USIT4P1	Skill Enhancement Course Practical	Core Java Practical	2
USIT4P2	Core Subject Practical	Introduction to Embedded Systems Practical	2
USIT4P3	Core Subject Practical	Computer Oriented Statistical Techniques Practical	2
USIT4P4	Core Subject Practical	Software Engineering Practical	2
USIT4P5	Core Subject Practical	Computer Graphics and Animation Practical	2
<b>Total Credits</b>			<b>20</b>

Semester - V			
Course Code	Course Type	Course Title	Credits
USIT501	Skill Enhancement Course	Software Project Management	2
USIT502	Skill Enhancement Course	Internet of Things	2
USIT503	Skill Enhancement Course	Advanced Web Programming	2
USIT504	Discipline Specific Elective (Any One)	Artificial Intelligence	2
USIT505		Linux System Administration	
USIT506	Discipline Specific Elective (Any One)	Enterprise Java	2
USIT507		Next Generation Technologies	
USIT5P1	Skill Enhancement Course Practical	Project Dissertation	2
USIT5P2	Skill Enhancement Course Practical	Internet of Things Practical	2
USIT5P3	Skill Enhancement Course Practical	Advanced Web Programming Practical	2
USIT5P4	Discipline Specific Elective Practical (Any One)*	Artificial Intelligence Practical	2
USIT5P5		Linux Administration Practical	
USIT5P6	Discipline Specific Elective Practical (Any One)*	Enterprise Java Practical	2
USIT5P7		Next Generation Technologies Practical	
<b>Total Credits</b>			<b>20</b>

(All the practical mentioned in the syllabi are compulsory as per the courses chosen)



Education is hanging  
around until you've caught on.

- Robert Frost



# BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY) B.SC (IT)

## Semester VI

Semester VI			
Course Code	Course Type	Course Title	Credits
USIT601	Skill Enhancement Course	Software Quality Assurance	2
USIT602	Skill Enhancement Course	Security in Computing	2
USIT603	Skill Enhancement Course	Business Intelligence	2
USIT604	Discipline Specific Elective (Any One)	Principles of Geographic Information Systems	2
USIT105		Enterprise Networking	
USIT606	Discipline Specific Elective (Any One)	IT Service Management	2
USIT607		Cyber Laws	
USIT6P1	Skill Enhancement Course Practical	Project Implementation	2
USIT6P2	Skill Enhancement Course Practical	Security in Computing Practical	2
USIT6P3	Skill Enhancement Course Practical	Business Intelligence Practical	2
USIT6P4	Discipline Specific Elective Practical (Any One)*	Principles of Geographic Information Systems Practical	2
USIT6P5		Enterprise Networking Practical	
USIT6P6		Advanced Mobile Programming	
<b>Total Credits</b>			<b>20</b>

### Program Outcome:

- BSc (IT) is primarily focused on subjects such as Software, Database, Networking etc.
- Students who graduate with BSc (IT) background are able to perform technical tasks relating to processing, storing, communication of information between computers, mobile phones & other electronic devices.
- BSc (IT) syllabus is far more practical and industry oriented.
- It is 03 years course program as compared to other courses like B.E., B.Tech. etc.
- Students get Opportunities to work in various sectors such as in Electronics Information Technology, Communication, Manufacturing, Finance and Business etc.



Education is the passport to the future,  
for tomorrow belongs to those who  
prepare for it today.

– Malcolm X



## BScIT TWINNING PROGRAM WITH UFV, CANADA



1. Ghanshyamdas Saraf College has done a collaboration agreement with Fraser valley University from Canada for the BScIT students.
2. This is 04 years program in which a student will study the first two years of BScIT course from our college and then proceed to Canada to study for next two years and will get Canadian Degree.

### Top Reasons Students Choose To Study Abroad:

- Education at globally renowned universities.
- Massive impact on total earning capacity.
- Opportunities to apply for Permanent Residency.
- Opportunity to work in India at Mid and Senior managerial levels.
- Unmatched advantages of an international alumni network.

### Opportunities for students:

- Be ahead of the herd by reconciling with international trends.
- Waivers and Scholarships.
- Credit-transfer, enabled by your college.
- Financial planning and loan assistance.
- Permanent Residency and Settlement options.



## MASTERS OF COMMERCE (M.COM)

### Semester I and II

SEMESTER I		Credits	SEMESTER II		Credits
1	<b>CORE COURSES</b>		1	<b>CORE COURSES</b>	
1	Strategic Management	06	1	Research Methodology for Business	06
2	Economics for Business Decisions	06	2	Macro Economic Concepts and Applications	06
3	Cost and Management Accounting	06	3	Corporate Finance	06
4	Business Ethics & Corporate Social Responsibility	06	4	E-Commerce	06
<b>Total Credits</b>		<b>24</b>	<b>Total Credits</b>		<b>24</b>

### Semester III and IV

SEMESTER III		Credits	SEMESTER IV		Credits
1	<b>ELECTIVE COURSES</b>		1	<b>ELECTIVE COURSES</b>	
1, 2 & 3	Any one group of courses from the following list of the courses (Group A/B)	18	1, 2 & 3	Any one group of courses from the following list of the courses (Group A/B)	18
2	<b>PROJECT WORK</b>		2	<b>PROJECT WORK</b>	
4	Project Work - I	06	4	Project Work - I	06
<b>Total Credits</b>		<b>24</b>	<b>Total Credits</b>		<b>24</b>

### GROUP A: Advanced Accounting, Corporate Accounting & Financial Management

A-I	ELECTIVE COURSES (SEMESTER III)	Credits	A-II	ELECTIVE COURSES (SEMESTER IV)	Credits
1	Advanced Financial Accounting	06	1	Corporate Financial Accounting	06
2	Direct Tax	06	2	Indirect Tax Introduction of Goods and Service Tax	06
3	Advanced Cost Accounting	06	3	Financial Management	06

### GROUP B: Business Studies (Management)

B-I	ELECTIVE COURSES (SEMESTER III)	Credits	B-II	ELECTIVE COURSES (SEMESTER IV)	Credits
1	Human Resource Management	06	1	Supply Chain Management & Logistics	06
2	Entrepreneurial Management	06	2	Advertising and Sales Management	06
3	Marketing Strategies and Practices	06	3	Retail Management	06

**Note** Project work is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation /difficult problem. Project work would be of 06 credits. A project work may be undertaken in any area of Elective Courses.  
\*Group selected in Semester III will continue in Semester IV

#### Program Outcome:

For those specializing in accounting, this course focuses on acquainting students with the accounting concepts, tools and techniques for managerial decisions. While it is a mandatory qualification required for appearing in specific professional exams it is also a gateway to higher studies and research or doctorate level

#### PROGRAMME SPECIFIC OUTCOME

It facilitates understanding of the conceptual framework of marketing and environmental constraints for management students. It also aims at imparting basic understanding of the research methodology to provide an insight into the application of modern analytical tools and techniques in various aspects of business.

# CODE OF CONDUCT AND COLLEGE REGULATIONS

1. Students joining the college are strictly bound by the rules and regulations of the college. Parents/Guardians/Students are requested to read and acquaint themselves with the rules of conduct and discipline. Students must ensure strict compliance with these rules.
2. Every student must obtain an admission, and wear his / her Identity Card affixed with latest photograph duly attested. Every student must produce the identity card at the entry gate and wear it around the neck at all times while on the campus. Identity card should be produced for inspection when demanded. Identity card in soft copy form or on mobile may not be considered valid. Any attempt to tamper the identity card, making a copy thereof, giving it to any other person will be considered as a breach of discipline and appropriate action will be taken against the culprit.
3. Attendance at lectures and tutorials is mandatory. Attendance of students is regulated by Ordinances 119, 119-A and 120 which states that – “for granting of terms, attendance of 75% of theory, practical and tutorials will be required of the total number of lectures, practical and tutorials conducted in the term”. Students who do not fulfill the requirements of the minimum attendance of 75% due to medical reasons or circumstances beyond their control are required to submit their valid explanation with documentary evidence to the Head of the Institution for condoning the deficiency. Decision of the Principal for condonation will be final.
4. Each student has to submit phone number, e mail address of himself/herself and his/her parents as a part of the admission process. The admission form is to be signed by the parent as well. The college may send notices including about the attendance record of the student as a text message and/or email, as per the data available in the admission form. Such communication shall be deemed to have reached the student/parent and the college shall take appropriate steps if the directions in the communication are not complied with. Every student is responsible for ensuring that correct and up to date contact details of himself/herself and that of parents are provided. Any change in the mobile number/address/email address should be immediately intimated to the college.
5. In case of illness, a student must apply for leave, with a doctor's certificate. He / She must personally report to the Prof. In-Charge / Vice-Principal on resuming classes.
6. Students must not loiter in the College premises while classes are going on. A student found in a tutorial batch or a division or a class, which is not meant for him/her, will be liable for punishment. A student should not invite any outsider to the college premises, classrooms, library, canteen or gymkhana.
7. Students shall not do anything either inside or outside the College that will in any way interfere with its orderly conduct and discipline.
8. No Society or Association can be formed in the college and no person invited to address a meeting without the Principal's prior permission and sanction. Students should not take part in any political activities.
9. No student shall communicate any information or write about matters dealing with the College administration to the Press.
10. No student shall collect any money or contribution for picnic, trip, and educational visit to any place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.
11. Students are expected to take proper care of college property and to help in keeping the premises neat and clean. Causing damage to the property of the College, e.g. disfiguring walls, doors, fittings, or breaking furniture, etc., and theft is a breach of discipline and the guilty will be duly punished which may include recovery of the repair/replacement cost and/or dismissal of the student.
12. Students are not permitted to park two wheelers or four wheelers in the college premises/ or on the main road outside the college premises. The college is not responsible for their vehicles. Students should not leave their books, valuables and other belongings in the classroom or any other place in the college.
13. The College is not responsible for lost property or valuables such as mobile phones, laptops, cash, etc. Students are expected to take care of their belongings.
14. Students applying for Certificates, testimonials, etc. and those requiring the Principal's signature on any kind of documents or applications should first contact the Office Superintendent. Students should not bring any paper directly to the Principal for his signature.
15. If, for any reason, the continuance of a student in the College is, in the opinion of the Principal, detrimental to the best interest of the College, the Principal may ask such a student to leave the College.
16. Insubordination & unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal from the college.
17. Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to their good behavior, regular attendance and satisfactory academic performance at College and University Examinations.
18. All College activities must be organized under the guidance and supervision of the Principal and Professor-in-Charge with prior permission only.
19. Students must not associate themselves with any activity not authorized by the College Principal. Serious view will be taken of students found organizing or participating in such unauthorized activities.
20. Students using unfair means at examinations will be dealt with strictly in accordance with university rules.
21. It is the responsibility of the student to read the notice boards regularly for important announcements made by the College authorities from time to time. They will not be excused or be given any concession on grounds of ignorance.
22. Students are prohibited from using college name for any private or individual event. Violation may lead to permanently debarring such students from the college.
23. Ragging is strictly prohibited in higher educational institutions, as per the directions of Hon'ble Supreme Court and University Grants Commission has made provision of 6.1 (c) of the UGC Regulations, 2009. Students involved in any form of ragging-verbal, physical or mental will be severely punished.
24. DRESS CODE Students are expected to wear decent clothes. Students are strictly prohibited from wearing the following while on the college premises:  
Boys: Caps, Hats, Half-pants, Shorts Bermudas, Sleeveless T-shirts and 3/4th pants.  
Girls: Caps, Hats, Half-pants, Shorts, Bermudas, Skin tight dresses, revealing dresses, Short dresses or short skirts, Sleeveless and short tops and pedal pushers. Facial piercing other than ear-rings and noserings strictly prohibited. Any other attire which according to the college authorities is not suitable to the college culture / environment will not be permitted.
25. Students are advised not to indulge in any prohibited, illegal and unethical, immoral activities inside and outside the college campus, or else, they will be liable for punishment as per institute rules.
26. The college does not organize any overnight tour without taking an undertaking from the parent./ guardian.
27. Loitering of students in the campus is prohibited.
28. Students are expected to behave in an orderly manner on all occasions and to obey the instructions that are notified from time to time.
29. Use of cell phone is strictly prohibited in the Institute teaching areas, cell phone will be confiscated.
30. Students are forbidden to carry fire arms or any other weapon in the institution premises.
31. Smoking, chewing pan, pan-masala, gutka, gambling, consumption of alcoholic drinks and use of hallucinogenic drugs and other illegal substances, of the possession of such substances, anywhere in the institute campus, is strictly forbidden.
32. No money should be collected by any student from other students for any event without approval from the college.
33. The college has seven divisions each of FY, SY and TY B com. Out of this, 5 divisions of FY B Com and only four divisions of SY and TY B Com are aided and the others are unaided. The college follows a policy of promoting students from FY to SY and from SY to TY B Com only on merit after considering the students of SC/ST/OBC or any other reservation category. As a result a student admitted to aided division at FY B Com may have to be admitted to unaided division at SY B com. Similarly, a student in aided division at SY B com may have to be admitted to unaided division at TY B Com. All repeater students may have to take admission to unaided divisions.
34. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.

## TROPHIES, SHIELDS AND CASH PRIZES

No.	Trophies Donated By	Event
1	Shri Prahladrai Dalmia Trophy donated by Late Shri Bajranglal Dalmia	For Best Student
2	Shri Ghanshyamdas Saraf Rotating Elocution Trophy donated by Shri Mahavirprasad G. Saraf	For Inter-Class Elocution
3	Shri Ghanshyamdas Saraf Merit Trophy Donated by Shri Mahavirprasad G. Saraf	a) 1st at TYBCom b) 1st at SYBCom c) 1st at FYBCom
4	Shri Durgadutta Thard Trophy donated by Shri Vinodkumar Thard	For Best Athlete
5	Shri Manoharlal Podar Trophy donated by Late Shri Vishwanath Podar	For Best NSS Volunteer
6	Smt. Basantidevi Singhania Trophy donated by Shri Krishnakant Singhania	For Best NCC Cadet
7	Smt. Ratnidevi S. Saraf Trophy donated by Shri Prahaladrai Saraf	For Best Speaker
8	Shri Mohanlal Dalima Trophy donated by Late Shri Mohanlal Dalmia	For Quiz Competition
9	Shri Vishwanath Chamaria Trophy donated in the name of Smt. Savitribai Chamaria	For Best Leadership
10	Smt. Sunita S.Dalmia Trophy donated by Shri Shrikantji Dalmia	For Best Performance in Intercollegiate Competition
11	Smt. Sarabati Deora Trophy donated by Shri Mahavirprasad Deora	For Best Student- Manager in Adult Education Programme
12	Shri Madavprasad Khemka Trophy donated by Shri Madavprasad Khemka	For Best Student in BMS
13	Ghanshyamdas Saraf Trophy donated by Shri Mahavirprasad G Saraf	Best Student in Self Financing courses
14	Durgadevi Saraf Trophy donated by Shri Mahavirprasad G Saraf	Best Project of BMS
15	Ghanshyamdas Saraf Trophy donated by Shri Mahavirprasad G Saraf	Best Class of Self Financing Courses -Ist year
16	Durgadevi Saraf Trophy donated by Shri Mahavirprasad G Saraf	Best Class of Self Financing Courses -II nd year
17	Kirandevi Saraf Trophy donated by Shri Mahavirprasad G Saraf	Best Class of Self Financing Courses -IIIrd year
18	Kirandevi Saraf Trophy donated by Shri Mahavirprasad G Saraf	Best Student in M.Com
19	Late Prof. K. S. Narayan Rotating Trophy donated by Rajasthani Sammelan	Best All-round Performance

No.	Shields Donated By	Event
1	Smt. Bhagirathi Ramlal Dhanuka Shield donated by Shri D.R.Dhanuka	For Kabbadi
2	Smt. Yashodadevi R. Jhunjhunwala Shield donated by Shri B.L.Jhunjhunwala	For Antakshari
3	Late Shri Maliramji Bareench Shield donated by Shri Kailash Kejriwal	For Table-Tennis Singles
4	Smt Krishnadevi M. Parasrampurua Shield donated by Shri Kailash Parasrampurua	For Kho-Kho
5	Shri Nandkishore Ruia Shield donated by Shri Ramniranjan Ruia	For Best Division in all over performance in FYBCom
6	Late Shri Lalchand Dalmia Shield donated by Shri Shrikant Dalmia	For Best Division in all over performance in SYBCom
7	Smt. Sarladevi K. Parasrampurua Shield donated by Shri Kailash Parasrampurua	For Best Division in all over performance in TYBCom
8	Shri Shankarlal Podar Shield donated by Shri Sushilkumar Podar	For Painting
9	Smt. Jankidevi Maskara Shield donated by Shri Vishwanath Maskara	For Carrom
10	Shri Mannalal Parasrampurua Shield donated by Shri Kailash Parasrampurua	For Chess
11	Smt. Pannabai D. Dhanuka Shield donated by Shri D.R. Dhanuka	For Inter-collegiate Mehendi
12	Shri Manoharlal Podar Shield donated by Late Shri Vishwanath Podar	For Inter-collegiate Hindi Debate
13	Rotating Rotaract Trophy for Best Rotaract Volunteer donated by Rotary Club of Mumbai	

No.	Cash Prizes Donated By	Event
1	Shri Shyamsunder Saraf through Shri Subhakaran Shyamsunder Saraf Charity Trust	1st at TYBCOM 2nd at TYBCOM 3rd at TYBCOM
2	Shri Anilkumar Mittal in the name of Shri Nathumal Mittal	1st at TYBCOM 1st at SYBCOM 1st at FYBCOM





## SCHOLARSHIPS & FREESHIPS



**IRB**  
scholarship endowment fund  
HONOURING EXCELLENCE

IRB Scholarship for two students each (one male and one female) from B.Com and Self-Finance will be given for academic excellence and all round performance.

The scholars will be selected by a panel of faculty from Ghanshyamdas Saraf College and recommended to the IRB Scholarship Endowment Fund Committee and the Trustees of the Rajsthani Sammelan for final decision.



**BKT**  
freeship endeavour fund  
HONOURING KNOWLEDGE

BKT Freeship will be given to those students who cannot afford education due to lack of funds. This will provide opportunity to many deserving students to obtain suitable education of their choice and there by make progress in their life by becoming properly qualified.

The Freeships will be decided by the BKT Endowment Fund Committee and forwarded to the Trustees of Rajsthani Sammelan for final decision.



**Jankidevi Bilasrai Bubna**  
endowment freeship fund  
HONOURING KNOWLEDGE

Jankidevi Bilasrai Bubna Endowment Freeship Fund gives freeship to the needy and deserving students studying in various educational institutes of RSET. The freeship fund gives the much needed financial support to such students who do not have the financial means to pursue their education.

The recipients of freeship will be decided by Smt. Jankidevi Bilasrai Bubna Endowment Freeship Fund Committee of Rajsthani Sammelan Education Trust.



Shri Madhusudan Bajaj along with Shri Ashok M Saraf awarding scholarship cheque and certificate to Ms. Shubhada Vikas of TYBCom



Wg. Cdr. Naresh Taneja along with Shri Kailash Kejriwal awarding scholarship cheque and certificate to Ms. Sanajan Srivastava of TYBMM



Smt. Sharda Bubna along with Smt. Sunanda Kar awarding scholarship cheque and certificate to Mr. Harsh Goanka of TYBFM

## SCHOLARSHIPS & FREESHIPS

Name of Scholarship	Requirements	Last date of Application
State Government Open Merit	For H.S.C. students who have secured at least 65 % in the examination	10th August
Post-Matric Scholarship to the Minority Communities (Muslims, Sikhs, Christians)	1) Above 50% of Marks 2) Parents Annual Income less than Rs. 2 Lakhs 3) Income declaration affidavit on non-judicial stamp for self-employed parents 4) Proof of permanent residence 5) Minority community declaration affidavit on non-judicial staff paper 6) Refer to website <a href="http://dhescholarship.maharashtra.gov.in/escholte/login.aspx">http://dhescholarship.maharashtra.gov.in/escholte/login.aspx</a>	10th August
Financial Assistance from University of Mumbai to the needy and financially backward class students	1) Annual Income limit will be declared by University of Mumbai yearly 2) Students availing benefit of any other Scholarship / Freeship cannot apply	10th August
Defence Freeship (Only for Aided Course)	Concession to Children / wives/ widows of the Defence personnel, i.e. regular member of the Army, Forces enrolled under Army/Navy/Air Force etc	10th August
E.B.C. Freeship (Only for Aided Course)	Income of the family not to exceed Rs. 15000/- on 31st March to the year 1) Income Certificate 2) Xerox copies of Mark sheet 3) Xerox copies of Ration Card	Within 30 days of admission
Wards of P.T.C. (Primary School Teacher) S.T.C. (Secondary School Teacher) (Only for Aided Course)	1) Signature of the Head Mistress /Principal of the School 2) Area Officer's signature certificate of eligibility to be obtained from competent authority 3) Xerox copies of Mark sheet 4) Xerox copies of Ration Card	- do -
Wards of Ex-Servicemen (Freedom Fighter only for Aided Course)	- do -	- do -
Annual Sahara Scholarship (NCC)*	- do -	Before June
Shyam Benegal Scholarship / Award (NCC)*	- -	- do -
Chief Minister's Scholarship (NCC)*	- -	- do -

\*For NCC Scholarships, cadets have to submit NCC certificate and income certificate of the family along with other documents.

### Note :

Students applying for scholarship / freeship shall fulfill the following conditions –

- 1) A student shall apply for only one free ship in a year.
- 2) He / She shall submit duly filled prescribed form available from the college office before the last date announced.
- 3) He/She shall have satisfactory attendance.
- 4) His/her conduct and exam performance are satisfactory.

Government of India Scholarship/Free ship scheme to OBC/DT/NT/VJ/ST/SBC/SC is currently updated by the department. Eligible students should fill online forms on <http://mahaeschol.maharashtra.gov.in> and submit to college office.

## LIST OF FACULTY MEMBERS (B.Com Section)

Faculty	Qualifications	Department
Dr. (CA) Jayant Apte, Principal	B. Com, FCA, PhD	Accountancy (HOD)
Mr. Gopal Sonar, Vice Principal	M.Com.	Commerce (HOD)
Dr. Seema Agarwal	M.Sc. PhD	Mathematics/Statistics (HOD)
Mr. Rajkumar Jaiswal	M.Sc. MPhil, NET	Mathematics / Statistics
Dr. Anil Dhimdhime	M.Sc., PhD	Environmental Studies (HOD)
Dr. (CA) Ashwat Desai	B. Com, FCA, PhD	Accountancy
Dr. Rupa Shah	M.Com, MPhil, PGDHE, MBA, SET, PhD	Commerce
Dr. Neha Joshi	B.A, MLISC, MPhil, SET, PhD	Library
Ms. Sonali Khade	M.A, B.Ed. SET	Foundation Course
Dr. Mittal Shah	M.Com, MPhil, PhD	Accountancy
Mrs. Rekha Mishra	M.A, B. Ed, SET	Business Economics
Dr. Anju Bohra	M.Com, MPhil, PhD, SET	Accountancy
Ms. Preeti Jha	M.Com, M.A., NET, LLB	Business Law
C.A. Gurunathan Pillai	M.Com, FCA, PGDFM, SET	Accountancy
Mr. Pratik Purchit	M.Com, PGDFM, SET, NET,	Accountancy
Ms. Mehrab Khan	M.Com	Commerce
Ms. Srishti Shetty	M.Com	Commerce
Ms. Prachi Pandey	M.A, SET	Economics
Dr. Rajendra Patil	M.Com, M.Phil, NET	Accountancy
Ms. Hetal Pandya	BAF, M.Com, NET	Accountancy
Ms. Swati Sharma	BAF, M.Com, NET	Accountancy
Ms. Dimple Tanwar	M.Com, B.Ed,	Foundation Course
Ms. Goldie Prajapati	BBI, M.A	Economics
Dr. Manisha Srivastav	M.A, M.Phil	Business Communication
Ms. Pradnya Damle	L.L.M	Business Law
Mr. Ramson Menezes	M.Com, B.Ed	Commerce
Ms. Tejal Mogre	M.A, M.Com	Commerce

## LIST OF FACULTY MEMBERS (Self Finance Section)

Faculty	Qualifications	Department
Dr. Lipi Mukherjee	M.Com, PGDBM, PhD.	Vice Principal, Coordinator- M.Com
Ms. Mamta Chhajer	M.B.A (Financial Management), PGD in Statistics, NET-JRF (Management)	Coordinator- BCAF
Ms. Anita Agarwal	M.B.A. (Finance), M.Com (Management), NET (Management)	BCAF / M.Com
Ms. Bhumika Shah	MMS (Finance), M.Com (Management), NET (Management), SET (Commerce)	BCAF
Ms. Yogita Mahimkar	M.Com, DCM, SET (Commerce)	BCAF
Mr. Mayur Rambhiya	M.Com (Accountancy), PGDFM, SET (Commerce), GDCA	BCAF
Ms. Jyoti Sonpal	M.Com, BEd, MPhil, SET (Commerce)	BCAF
Ms. Prajna Shetty	M.Com, MBA (Marketing), SET (Commerce)	Coordinator-BMS / M.Com
Dr. Mmahek Chhabria	M.Com, M.Phil, NET (Commerce), SET (Commerce), PhD.	BMS
Dr. Megha khedekar	M.Com, B.Ed, M.Phil, SET (Commerce), PhD.	BMS / M.Com
Mr. Prasad Anareddy	M.Com, MMS (Finance), GDC&A, NSE (PFM), NET & SET (Commerce & Management)	BMS
Ms. Aswathi Nair	M.Com (Management)	BMS / M.Com
Ms. Kinjal Sanghvi	M.Com, CFA, PGDFM, NET (Commerce)	BMS
Ms. Sangeeta Sahoo	MBA (HR & Finance)	BMS
Ms. Urvi Pillai	M.A. (Economics), M.Phil (Economics), SET (Economics)	Coordinator- BCBI
Mr. Alok Hardikar	M.Com (Accountancy)	BCBI
Ms. Angira Narvekar	Masters in (Personnel Management and IR)	BCBI
Mr. Prasanna Chaudhari	B.E. (IT), MMS (Finance), NET (Management)	Coordinator- BFM / BCAF
Ms. Swati Chandak	M.B.A. (HR), M.Com (Management), NET (Management)	BFM
Ms. Harshada Bandekar	BMS, MFM, MA	BFM
Mr. Lokesh Gupta	M.Com (Accounting & Business Statistics)	BFM
Ms. Gayatri Bakthiani	MCA	B.Sc. (IT)
Ms. Mansi Dangarwala	B.Tech (Electronics), MCA	B.Sc. (IT)
Ms. Niyati Kalyanpur	M.Sc. (Information Technology)	B.Sc. (IT)
Ms. Shraddha Kokate	M.Sc. (Computer Science), DCL	B.Sc. (IT)
Mr. Laxman Chaudhary	M.Sc (Computer Science)	B.Sc. (IT)
Ms. Namrata Pathak	M.Com, MBA(HRM), SET (Commerce)	BCAF / BCBI
Ms. Yogita Naik Khatti	M.Sc (Mathematics)	BMS / BCBI / BFM

## HIGHLIGHTS OF OUR COLLEGE



### ACADEMICS

Our College is re-accredited by NAAC with 'A' grade with CGPA of 3.23 on 4 point scale. This speaks volumes about the academic excellence of the institution. The results of final year university examinations are always above 90%. The college has a team of well qualified and dedicated teachers who are always available to help the students. Most of them are engaged in research activities and have co-authored books meant for the students. Many of them have presented papers at national and international conferences, published books and obtained Ph.D degrees in their respective faculties.



### INFRASTRUCTURE

Excellent infrastructure is provided for the benefit of the students. This includes a state of the art Library equipped with large collection of reference and text books and reading facility, indoor sports facility and a turf ground for outdoor sports. Separate hostels are available for boys and girls.



### BLOOMBERG LAB

Our College is the only undergraduate college affiliated to Mumbai University which has a dedicated facility to provide training on Bloomberg terminals. It is named as Sharda Cropchem Bloomberg Lab. Certification Course like Bloomberg Market Concepts and courses on Technical analysis and Derivatives etc. are offered to students at a very nominal cost. This is a great value addition to students as it prepares students for the global job market. Using Bloomberg's service, Saraf College students can perform historical market analysis, compare different investment strategies, evaluate complex financial instruments, and analyze specific companies and industries.

## E LEARNING FACILITY

Kunjbihari S. Goyal Online Academy of Learning and Development (GOLD Academy) has the vision of providing absolutely free online learning content to anyone located anywhere anytime. At present 43350 students have already been registered and enrolled for F.Y, S.Y & T.Y. B.Com Courses in GOLD E- Learning Management System (LMS). Out of that 2509 students are from GSCC. GOLD Academy has uploaded MCQ's type online assessment test for all the students with the help of GSCC Heads & faculties. GOLD Academy's team is regularly providing training and awareness to all the GSCC students & staffs on E-Learning contents so that students can get maximum benefit to prepare for their academics & exams. GOLD Academy has conducted a competition for maximum learning in March 2017 for awareness. Many GSCC Students have participated and the best learning student has been awarded with prize. GOLD Academy's next academic year plan is to develop remaining online content with the help of experienced & highly qualified GSCC faculties to provide quality content to the students. GOLD Academy is very much thankful to GSCC Heads & faculties for supporting us to prepare quality E-Learning contents.



## ONLINE TEACHING-LEARNING

During this pandemic situation the entire Teaching-Learning process has undergone complete change. To match with our Mission statement of "Empowerment Through Value Based Education" at Ghanshyamdas Saraf College not only faculty members have created E-Content for their respective subject but for synchronous and asynchronous lectures we are going to use Google Meet and Google Classroom on which faculty can upload their E-Content, set-up Quiz, Assignments. Grading can also be done through Google Classroom. Students can communicate with teachers like they used to in normal scenarios. This will help in empowering students through technology driven Teaching-Learning.

## CAREER GUIDANCE AND PLACEMENT CELL

College has established an arrangement with the Skill Development and Vocational Training Institute of India with the aim of providing students with additional skills to upgrade and improve their employability. We have provided certificate courses in varied subjects such as E-Taxation and Direct Tax, English Speaking and Personality Development. This cell is looked after by passionate teachers who make lot of efforts to get well known corporates to offer placement to students for internships as well as full time and part time jobs. Efforts are made to groom the students to prepare them for interviews.



## CULTURAL ACTIVITIES

Saraf College is at the forefront of various cultural activities and many of our students participate in various intercollegiate events and win prizes. To promote talent among the students, the college organizes many intra collegiate events and a flagship inter collegiate event called "Mauj". It is a fun fiesta of events like Elocution, Debate, Mehendi, Nail Art, Solo Dance, Cooking, Chess, Throw Ball, Box Cricket, Counter Strike, Editorial Writing, Poem Writing, Photography, Ad- making, Street Play, Short Film Competition, Personality Contest, Sketching, Fusion Band, Fashion Show, Carom, Rink Football, Tug of War, Calligraphy, Singing and many other competitions. Over the years, it has grown and evolved as one of the most popular inter-collegiate festivals in the suburbs. Students look forward for the festival and plan for it well in advance.





### SHRIVALLABH G. SARAF KNOWLEDGE RESOURCE CENTRE

The Resource Centre is centrally air-conditioned, it houses more than 52,000 books, 50 journals and periodicals and an N-List database of more than 31 Lakh E-books and 6000 E-Journals. It has a Research Cell for scholars pursuing Ph D. It provides OPAC (Open Public Access Catalogue) facility for online searching and reservation of books. Automation is done with the help of KOHA software and a bar-code system. Compactors are used to store books. The Reading room area is brightly lit with comfortable seating for about 100 persons. The library remains open from 7 am to 8 pm on all working days. The library has an institutional membership of British Council Library and the American Library. Library also provides material through Inter Library Loan facility with other institution's libraries.



### SPORTS

The college arranges many indoor and outdoor sports events and encourages students to participate in the sports events arranged by other colleges. Many of our students have been selected in University, state and National teams. Every year, Annual Sports Day is organized on a massive scale. Various field and track events such as running, relay running, discus throw, javelin throw and shot put etc. are conducted on the occasion. Special prizes are declared for the best girl athlete and the best boy athlete of the year.



### CO-CURRICULAR ACTIVITIES

For an all-round development of the students the college provides a array of activities like National Cadets Corps (NCC), National Service Scheme (NSS) Department of Lifelong Learning and Extension (DLLE) and Rotary Club. Each of this activity provides exposure to the students to expand their social awareness and make them more responsible citizens.



### ANNUAL DAY

Annual Day of the college is celebrated on the turf ground. Many colourful performances are presented on this occasion. The highlight of the Annual day is the fashion show and beauty cum personality contest. The winners of the contest are crowned as Miss Saraf and Mr. Saraf during the formal function.

# DRAUPADIDEVI SANWARMAL WOMEN'S HOSTEL

Draupadidevi Sanwarmal Women's Hostel is housed on the 11th & 12th floor of the educational complex of Rajasthani Sammelan Education Trust. The hostel can accommodate 135 girl students.

The hostel has Triple occupancy AC and non AC rooms on both the floors. All the rooms have attached toilets, designed in such a way that they can be serviced when the rooms are locked.

Each student in a room is provided with a bed, a writing table, a chair & a common sofa.

The hostel consists of a reception on the ground floor, a recreational area, a dining hall & a dry pantry on the 12th floor. The corridors of the hostel are naturally lit and ventilated by big skylights. Passages have been made colorful to give a lively ambience. Voids are provided between 11th & 12th floors for the students to communicate.

## FEE STRUCTURE

Type of Accommodation	Fees for 12 months (July to June)	Security Deposit
Triple Sharing AC Room	₹ 2,04,000	₹ 30,000
Triple Sharing Non AC Room	₹ 1,56,000	₹ 30,000





## JANKIDEVI BILASRAI BUBNA BOY'S HOSTEL

Jankidevi Bilasrai Bubna Boys' Hostel is the latest addition in the educational endeavor of Rajasthani Sammelan Education Trust. The Hostel is located at a walking distance from RSET Campus. The independent Hostel building has seven floors and provides accommodation for 152 students. All rooms are air-conditioned and aesthetically designed. There are air-conditioned study areas on all floors where the students can sit and study. Also, all the floors have a lounge and TV room for the recreation of the students. Other facilities include a communication room, dining room and games room. For the safety of the students, the building is equipped with fire detection and fire fighting system. CCTVs are also installed for 24 x 7 security. There is Wi-Fi access to the entire building. The building is maintained by the professional house-keeping agency. For the convenience of the hostel inmates, breakfast & dinner is provided to them.

### FEE STRUCTURE

Type of Accommodation	Fees for 12 months (July to June)	Security Deposit
2 Bed Sharing AC	₹ 2,04,000	₹ 30,000
4 Bed Sharing AC	₹ 1,68,000	₹ 30,000



TV LOUNGE



QUADRUPLE SHARING ROOM



STUDY AREA



CAFETERIA

# INSTITUTIONS OF RSET

 <p>Kudlal Govindram Seksaria sanskrit school KARNATAKA UNIVERSITY</p> <p>Established in 1959</p>	<p>The school is authorised by the Maharashtra State Board of Education to offer SSC syllabus &amp; the medium of instruction is Hindi.</p>	 <p><b>KGSS</b> www.kgss.org.in</p>
 <p>Kudlal Govindram Seksaria english school KARNATAKA UNIVERSITY</p> <p>Established in 2010</p>	<p>The School is authorised by the Maharashtra State Board of Education to offer SSC syllabus &amp; the medium of instruction is English.</p>	 <p><b>KGES</b> www.kges.org.in</p>
 <p>Ramnivas Bajaj english high school KARNATAKA UNIVERSITY</p> <p>Established in 1985</p>	<p>The School is affiliated to the Council for the Indian School Certificate Examinations and follows the ICSE curriculum from Nursery to Std.X.</p>	 <p><b>RBHS</b> www.rbhs.org.in</p>
 <p>Mainadevi Bajaj international school KARNATAKA UNIVERSITY</p> <p>Established in 2009</p>	<p>Authorised International Baccalaureate Diploma Programme (IBDP) Authorised - Cambridge Primary Programme (CPP) International General Certificate of Secondary Education (IGCSE) Cambridge International AS &amp; A Levels Programme (A Levels)</p>	 <p>Cambridge Assessment International Education Cambridge International School <b>MBIS</b> www.mbis.org.in</p>
 <p>Durgadevi Saraf junior college BY PURSUIT OF EXCELLENCE</p> <p>Established in 1975</p>	<p>The Junior College is authorized by HSC Board of Government of Maharashtra to offer higher secondary courses in arts, commerce &amp; science. College has started Bi-focal in science stream. The students have the option of selecting Computer Science &amp; Electronics as their subjects of choice.</p>	 <p><b>DSJC</b> www.dsjc.org.in</p>
 <p>Ghanshyamdas Saraf college of arts &amp; commerce KARNATAKA UNIVERSITY</p> <p>Established in 1983</p>	<p>Affiliated to University of Mumbai <b>Undergraduate courses:</b> B.Com B.Com (Accounting &amp; Finance) B.Com (Banking &amp; Insurance) B.Com (Financial Markets) BMS, B. Sc.IT.</p> <p><b>Post Graduate Courses:</b> M.Com (Accountancy) M.Com (Business Management)</p> <p><b>Ph.D. Programs</b> Ph.D. in Commerce Ph.D. in Economics</p>	 <p><b>SSC</b> www.sarafcollege.org</p>
 <p>Kirandevi Saraf institute of complete learning KARNATAKA UNIVERSITY</p> <p>Established in 2005</p>	<p><b>University / Institute</b> Tilak Maharashtra University Phasar Education Pvt. Ltd. Financial Planning Standards Board</p> <p><b>Courses</b> BCA, BBA JEE Mains/NEET/MH-CET/NRA-CET Certified Financial Planner</p>	 <p><b>KSIIL</b> www.ksil.org.in</p>
 <p>Durgadevi Saraf institute of management studies KARNATAKA UNIVERSITY</p> <p>Established in 2010</p>	<p><b>University &amp; AICTE Approved Program:</b> • Two years full-time Master in Management Studies (MMS)</p>	 <p><b>DSMS</b> www.dsims.org.in</p>

## INSTITUTIONS OF RSET

 <p><b>Durgadevi Saraf</b> Global Business School LUGDAI, ANDHERI</p> <p>Established in 2020</p>	<p><b>Two years full time AICTE Approved Post Graduate Diploma in Management (PGDM)</b></p> <p><b>Autonomous Programs</b></p> <ul style="list-style-type: none"> <li>• Global Entrepreneur Program</li> <li>• Family Managed Business Administration</li> <li>• Entrepreneurship Program</li> <li>• Women Entrepreneurship Program</li> <li>• Event Management</li> <li>• Supply Chain Management</li> </ul>	 <p><b>DSGS</b> www.dsgs.org.in</p>
 <p><b>Deviprasad Goenka</b> Management College of Media Studies DODIA, PRADEEP, MUMBAI</p> <p>Established in 2010</p>	<p><b>University of Mumbai - Courses:</b></p> <p>MA - Communication and Journalism : (MA-CJ)          MA - Film Television &amp; New Media Production : (MA-FTNMP)          BA - Multimedia &amp; Mass Communication : (BA-MMC)          BA - Film Television &amp; New Media Production : (BA-FTNMP)</p> <p><b>DGMC Autonomous - Courses: Post Graduate Program (PGP)</b></p> <p>a. PGP in Integrated Marketing, Advertising &amp; Communication (IMA&amp;C),          b. PGP in Event Management (EM)          c. PGP in Sports Marketing &amp; Management (SM&amp;M)</p>	  <p><b>DGMC</b> www.dgmc.org.in</p>
 <p><b>Ladhidevi Ramdhar Maheshwari</b> Night College of Commerce KOLHAPUR, PUNE</p> <p>Established in 2014</p>	<p>Rajasthani Sammelan Education Trust is running a Night College in its educational campus by the name of Ladhidevi Ramdhar Maheshwari Night College of Commerce from the academic year 2014-15. The college is affiliated to the University of Mumbai and offers B.Com &amp; M.Com courses. Ladhidevi Ramdhar Maheshwari Night College of Commerce has accommodated students who have passed out from evening section of Durgadevi Saraf Junior College as well as other deserving students from the nearby areas.</p>	 <p><b>LRMC</b> www.lrmc.org.in</p>
 <p><b>Ramdhar Maheshwari</b> Career Counseling Centre KOLHAPUR, PUNE</p> <p>Established in 2011</p>	<ul style="list-style-type: none"> <li>• Career Assessment and Guidance</li> <li>• Professional Consultancy</li> <li>• Personalised Skill building</li> <li>• Learning Difficulty Assessments</li> <li>• Remedial solutions for Academic Difficulty</li> <li>• IQ &amp; Aptitude Assessments</li> <li>• Personal Counseling</li> <li>• Workshops for Teachers, Parent and Students</li> <li>• Study Abroad Counseling</li> <li>• SAT/GRE/GMAT/LTES/TOEFL Coaching</li> </ul>	 <p><b>RMCC</b> www.rmcc.org.in</p>
 <p><b>Kunjibhai S. Goyal</b> Online Academy KOLHAPUR, PUNE</p> <p>Established in 2014</p>	<p>Rajasthani Sammelan Education Trust has started an Online Academy to extend educational facilities to a large number of students who are unable to attend regular lectures in a college. At the same time, there are many students who are anxious to study further. Through online academy, lectures of well qualified lecturers will be available on the website and students will be able to study from the convenience of their own home. Besides, the student will be able to view the lecture on the website again and again to clear his/her concept. The online academy will provide lectures of degree and post-graduate courses.</p>	 <p><b>GOLD</b> www.goldlearning.com</p>
 <p><b>RS-CA</b> Study Centre KOLHAPUR, PUNE</p> <p>Established in 2015</p>	<p>Rajasthani Sammelan Education Trust has started RS-CA Study Centre. In the city like Mumbai there are space constraints in many houses and students often face inconvenience to study in a peaceful atmosphere. This study centre proves to be a boon to many students, as they are able to study in a quite environment. The study centre remains open from morning till late evening for the benefit of students. The ICAI Extension counter has also been opened at the RS-CA Study Centre for the benefit of its students and members, for submission of various documents and distribution of study material to CA students.</p>	 <p><b>RSCA</b> www.rsca.org.in</p>
 <p><b>Mainadevi Bajaj</b> International Playschool KOLHAPUR, PUNE</p> <p>Established in 2014</p>	<p>Rajasthani Sammelan Education Trust continues with its endeavors in the field of education with its new initiative for Toddlers which is, Mainadevi Bajaj International Playschool. The Trust aims to lay the foundation of learning for tomorrow's Global Citizen. Mainadevi Bajaj International Playschool is the first IPC Accredited Playschool in Mumbai, India and offers a Playgroup and Pre Nursery.</p>	 <p><b>MBIP</b> www.mbip.org.in</p>
 <p><b>Nalini Shah</b> Music Academy KOLHAPUR, PUNE</p> <p>Established in 2020</p>	<p>Nalini Shah Music Academy is the latest addition in the educational endeavour of Rajasthani Sammelan Education Trust. Nalini Shah Music Academy is a Hindustani classical and semi classical vocal and Indian and western Instrumental Music training institute with an aim to train the learner with basic and technical knowledge of Music offering varied music learning courses across all age groups.</p>	  <p><b>NSMA</b> www.nisma.org.in</p>

## FACILITIES @ RSET



Dhurma Bajaj Bhavan  
Rajasthan Sammelan Education Trust

**Established in** 1975

Dhurma Bajaj Bhavan is a community hall which was constructed in the year 1975-76 with the handsome donations received from Shri Dhurma Bajaj Charity Trust & other philanthropists of the community. It is situated on S.V. Road, on the opposite side of the Educational Complex of Rajasthan Sammelan Education Trust. It has a spacious, air conditioned hall on the ground floor with a seating capacity of 350 persons. The building has two more halls on the first & second floors. There are air conditioned rooms adjacent to the hall on all the floors. Dhurma Bajaj Bhavan caters to the needs of the community, as it is rented out to the people for marriage & other social & business purposes. Many cultural activities of the schools & colleges of the trust are also conducted in Dhurma Bajaj Bhavan.



Trivenidevi Deora Chikitsa Sahayta Kosh  
Rajasthan Sammelan Education Trust

**Established in** 2001

Rajasthan Sammelan Education Trust has set up Trivenidevi Deora Chikitsa Sahayta Kosh to provide medical help to needy people. It is managed by Trivenidevi Deora Chikitsa Sahayta Kosh Committee. The committee receives applications for medical help from needy people and on scrutiny of the applications, sanctions and disburses medical aid to the concerned persons who have applied for the same. Many people including the staff of all the institutions have availed of this facility from time to time.



Durgadevi Saraf Hall  
Rajasthan Sammelan Education Trust

**Established in** 2002

Durgadevi Saraf Hall is constructed in the educational complex of Rajasthan Sammelan Education Trust & is an air conditioned, sound proof hall with state of the art facilities. It has a seating capacity of approximately 300 persons & is mainly used for organizing seminars, conferences & cultural activities of the educational institutions of the trust. Besides, it is sometimes also given to the members of the community for marriage & other social needs. The hall has all the facilities to cater to business meetings. It has 2 air conditioned rooms adjacent to the hall.



Rajasthan Sammelan Education Trust IT Hub  
Rajasthan Sammelan Education Trust

**Established in** 2010

To maintain universally accepted IT Standards in security, availability and data management, Rajasthan Sammelan Education Trust has decided to have an IT Hub as proper data centre which is supported and managed 24 x 7. The IT Hub is constructed on the 10th floor of the new building, in a built-up area of 3800 sq. ft. It is fully air conditioned and is operational. The main aim of constructing the IT Hub is to make all course material available on line to our students, easy flow of interaction between student and teacher through electronic medium, to create alumni data and keep students attached to our organization life-long through web, to safe guard the campus using video vigilance and electronic access control, to control the entire admission process of all institutions centrally, to safe guard all available data and provide fast internet services within the campus.



Rajasthan Sammelan Education Trust food court  
Rajasthan Sammelan Education Trust

**Established in** 2010

Rajasthan Sammelan Education Trust has started a cafeteria in its premises to provide snacks of large varieties to students. The cafeteria is situated on the ground floor on the south side of Durgadevi Saraf Hall in a total built-up area of approximately 4500 sq. ft. It is used by staff and students of all institutions. Various food items of different price range are supplied by the cafeteria to the students & staff of all our institutions. The cafeteria supplies all kinds of snacks and beverages to the canteens of all the institutions of Rajasthan Sammelan Education Trust.



Ramnarayan Saraf Educational Outlet  
Rajasthan Sammelan Education Trust

**Established in** 2010

Rajasthan Sammelan Education Trust has started an educational outlet in its campus by the name of Ramnarayan Saraf Educational Outlet. This educational outlet is dedicated to the memory of late Shri Ramnarayanji Saraf. The educational outlet is constructed on the ground floor of the new building of Ramniwas Bajaj English High School on the rear side, in a built-up area of 5000 sq. ft., with an independent entrance. In this educational outlet, all stationary items, text books etc. are sold at a reasonable price so that students need not go out to purchase such items elsewhere. It also has zeroing facility for staff and students.



Vijay Pal Singh Health Centre  
Rajasthan Sammelan Education Trust

**Established in** 2014

Rajasthan Sammelan Education Trust has constructed Vijay Pal Singh Health Centre on the ground floor of the new building of Ramniwas Bajaj English High School and Deviprasad Goenka Management Institute of Media Studies, in a built-up area of approximately 1200 sq. ft. The health centre is fully air-conditioned and has a well equipped clinic, managed by trained and experienced staff and qualified medical professional prepared to meet the emergencies. The health centre caters to the students of all institutions of Rajasthan Sammelan Education Trust for health check-up. It will also conduct health and wellness educational seminars for staff, students and parents.



Kirandevi Saraf Library and Reading Room  
Rajasthan Sammelan Education Trust

**Established in** 2014

Kirandevi Saraf Library and Reading room offers reading room facilities to such students who do not have a peaceful environment at their house. The reading room is open to all students from Standard 8th onwards. The Kirandevi Saraf Library and Reading room facility is available to the students from 6pm in the evening to 9pm and from 9am to 9pm on Sundays & holidays. The library is manned by staff of Rajasthan Sammelan Education Trust and the students are enrolled on payment of nominal fees to access the facilities.

## OTHER INITIATIVES OF RSET



**Draupadidevi Sanwamal  
women's hostel**  
HEAVENLY DOMICILE

Established in 2012

Draupadidevi Sanwamal Women's Hostel is one of the most prestigious and renowned Women's Hostel in western suburbs of Mumbai. It is located on the 11th and 12th floor of the building facing S.V. Road in RSET campus. The hostel has state of the art infrastructure with three bedded A.C. rooms, Wi Fi enabled recreational area, dining room, dry pantry and laundry and Gym facility. The hostel has round the clock vigilant security services with CCTV surveillance.

[www.dswhostel.org.in](http://www.dswhostel.org.in)



**Pravinchandra D. Shah  
sports academy**  
FITNESS REGIME

Established in 2015

Pravinchandra D. Shah Sports Academy is a state-of-the-art facility, built on an approximate area of 24,000 sq.ft. with the most modern infrastructure. The Academy offers sports facilities like Tennis, Basketball, Box Cricket, Football Volleyball etc. and the turfs, imported from New Zealand, are made to international standards. This is perhaps, the first of its kind in-house sports academy in any of the educational institutions in the north-western part of Mumbai suburbs which caters to the growing needs of the students for sporting facilities. Recently another turf has been created for students to play various games.

[www.pdsa.org.in](http://www.pdsa.org.in)



**Jankidevi Bilasrai Bubna  
boys hostel**  
A WHIRL WAVE

Established in 2018

Jankidevi Bilasrai Bubna Boys' Hostel provides safe and secured accommodation to male students coming from other states and abroad in Mumbai for obtaining higher and professional education. It is housed in an independent building with seven floors and is situated near RSET campus. It has all state of art facilities such as a canteen, air-conditioned study area on all the floors, lounge and TV room, games room etc. All the rooms are air-conditioned.

[www.jbbh.org.in](http://www.jbbh.org.in)



**Remsons Group  
management research centre**  
MANAGEMENT RESEARCH

Rajasthani Sammelan Education Trust has started Remsons Group Management Research Centre (in memory of Radhadevi Hatalka) in Durgadevi Saraf Institute of Management Studies. Research is an important part of management education for its growth and development. Remsons Group Management Research Centre has been playing an active role in the area of research in management studies. This has given an opportunity of interaction with scholars of reputed universities all over the globe. The Director as well as faculty members of DSIMS have been presenting research papers in many international and national seminars and workshops. We are sure that in future, many scholars will successfully complete Ph. D Programme from Durgadevi Saraf Institute of Management Studies.



**IRB  
scholarship endowment fund**  
HONOURING EXCELLENCE

Rajasthani Sammelan Education Trust has started IRB Scholarship Endowment Fund to provide scholarships to all meritorious students of all the institutions of Rajasthani Sammelan Education Trust. This will give encouragement to many brilliant students to achieve further excellence in education. Meritorious students will be further motivated to work hard and give their best performance in the field of studies.



**BKT  
endowment freeship fund**  
FOSTERING KNOWLEDGE

Rajasthani Sammelan Education Trust has started BKT Endowment Freeship Fund to provide freeship to those students who cannot afford education due to lack of funds. BKT Endowment Freeship Fund is going to provide opportunity to many deserving students to obtain suitable education and thereby make progress in their life by becoming properly qualified.



**Jankidevi Bilasrai Bubna  
endowment freeship fund**  
EMBRACING FUTURE

Rajasthani Sammelan Education Trust has started Jankidevi Bilasrai Bubna Endowment Freeship Fund to give freeship to the needy and deserving students studying in various educational institutes of RSET. The Jankidevi Bilasrai Bubna Endowment Freeship Fund will provide the much needed financial support to such students who do not have the financial means to pursue their education.



**Rajasthani Sammelan  
skill development centre**  
SCULPTING SKILLS

The proposed Skill development centre aims to advance the skill sets of the students to compete in a global environment. The objective is to provide necessary information and training to develop the skills sets of the students and make them industry ready. The Skill Development Centre will help bridge the industry-academia gap for employability.

PROPOSED

**AFFILIATED TO UNIVERSITY OF MUMBAI**  
**NAAC Accredited**

**Members of Governing Council**

<b>Committee Members Name</b>	<b>Designation</b>
Shri Ashok M. Saraf	Chairman
Shri Banwarilal L. Jhunjhunwala	Vice-Chairman
Shri Kailash M. Parasrampur	Hon.Secretary
Shri Shrikant L. Dalmia	Treasurer
Shri Arun P. Saraf	Member
Shri Sunil Satyanarayan Kabra	Member
Shri Vinay S. Saraf	Member
Shri Rajaram N. Chandgothia	Member
Shri Naresh M. Saraf	Member
Shri Mahavirprasad G. Saraf	Member
Shri Kailash Kejriwal	Member
Shri Girdharilal L. Dalmia	Member
Dr. Jayant Apte	Principal & Ex Officio
Smt. Bhavana Vaidya	Administrator
Shri Anant Yadnik	CEO – RSET
Dr. Sunanda Kar	Educational Director - RSET
Shri Kamal Bhagtani	Director - Branding & Fund Raising, RSET
Shri Vikas Ahuja	Head Marketing, RSET



## OFFICE BEARERS, TRUSTEES & MEMBERS OF THE MANAGING COMMITTEE OF RSET (2017-2022)

Shri Saraf Ashok M.	President	Shri Bajaj Vinodkumar R.	Vice President
Shri Kejriwal Kailash S.	Hon. Secretary	Shri Jhunjhunwala Banwarilal R.	Treasurer
Shri Khemka Jagdish Prasad I.	Joint Treasurer	Shri Kabra Sunil S.	Hon. Joint Secretary
Shri Saraf Lalit S.	Hon. Joint Secretary		

### Donor Trustees

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Shri Bajaj Rajkamal R.	Smt. Bajaj Deepa V.	Smt. Bajaj Soema R.
Ms. Bajaj Smriti R.	Shri Bajaj Abhishek V.	Ms. Bajaj Anushree R.
Shri Bubna Ramprakash B.	Smt. Bubna Sharda R.	Shri Bubna Ashish R.
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Smt. Saraf Shilpa P.	Ms. Saraf Niharika N.	Shri Saraf Yash P.
Shri Saraf Vinay S.	Shri Seksaria Rajkumar K.	Shri Seksaria Nandkumar K.
Shri Seksaria Harshikumar N.	Shri Seksaria Tarun N.	Shri Shah Harish P.
Smt. Shah Bina H.		

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Shri Kejriwal Kailash S.	Shri Maheshwari Piyush M.	Shri Parasrampuria Kailash M.
Shri Rajpuria Kamalnayan K.	Shri Thacker Jaraj C.	

### Donor Managing Committee Members

Shri Poddar Arvind M.	Shri Saraf Sharad M.	Smt. Shah Amira H.
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### Managing Committee Members

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Shri Deora Sureshkumar M.	Shri Goenka Shailesh S.	Shri Goenka Neeraj S.
Shri Gupta Rajendraprasad M.	Shri Gupta Nandkishore H.	Shri Kabra Sunil S.
Shri Khemka Jagdish Prasad I.	Shri Khemka Madhavprasad S.	Shri Maskara Vishwanath G.
Shri Pansari Chaman S.	Shri Pansari Navin S.	Shri Pansari Kapal S.
Shri Podar Vinod V.	Shri Rajpuria Nikhil K.	Shri Rula Ramniranjan N.
Shri Rungta Ajay J.	Shri Saraf Arun P.	Shri Saraf Lalit S.
Ms. Shah Anushka H.	Shri Thacker Sujay J.	

### Special Invitees

Shri Dalmia Girdharilal L.	Shri Dalmia Sharad S.	Shri Lath Sunil D.
Shri Pansari Alok S.	Shri Rajpuria Yogendra K.	Shri Saboo Arun S.

Note: Names appearing above are printed in alphabetical order of surname and within a family names are printed as per seniority

## ADMISSION PROCEDURE FOR ONLINE APPLICATION

1. Please fill the Pre-enrollment form on University of Mumbai website : [www.mu.ac.in](http://www.mu.ac.in) [www.mum.digitaluniversity.ac](http://www.mum.digitaluniversity.ac) and select Ghanshyamdas Saraf College of Arts and Commerce as the option and follow the instructions displayed on the website. After registering, they must save the Pre-enrollment form and upload the same with the college admission form.
2. The registration number of University of Mumbai's Pre-enrollment form is required to be entered in the College Application form.
3. The college application form is an online form, available on [www.sarafcollege.org](http://www.sarafcollege.org)

Please fill the online application and upload the scanned copy of the following documents:

- a. Passport Size photo
- b. XII Mark sheet
- c. Leaving Certificate
- d. Caste Certificate (wherever applicable)
- e. University Pre-enrollment form

Note:

- Please upload a proper passport size photo taken on a clear background.
  - Documents should be scanned properly, not a photo taken from mobile.
4. A student can apply for upto 2 courses.
    - a) First he/she has to apply for one course.
    - b) While applying for 2nd course, you need to select the 2nd course and enter the PIN received on SMS and submit the form. You will not have to fill the complete form again.
  5. On successful submission of Online Application form and scanned documents, the application will be verified by the admission department of the college.
  6. All verified applications will be considered for selection in merit list and will be offered provisional admission on the basis of merit.
  7. The merit list will be displayed on the college website and on the notice board in college.
  8. On selection in the Merit-list, the student would be sent an SMS and Email for payment of fees. Fee is to be paid online, using Net Banking, Debit Card or Credit card.
  9. The admission will be provisional and subject to verification and submission of the original documents.
  10. On successful fee payment, an acknowledgment will be sent on the registered email ID of the student.
  11. If a student fails to submit the original document or if the details provided in the application form does not match with the original document, the admission will be cancelled and the fees paid will not be refunded.



## DECLARATION

1. Due to pandemic situation I have noted, understood and accepted that the college may complete some course material online and I will abide by the schedule for online lectures as decided by the college and shall attend online lectures accordingly. For the purpose of compliance of the attendance norms by the University, My attendance for online lectures shall be counted in addition to lectures physically attended by me. I am also aware that some of the exams may be taken online. I will abide by the norms of such online exams

2. I undertake to take due precautions for safety for all by maintaining social distance and not resorting to crowding in college premises. I shall immediately report to the college if any symptoms associated with Corona virus are noticed by me. I will also inform the college in case my residence is declared as containment zone or if I am advised to be in quarantine

3. I have read the rules regarding admission and shall fully abide by them. I also understand and accept that if any discrepancy is found in the disclosures made by me in my admission form, the college will take appropriate action including cancellation of my admission without any refund of fees.

#### 4. Declaration by parent

I have permitted my son/ daughter/ ward to join this college and I have read the details submitted by him in the admission form . I reiterate that the contents are true and correct. I also assure that my son/daughter/ward shall observe the rules and regulations of the college



**Ghanshyamdas Saraf**  
**college of arts & commerce**  
EDUCATION EMPOWERS

NAME OF THE STUDENT \_\_\_\_\_

NAME OF THE PARENT \_\_\_\_\_

COURSE \_\_\_\_\_

APPLICATION FORM NO. \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF THE PARENT

\_\_\_\_\_  
SIGNATURE OF THE STUDENT

Blank

# COLLEGE ACTIVITIES



## Institutions



**Kudilal Govindram Seksaria sarvodaya school**  
DARING, DARING, DARING



**Kudilal Govindram Seksaria english school**  
DARING, DARING, DARING



**Ramniwas Bajaj english high school**  
ENLARGING YOUR POTENTIAL



**Mainadevi Bajaj international school**  
GIVING WINGS TO YOUR DREAMS



**Durgadevi Saraf junior college**  
BY PURSUIT OF EXCELLENCE



**Ghanshyamdas Saraf college of arts & commerce**  
EDUCATION IMPOSSIBLE



**Kirandevi Saraf institute of complete learning**  
WISDOM BEGETS COURAGE



**Durgadevi Saraf institute of management studies**  
WE CREATE LEADERS



**Durgadevi Saraf global business school**  
LEARN AND INSPIRE



**Deviprasad Goenka management college of media studies**  
INDIA'S PREMIER MEDIA SCHOOL



**Ladhidevi Ramdhar Maheshwari night college of commerce**  
ENLIGHTENING FUTURE



**Ramdhar Maheshwari career counselling centre**  
STEERING TO SUCCESS



**Kunbihari S. Goyal online academy**  
LEARNING BEYOND BOUNDARIES



**Draupadidevi Sarwari women's hostel**  
HEALTHY DOMESTIC



**Pravinchandra D. Shah sports academy**  
FITNESS BEGINS



**RS CA study centre**  
EXCELLENCE IS



**Mainadevi Bajaj international playschool**  
YOUNG FLYING MINDS



**Jankidevi Bilasrai Bubna boys hostel**  
A WISE LIFE



**Nalini Shah music academy**  
MUSICAL HARMONY



**Rajsthani Sammelan skill development centre**  
SCULPTING SKILL

## Endowment Funds & Research Chair



**Remsons Group management research centre**  
MANAGEMENT RESEARCH



**IRB scholarship endowment fund**  
ENLIGHTENING EXCELLENCE



**BKT endowment freeship fund**  
ENLIGHTENING KNOWLEDGE



**Jankidevi Bilasrai Bubna endowment freeship fund**  
ENLIGHTENING EXCELLENCE

## Facilities



**Dhruval Bajaj library**  
CONCEPT BEGINS



**Durgadevi Saraf hall**  
CREATING IDEAS



**Thiridevi Deora shiksha acharya kosh**  
KEEPING TO REAL



**Rammatsyan Saraf educational outlet**  
OUR BEST BEST SHOW



**Vijay Pal Singh health centre**  
WISDOM OF WELLNESS



**Kirandevi Saraf library and reading room**  
WISDOM OF KNOWLEDGE



**Rajsthani Sammelan I.T. hub**  
WISDOM OF INNOVATION



**Rajsthani Sammelan food court**  
FOOD FOR THOUGHT

21-01-2023

**NOTICE – Women Development Cell**

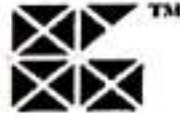
The Students of BCom and Self-Finance Courses are hereby informed that Women Development Cell of Ghanshyamdas Saraf college is organising a guest lecture on 'Sexual Harassment'. The key speaker for this programme is Mrs. Pinky Rajgarhiya.

- A session will be held on 25<sup>th</sup> January, 2023 in Durgadevi Saraf Auditorium at 10.00 am.
- All the student participants are requested to register for this session by using the registration link which is posted in official WhatsApp div. group.
- Attendance will be given to those students who attend the session after filling the registration form.

<i>Mmahak</i>	<i>S. Agarwal</i>	<i>Pillai</i>	<i>Lipi Mukherjee</i>	<i>Ashwat Desai</i>
Dr. Mmahak Chhabria	Dr. Seema Agarwal	Prof. Gurunathan Pillai	Dr. Lipi Mukherjee	Dr. Ashwat Desai
Convener WDC	Vice-Principal B.Com	Vice-Principal – B.Com	Vice Principal - SFD	I/C Principal

Class	div. A	div. B	div. C	div. D	div. E	div. F	div. G
F.Y.B.Com							
S.Y.B.Com							
T.Y.B.Com							





**Ghanshyamdas Saraf**  
**college of arts & commerce**  
EDUCATION EMPOWERS

**Internal Quality Assurance Cell (IQAC)**  
**Activity/ Event Report 2022-2023**

**Organising Committee: Women Development Cell**

Sr no.	Description	Remarks
1	Name of the Event	A session on 'Sexual Harassment' for Girls and Boys
2	Date of Event	25 <sup>th</sup> January, 2023
3	Timing of the Event	10 am to 11.30 am
4	Activity A. In Campus B. Beyond Campus Activity	Activity in Campus
5	Venue	Durgadevi Saraf Auditorium
6	Purpose/Objective of the activity	<ul style="list-style-type: none"><li>• To promote gender sensitization</li><li>• To enhance awareness about sexual harassment among students</li></ul>
7	Teacher In-charge	Dr. Mmahek Chhabria
8	Number of Participants	<ul style="list-style-type: none"><li>• 170 Girl Students,</li><li>• 119 Boy students</li><li>• 04 Teachers</li></ul>
9	Organizing Committee	Women Development Cell
10	Collaborating Outside Agency/ Person	
11	Brief Report/ Programme Outcome	<ul style="list-style-type: none"><li>• A guest speaker, Mrs. Pinky Rajgarhiya conducted interactive and inspiring session on a sensitive topic 'Sexual Harassment'.</li><li>• She explained the meaning and examples of sexual harassment. Also she mentioned different signs of</li></ul>



		<p>sexually harassed</p> <ul style="list-style-type: none"> <li>• She also stated her journey in glamorous world as Mrs. Asia Universe and winner of many other prestigious titles was not possible without family support, work ethics and disciplined lifestyle.</li> <li>• She talked about her passion for women development and empowerment work with NGO.</li> <li>• She emphasised on strong foundation of values, responsible behaviour and dedication for wellbeing eliminate number of harassment issues.</li> <li>• Question and answer session helped students to overcome fear and myths about sexual harassment.</li> </ul>
12	Other Specify	<ul style="list-style-type: none"> <li>• This session helped to increase understanding about harassment issues.</li> <li>• Value based mind set and goal oriented responsible behaviour will enable the students to deal effectively with the problems of sexual harassment.</li> <li>• It is noteworthy fact that students participated in the programme from BCom as well as from Self Finance Courses in a great number.</li> </ul>

*Mmahek.*

**Dr. Mmahek Chhabria**

**Convenor of WDC**





COMMITTEE NAME	Women Development Cell
PROF. INCHARGE	Dr. Mahesh Chhabria
EVENT NAME	Talk on Sexual Harassment
EVENT DATE & DAY	25th January 2023 Wednesday
EVENT TIMINGS	10 am to 11.30 am
SIGNATURE OF THE PROF. INCHARGE	M. Mahesh Chhabria

SR. NO	NAME OF THE STUDENTS	ID CARD NO.	ROLLNO.	CLASS	DIV	SIGN
1	Priya K. Yadav	9917211	985	SYBcom	G	
2	Pragya R. Singh	9917031	981	SYBcom	G	
3	Shaiqta R. Shaikh	9919668	901	SYBcom	G	
4	Zenab Patel	9917891	996	SYBcom	G	
5	Tanura Gupta	9925340	185	FYBcom	B	
6	Varsha Saini	9925375	490	FYBcom	D	
7	Jinesh Jain	9924785	200	FYBcom	B	
8	Armaan	9924198	565	FYBcom	D	
9	Varun Sharma	9925797	557	FYBcom	D	
10	Sanchay Shetty	9925175	557	FYBcom	D	
11	Kunal Shekhawat	992476	553	FYBcom	D	
12	Rinette Rudolph Dsouza	9924310	108	FYBcom	A	
13	Khushi Bajaj	9924271	23	FYBcom	A	
14	Sameeksha Acharya	9924413	5	FYBcom	A	
15	Kavya Devadiga	9924269	100	FYBcom	B	
16	Rajal Vijay Ahir	9924236	10	FYBcom	A	
17	M. Suheel Ayaz Dawre	9995229	98	FYBcom	A	
18	Mohit K. Dokmal	9929337	102	FYBcom	A	
19	Shivan L. Chavan	9925038	71	FYBcom	A	
20	Rahulchavan Pradeep	9925007	69	FYBcom	A	
21	ANUSHKA BUDHIA	9928219	873	FYBcom	A	





22	Amit Singh	11	9924410	568	Fy Bcom	D	<u>Amit</u>
23	Akash Singh	12	9925223	566	Fy Bcom	D	<u>Akash</u>
24	Mohammad Bulsawa	13	9926298	760	Fy Bcom	F	<u>M</u>
25	KUMARAT ROHAN RAMEGH	14	9927050	1007	FYBCOM	G	<u>Rohan</u>
26	Neety Chauhan	11	9925810	67	FYBcom	A	<u>Neety</u>
27	Phushi R. Gupta	12	<del>9924662</del> 73670031	168	FYBcom	B	<u>Phushi</u>
28	Shweta D. Gupta	13	<del>9924435</del> 73670031	180	Fy Bcom	B	<u>Shweta</u>
29	Sneha S. Sena	14	7506580838	214	Fy Bcom	B	<u>S.S. Sena</u>
30	Aashiya Adwishi	15	8452883837	195	FYBcom	B	<u>Aashiya</u>
31	Arushika Goud	16	9004268374	161	FYBcom	B	<u>Arushika</u>
32	Annapurna Gupta	17	9136899069	166	FYBcom	B	<u>Anna</u>
33	Bhakti Arvind Hule	18	9924652	194	FYBcom	B	<u>Bhakti</u>
34	Shweta H. Gupta	19	9924500	181	FYBcom	B	<u>Shweta</u>
36	Vishakha Biradkar	20	9924455	51	FYBcom	A	<u>V.Biradkar</u>
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COMMITTEE NAME	Women Development Cell
PROF.INCHARGE	Dr. Mahesh Chhabria
EVENT NAME	Talk on Sexual Harassment
EVENT DATE & DAY	25th January 2023 Wednesday
EVENT TIMINGS	10.am to 11.30pm
SIGNATURE OF THE PROF.INCHARGE	Mahesh Chhabria

SR.NO	NAME OF THE STUDENTS	ID CARD NO.	ROLLNO.	CLASS	DIV	SIGN
1	Saasthak Chabey 15	9920204	10	FYB Com	A	Saasthak
2	Rishikesh Jha 16	9924713	224	Fy.B.com	B	Rishikesh
3	Pooja Ambekar 17	9924735	15	Fy.B.com	A	Pooja
4	Triveni Kaizan Borad 18	9925231	52	Fy.Bom	A	Triveni
5	Vishal yadav 19	9926286	962	FYB Com	A	Vishal
6	Ahishak Menon 20	845486713	826	Fy Bcom	F	Ahishak
7	Avinash sharma 21	9925059	542	FyBcom	D	Avinash
8	Dhruvi N. Topiwala 21	9924647	657	FyBcom	F	Dhruvi
9	Ziya Vora 22	9925321	691	FYBcom	E	Ziya
10	Ssha S Singh 23	9924352	601	FYBlom	E	Ssha
11	Triveni Sogam 24	9925681	626	FYBcom	F	Triveni
12	Neelu sharma 25	9925835	922	FyBcom	G	Neelu
13	Prishiti. Gupta 26	9926753	986	FYBlom	G	Prishiti
14	Shweta. Jha 27	9926482	967	FYBcom	G	Shweta
15	Priyanka Ghelap 28	9929617	122	FY.Bcom	A	Priyanka
16	Janelle Almeida 29	9925548	13	FYBcom	A	Janelle
17	Pritykumar Rajput 30	9917659	832	SYBcom	F	Prity
18	Khushi Pandey 31	9917286	798	SYBcom	F	Pandey
19	PUSHPA Sahu 32	9917505	842	SYBcom	F	Pushpa
20	sharda Jha 23	9924141	229	FYBcom	B	Sharda
21	Vinay gupta 22	9924794	188	FYBcom	B	Vinay
SR.NO	NAME OF THE STUDENTS	ID CARD NO.	ROLLNO.	CLASS	DIV	SIGN



22 <sup>34</sup>	Shivani Jha	9925968	231	Fy. Bcom	B	<del>Ashwini</del>
23 <sup>35</sup>	Umika Dalmia	9917053	634	SYBCOM	E	<del>Umita</del>
24 <sup>36</sup>	Bhoomi Bajaj	9917270	605	SYBCOM	E	<del>Bhoomi</del>
25 <sup>37</sup>	Dimple Verma	9995917	949	Fy. Bcom	G	Dimple
26 <sup>38</sup>	Simran Choudhary	9926177	774	Fy. Bcom	F	Simran
27 <sup>39</sup>	Aakanksha Dubey	9900184	777	Fy. Bcom	F	Aakanksha
28 <sup>40</sup>	Smriti Verma	9917876	548	SYBCOM	D	<del>Smriti</del>
29 <sup>41</sup>	Namrata Vaishya	9919553	961	Fy. Bcom	G	<del>Namrata</del>
30 <sup>42</sup>	Kalyani Padigela	9918485	791	Fy. Bcom	F	Kalyani
31 <sup>43</sup>	Khushi Ladav	9917340	535	SYBCOM	D	<del>Khushi</del>
32 <sup>44</sup>	Neha Singh	9917230	679	Sr Bcom	D	<del>Neha</del>
33	Daksh Prajapati	9921255	458	Fy. Bcom	D	<del>Daksh</del>
34 <sup>45</sup>	Priya Gupta	9926282	792	F.Y. Bcom	F	Priya
36	Sahil Kadam	9918155	183	SYBCOM	I	<del>Sahil</del>
37 <sup>46</sup>	Radhvi Kargiya	9925103	205	FY. Bcom	B	<del>Radhvi</del>
38 <sup>47</sup>	Madhu Dubey	9926919	998	FY. Bcom	G	Madhu
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Ghanshyamdas Sai  
College of Arts & Commerce  
EDUCATION SUPPORTS

COMMITTEE NAME	Women Development Cell
PROF. INCHARGE	Dr. Mahesh Chhabria, M. Mahesh Chhabria
EVENT NAME	Talk on Sexual Harassment
EVENT DATE & DAY	25th January 2023 Wednesday
EVENT TIMINGS	10.00 am to 11.30 am Self Finance.
SIGNATURE OF THE PROF. INCHARGE	M. Mahesh

SR. NO	NAME OF THE STUDENTS	ID CARD NO.	ROLLNO.	CLASS	DIV	SIGN
1	UMAR Qureshi <sup>23</sup>	9924909	40	FYBFM	A	Uma
2	Abhishek Medge <sup>21</sup>	9926170	27	FYBFM	A	Abhishek
3	Mohammed Hasan <sup>25</sup>	9926420	46	FYBCA	A	Hasan
4 <sup>46</sup>	Tanmayi Mohatar	9927409	62	FYBSCIT	A	Tanmayi
5 <sup>49</sup>	Sanchi Mittal	9924229	29	FYBSCIT	A	Sanchi
6 <sup>50</sup>	Shruti Pandey	9925826	27	FYBSCIT	A	Shruti
7 <sup>51</sup>	Nihat Taiba Afzal Shaikh	9926617	54	FYBSCIT	A	Nihat
8 <sup>52</sup>	Kamakshi newada	9927511	61	FYBSCIT	A	Kamakshi
9 <sup>53</sup>	Anjali Sudhas	9924574	45	FYBSCIT	A	Anjali
10 <sup>54</sup>	Bhavya P. Jain	9924293	14	FYBSCIT	A	Bhavya
11 <sup>55</sup>	Rukhanya Anand	9929334	56	FYBSCIT	A	Rukhanya
12 <sup>56</sup>	Yadav Sejal	9926611	55	FYBSCIT	A	Sejal
13 <sup>57</sup>	Patel Ujala	9925796	28	FYBSCIT	A	Ujala
14 <sup>58</sup>	Saniya Khan	9924208	19	FYBSCIT	A	Saniya
15 <sup>59</sup>	Archana Elumalai	9926251	01	FYBSCIT	A	Archana
16 <sup>60</sup>	Tanvi Guptha	9926520	52	FYBSCIT	A	Tanvi
17	Yash. Bhatt <sup>26</sup>	9927207	60	FYBSCIT	A	Yash
18	Anwit. Balotiya <sup>27</sup>	9924811	03	FYBSCIT	A	Anwit
19	Prakash Yagi <sup>28</sup>	9926772	57	FYBSCIT	A	Prakash
20	Tushaar Rohatgi <sup>29</sup>	9924859	30	FYBSCIT	A	Tushaar
21	Varun Padd <sup>30</sup>	9925909	29	FYBSCIT	A	Varun
SR. NO	NAME OF THE STUDENTS	ID CARD NO.	ROLLNO.	CLASS	DIV	SIGN



22	Tapas Bhangude	31	9927169	59	FYBSCIT	A	<i>Tapas</i>
23	NAMAN JHA	32	9924222	16	FYBSCIT	A	<i>NAMAN</i>
24	Rai Anvish	33	9925957	34	FYBSCIT	A	<i>APC</i>
25	Vishal gupta	34	9927734	7.1	FYBSCIT	A	<i>Vishal</i>
26	Priyom Bhargava	35	9925286	04	FYBSCIT	A	<i>Priyom</i>
27	Shakti chowhan	36	9926737	25	FYBSCIT	A	<i>Shakti</i>
28	Hitesh Solanki	37	9925157	43	FYBSCIT	A	<i>Hitesh</i>
29	Jaydeep kumar	38	9927705	69	FYBSCIT	A	<i>Jaydeep</i>
30	Prajapati Kiran. F	39	9925362	33	FYBSCIT	A	<i>Prajapati</i>
31	Aman Gadhara	40	9925758	17	FYBSCIT	A	<i>Aman</i>
32	Faizan Shaikh	41	9926288	5	FYBSCIT	A	<i>Faizan</i>
33	Abasar Shaikh	42	9924868	40	FYBSCIT	A	<i>Abasar</i>
34	Vighnesh Chojara	43	9924199	08	FYBSCIT	A	<i>Vighnesh</i>
36	Aman Vishwakarma	44	9924867	49	FYBSCIT	A	<i>Aman</i>
37	Yashraj Shah	45	9925325	15	FYBSCIT	A	<i>Yash</i>
38	Amit Rathore	46	9925968	35	FYBSCIT	A	<i>Amit</i>
39	Pratham Jain	47	9925091	35	FYBBI	A	<i>Pratham</i>
40	Suyog Mantri	48	9924596	56	FYBBI	A	<i>Suyog</i>
41	Shrawan Shetty	49	9927429	63	FYBSCIT	A	<i>Shrawan</i>
42	Tirth Joshi	49	9926280	43	FYBBI	A	<i>Tirth</i>
43	Anjun Singh	50	9927233	63	FYBBI	A	<i>Anjun</i>
44	Samuel Motta	51	9924431	57	FYBBI	A	<i>Samuel</i>
45	Jitendra mali	52	9924471	54	FYBBI	A	<i>Jitendra</i>
46	Advait Kamath	53	9924535	44	FYBBI	A	<i>Advait</i>
47	Om. M. Luthari	54	9925388	31	FYBSCIT	A	<i>Om. M.</i>
48	Harish Mitharwal	55	9925599	23	FYBSCIT	A	<i>Harish</i>
49	Kunal Vishwakarma	56	9926396	50	FYBSCIT	A	<i>Kunal</i>
50	Ashutosh Mishra	57	9924483	22	FYBSCIT	A	<i>Ashutosh</i>





COMMITTEE NAME	Women Development Cell
PROF.INCHARGE	Dr. Mehek Chhabria, Mmohak Chhabria
EVENT NAME	Talk on Sexual Harassment
EVENT DATE & DAY	25th January 2023 Wednesday
EVENT TIMINGS	10.am to 11.30pm
SIGNATURE OF THE PROF.INCHARGE	Mmohak, Self finance.

SR.NO	NAME OF THE STUDENTS	ID CARD NO.	ROLLNO.	CLASS	DIV	SIGN
1 <sup>62</sup>	Arshiya Desai	9925177	18	FYBAF	A	Arshiya
2 <sup>63</sup>	Tanvi Kamble	9925270	43	FYBAF	A	Tanvi
3	Aiman Beklim <sup>58</sup>	9926319	5	FYBAF	A	Aiman
4 <sup>64</sup>	Archana Mishra	9926325	50	FYBAF	A	Archana
5 <sup>65</sup>	Khushi Vishwakarma	9925296	99	FYBAF	B	Khushi
6 <sup>66</sup>	Riya Singh	9927451	129	FYBMS	B	Riya
7 <sup>67</sup>	Harshika Jamesol	9928161	143	FYBMS	B	Harshika
8 <sup>68</sup>	Sapna Todav	9927395	132	FYBMS	B	Sapna
9	Mohammed Amis <sup>59</sup>	9926835	127	FYBMS	B	Amis
10	Atul Shakti <sup>63</sup>	9925489	89	FYBMS	B	Atul
11	Gaurav Thakur <sup>61</sup>	9925744	101	FYBMS	B	Gaurav
12	Asishyadao <sup>62</sup>	9925998	112	FYBMS	B	Asishyadao
13	Rohan Rajbhar <sup>63</sup>	9926490 9924871119	114	FYBMS	B	Rohan
14	Assma Shaikh <sup>64</sup>	9924915	90	FYBMS	B	Assma
15	Nikhil Shrawan Rajbhar <sup>65</sup>	9925561	83	FYBMS	B	Nikhil
16	Harsh Manish Mehta <sup>64</sup>	9927596	134	FYBMS	B	Harsh
17	Vikesh Londhe <sup>67</sup>	9926526	119	FYBMS	B	Vikesh
18	Gaurav Nagam <sup>68</sup>	9928231	118	FYBMS	B	Gaurav
19	Ankush Rajbhar <sup>69</sup>	9924957	82	FYBMS	B	Ankush
20	Dakshat Modrecha <sup>70</sup>	9926297	43	FYBMS	B	Dakshat
21	Utkarsh Singh <sup>71</sup>	9927702	135	FYBMS	B	Utkarsh
SR.NO	NAME OF THE STUDENTS	ID CARD NO.	ROLLNO.	CLASS	DIV	SIGN



22 <sup>69</sup>	Evna Rocha	9928223	144	FYBMS	B	Kada
23 <sup>70</sup>	Samira Shaikh	9924297	91	FYBMS	B	Samira
24 <sup>71</sup>	Bhoomi Patil	9926321	72	FYBMS	B	Bhoomi
25 <sup>72</sup>	Heemani Thanvi	9925888	103	FYBMS	B	Heemani
26	Ronak Waghela <sup>72</sup>	9924908	111	FYBMS	B	Ronak
27 <sup>73</sup>	Amisha Suthar	9927054	128	FYBMS	B	Amisha
28	Kartikya Khandelwal <sup>73</sup>	9926455	113	FYBMS	B	Kartik
29 <sup>74</sup>	Kirti Vaishnav	9926334	109	FYBMS	B	Kirti
30 <sup>75</sup>	Mansi Verma	9926748	122	FYBMS	B	Mansi
31	Purab Kyal <sup>74</sup>	9926807	126	FYBMS	B	Purab
32 <sup>76</sup>	Priyadarshani Rorhit	994954	78	FYBMS	B	Priyadarshani
33 <sup>77</sup>	Ashmita Poojari	9925306	75	FYBMS	B	Ashmita
34 <sup>78</sup>	Sanjana Upadhyay	9925553	108	FYBMS	B	Sanjana
36	Yash Singh <sup>75</sup>	9924923	99	FYBMS	B	Yash
37	Harsh Bhanu <sup>76</sup>	9926799	125	FYBMS	B	Harsh
38	Shant Purohit <sup>77</sup>	9925188	80	FYBMS	B	Shant
39	Udit Narayan Ram <sup>78</sup>	9925794	85	FYBMS	B	Udit
40	Spandan Goyal <sup>79</sup>	9926732	120	FYBMS	B	Spandan
41 <sup>80</sup>	Hiral Singh	9925252	96	FYBMS	B	Hiral
42	Swayam Narvekar <sup>80</sup>	9927725	137	FYBMS	B	Swayam
43	Harsh Thakur <sup>81</sup>	9926736	102	FYBMS	B	Harsh
44	Ammal Anish Purohit <sup>82</sup>	9925936	77	FYBMS	B	Anish
45	Sumit Maurya <sup>83</sup>	9924667	52	FYBMS	A	Sumit
46 <sup>80</sup>	Sonu. S. Kumbhar	9924853	41	FYBMS	A	Sonu
47	Mohammed Uzair Khan <sup>84</sup>	9928209	65	FYBBI	A	Mohammed
48	Nilesh Jaiswar <sup>85</sup>	9926291	37	FYBBI	A	Nilesh
49 <sup>81</sup>	Hatshita Prajapati	9921800	120	S4BMS	B	Hatshita
50 <sup>82</sup>	Tejve Kamlesh Jain	9926180	36	FYBIAF	A	Tejve





COMMITTEE NAME	Women Development Cell
PROF. INCHARGE	Dr. Mahesh Chhabaria
EVENT NAME	Talk on Sexual Harassment
EVENT DATE & DAY	25th January 2023 Wednesday
EVENT TIMINGS	10.00 am to 11.30 am
SIGNATURE OF THE PROF. INCHARGE	Mahesh Self female

SR. NO	NAME OF THE STUDENTS	ID CARD NO.	ROLLNO.	CLASS	DIV	SIGN
1 <sup>53</sup>	Dhivya Babita	9924618	19	FYBCAF	A	Babita
2 <sup>54</sup>	Khushi Pal	9924930	56	FYBCAF	A	Khushi
3 <sup>55</sup>	Tisha Mistay	9925519	53	FYBCAF	A	Tisha
4	Vinod Chaudhary	9926156	15	FYBCAF	A	Vinod
5 <sup>56</sup>	Divya Sogam	9925687	62	FYBCAF	E	Divya
6	Divya Aggarwal	9919621	1	FYBCAF	A	Divya
7 <sup>55</sup>	Aarshi Rawal	9923055	79	FYBCAF	B	Aarshi
8 <sup>59</sup>	Mili Agrawal	9929275	127	FYBCAF	B	Mili
9	Raj Jodhan	9925892	26	FYBMS	A	Raj
10	Faisal Khan	9926257	38	FYBMS	A	Faisal
11	Rohan pal	9928295	57	FYBMS	A	Rohan
12	Raj Jaiswal	9924440	31	FYBMS	A	Raj
13	Shiv Mishra	9926352	47	FYBMS	A	Shiv
14 <sup>50</sup>	Alfiya Khan	9926426	04	FYBMS	A	Alfiya
15	Dhruv Singh Shekhawat	9928399	131	FYBMS	B	Dhruv
16	Raj Ashok Gupta	9926382	23	FYBMS	A	Raj
17 <sup>51</sup>	Riya Parmar	9926376	59	FYBMS	A	Riya
18 <sup>52</sup>	Pritya Gupta	9926402	22	FYBMS	A	Pritya
19 <sup>53</sup>	Divyanshi Sharma	9926339	85	FYBCAF	B	Divyanshi
20 <sup>54</sup>	Nidhi Tiwari	9925666	97	FYBCAF	B	Nidhi
21 <sup>55</sup>	Alim Khan Koya	9925142	40	FYBMS	A	Alim





22 <sub>96</sub>	Mahak Jainwal	9926272	80	FYBMS	A	<u>Mahak</u>
23 <sub>97</sub>	Payal Mondal	9924330	51	FYBMS	A	<u>Payal</u>
24 <sub>98</sub>	Ankita Paleja	9925313	58	FYBMS	A	<u>Ankita</u>
25 <sub>99</sub>	Roshni Kyanda	9925671	48	FYBMS	A	<u>Roshni</u>
26	Sohan Rajput <sup>95</sup>	9927687	136	FYBMS	B	<u>Sohan</u>
27 <sub>100</sub>	Shamiksha Shetty	9927313	70	FYBMS	A	<u>Shetty</u>
28 <sub>101</sub>	Sheeta Choudhary	9925384	10	FYBMS	A	<u>Sheeta</u>
29 <sub>02</sub>	Valentina Nixon	9925186	2	FYBMS	A	<u>Valen</u>
30 <sub>103</sub>	Shweta Kadam	9925125	35	FYBMS	A	<u>Kadam</u>
31 <sub>104</sub>	Ayusha Bang	9926774	1	FYBMS	A	<u>Ayusha</u>
32 <sub>105</sub>	Kashish Darya	9925448	11	FYBMS	A	<u>Darya</u>
33	Aman guiano <sup>36</sup>	9925758	97	FYBMS	A	<u>Aman</u>
34 <sub>106</sub>	Shweta Gupta	9927686	135	FYBMS	B	<u>Shweta</u>
36 <sub>107</sub>	Anjali Yadav	9929750	146	FYBMS	B	<u>Anjali</u>
37 <sub>108</sub>	Nikita Poojary	9924575	73	FYBAF	B	<u>Nikita</u>
38 <sub>109</sub>	Ananya Poojary	9924384	71	FYBAF	B	<u>Ananya</u>
39 <sub>110</sub>	Archana Rajpurohit	9925712	77	FYBAF	B	<u>Archana</u>
40 <sub>111</sub>	Khushi Gupta	9926453	113	FYBAF	B	<u>Khushi</u>
41 <sub>112</sub>	Chhavi Sonthaliya	9924648	94	FYBAF	B	<u>Chhavi</u>
42 <sub>113</sub>	Uvijan Jain	9925030	33	FYBBI	A	<u>Uvijan</u>
43 <sub>114</sub>	Abhila Choudhary	9924580	10	FYBBI	A	<u>Abhila</u>
44 <sub>115</sub>	Idhika Singh	9926602	121	FYBAF	B	<u>I.S.</u>
45 <sub>116</sub>	Priya Sharma	9924350	87	FYBAF	B	<u>Priya</u>
46 <sub>117</sub>	Manika Inthar	9925202	46	FYBSCIT	A	<u>Manika</u>
47 <sub>118</sub>	Bharmi Makwana	9926556	53	FYBBI	A	<u>Bharmi</u>
48 <sub>119</sub>	Shaikh Adeeba	9926029	39	FYBSCIT	A	<u>Shaikh</u>
49 <sub>120</sub>	Harshika Gole	9925812	20	FYBBI	A	<u>Harshika</u>
50 <sub>121</sub>	Manvi Jain	9925962	38	FYBAF	A	<u>Manvi</u>





COMMITTEE NAME	Women Development Cell
PROF. INCHARGE	Dr. <del>Mohini Chhabaria</del> Mmahek Chhabaria
EVENT NAME	Talk on Sexual Harassment
EVENT DATE & DAY	25th January 2023 Wednesday
EVENT TIMINGS	10 am to 11.30 am
SIGNATURE OF THE PROF. INCHARGE	Mmahek. Self Name.

SR.NO	NAME OF THE STUDENTS	ID CARD NO.	ROLLNO.	CLASS	DIV	SIGN
1 <sub>122</sub>	Pratiksha P Kadase	9926702	28	FuBCBI	A	<u>Kadase</u>
2 <sub>123</sub>	Rirku Chaudhary	9925958	09	FYBCBI	A	<u>Rirku</u>
3 <sub>124</sub>	Deoika Chandane	9924766	08	FYBCBI	A	<u>Deoika</u>
4 <sub>125</sub>	Richa Mawriya	9925378	59	FYBCBI	A	<u>Richa</u>
5 <sub>126</sub>	Shivreen Chaudhary	9924917	8	FYBMS	A	<u>Shivreen</u>
6 <sub>127</sub>	Binita Bera	9924950	7	FYBMS	A	<u>Binita</u>
7 <sub>128</sub>	Priya M. Gupta	9925423	21	FYBMS	A	<u>Priya</u>
8 <sub>129</sub>	Nikita Solanki	9924747	100	FYBMS	B	<u>Nikita</u>
9 <sub>130</sub>	Riya Badhai	9927483	63	FYBMS	A	<u>Riya</u>
10 <sub>131</sub>	Ancita Pokre	9925334	74	FYBMS	B	<u>Ancita</u>
11 <sub>132</sub>	Nishita Raut	9924964 <sup>S</sup>	87	FYBMS	B	<u>Nishita</u>
12 <sub>133</sub>	Spurthi Thatpanmala	9925442	104	FYBMS	B	<u>Spurthi</u>
13 <sub>134</sub>	Khushi Verma	9925504	110	FYBMS	B	<u>Khushi</u>
14 <sub>135</sub>	Aiya Patel.	9925438	71	FYBMS	B	<u>Aiya</u>
15 <sub>136</sub>	Teerika Shavta	9924377	92	FYBMS	B	<u>Teerika</u>
16	Jitu Singh Madrecha <sup>37</sup>	9926202	44	FYBMS	B	<u>Jitu</u>
17 <sub>137</sub>	Sharona Bakshi	9926208	93	FYBMS	B	<u>Sharona</u>
18 <sub>138</sub>	Shilpa Mali	9925102	45	FYBMS	A	<u>Shilpa</u>
19 <sub>139</sub>	Sumana Bramanik	9924899	76	FYBMS	B	<u>Sumana</u>
20 <sub>140</sub>	Singh Khushi	9926347	98	FYBMS	B	<u>Singh</u>
21 <sub>141</sub>	Tiwari Shivani	9925369	106	FYBMS	B	<u>Tiwari</u>
SR.NO	NAME OF THE STUDENTS	ID CARD NO.	ROLLNO.	CLASS	DIV	SIGN



22 142	Yogita P. Mishra	9928673	48 FYBMSA	FYBMS 218	A	Yogita
23 143	Sneha Soni	9926153	mg37	mgmtA	A	Sneha
24 144	Poojana S. Jha	7385174522	34	FYBMS	A	Poo
25 145	Pallabi Das	738545299	12	FYBMS	A	Pallabi
26 146	Shweta Jain	7710847606	64	FYBMS	A	Shweta
27 147	Madhu Maurya	9924781 <del>7860113448</del>	58	FYBCBI	A	Madhu
28 148	Supriya Shah	9921577	63	FYBCBI	A	Supriya
29 149	Swastika Bhosmick 98	9925995	06	FYBCBI	A	Swastika
30 150	Payal P. Maity	9924854	53	FYBBI	A	Payal
31 151	Deepika A. Gouda	9925183	23	FYBBI	A	Deepika
32 152	Preeti Gupta	9924671	29	FYBBI	A	Preeti
33 153	Shagun Anand	9925298	02	FYBBI	A	Shagun
34 154	Annu Gupta	9925197	25	FYBBI	A	Annu
36 155	Manasvi Gupta	9925281	26	FYBBI	A	Manasvi
37 156	Shabnam Khan	9925984	48	FYBBI	A	Shabnam
38 157	Shweta Adak	9926198	03	FYBMS	A	Shweta
39 158	Krishti Mutha	9924855	54	FYBMS	A	Krishti
40 159	Reeth Anand	9926645	117	FYBMS	B	Reeth
41 160	GAURAV MISHRA 99	9924441	46	FYBMS	A	G.m
42 161	MENUL KATARIYA 100	9926707	36	FYBMS	A	Mehul
43 162	KRISH GOHEL 101	9926730	121	FYBMS	B	Krish
44 163	Kushveen Wadhwa	9927408	131	FYBMS	B	Kushveen
45 164	Harsh Modi 102	9924381	49	FYBMS	A	Harsh
46 165	Preet Bamboli	9926281	6	FYBMS	A	Preet
47 166	Drosh Goyal 103	9924963	16	FYBMS	A	Drosh
48 167	Ram Jain 104	9924664	29	FYBMS	A	Ram
49 168	Kavya Jain	9924665	28	FYBMS	A	Kavya
50 169	Kareena Goyal	9925351	24	FYBMS	A	Kareena

104 8075



COMMITTEE NAME	Women Development Cell
PROF.INCHARGE	Dr. Mahesh Chhabria
EVENT NAME	Talk on Sexual Harassment
EVENT DATE & DAY	25th January 2023 Wednesday
EVENT TIMINGS	10.am to 11.30am
SIGNATURE OF THE PROF.INCHARGE	M Mahesh Volunteers WDC

SR.NO	NAME OF THE STUDENTS	ID CARD NO.	ROLLNO.	CLASS	DIV	SIGN
1	Shilpa Mali	9925102	45	FYBMS	A	
2	Sanjana Vaishnav	9917766	125	SYBCAF	B	
3	Kulsum Rakan	9918689	90	SYBAF	B	
4	Shreya Bijesh Shukla	9917196	110	SYBCAF	B	
5	Aparna Raj Singh	9926830	128	FYBCBT	B	
6	Jsha Dingsh Singh	9924374	<del>83</del>	FYBCBT	B	
7	Sahil Kadam	9918155	183	SYBCOM	B	
8	Sanjana Yadav	9924374	121	FYBBI	B	
9	Nabila Chaudhary	9924580	10	FYBCBT	A	
10	Nikitakumar	9928153	64	FYBCBT	A	
11	Fazda Shafi Ahmed	9924959	15	FYBMS	A	
12	Nikhil Joti	9924510	75	FYBRZ	B	
13	Manas Rankawat	9924346	86	FYBMS	B	
14	Nikhil Shukla	9924552	95	FYBMS	B	
15	Aman Agarwal	9927372	61	FYBMS	A	
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SR.NO	NAME OF THE STUDENTS	ID CARD NO.	ROLLNO.	CLASS	DIV	SIGN



Self Examine

22	Deepak A. Gouda	7	9924347	22	FYBBI	A	<u>Deepak</u>
23	Salman Ansari	8	9925811	01	FYBBI	A	<u>Salman</u>
24	Kapish Aggarwal	9	9927273	61	FYBBS	A	<u>Kapish</u>
25	Sahil Chaurasiya	10	9926211	7	FYBSCIT	A	<u>Sahil</u>
26	Piyush S Gupta	11	992769	67	FYBSCIT	A	<u>P</u>
27	Amar Verma	12	9924526	42	FYBSCIT	A	<u>Amar</u>
28	Dilip Prajapati	13	9924502	32	FYBSCIT	A	<u>Dilip</u>
29	Omkar Patkar	14	720850685	30	FYBSCIT	A	<u>Omkar</u>
30	Ayush Shastri	15	9925359	41	FYBSCIT	A	<u>Ayush</u>
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Ghanshyamdas Saraf  
college of arts & commerce  
EDUCATION EMPOWERS

R.S.Campus, S.V. Road  
Malad (W),  
Mumbai -400064  
Tel.No. 022 45207777  
[gsgc@rajasthani.org.in](mailto:gsgc@rajasthani.org.in)  
[www.sarafcollege.org.in](http://www.sarafcollege.org.in)

DATE: 29/09/2022

## NOTICE

**Women Development Cell (WDC) and Department of Lifelong Learning and Extension (DLLE) in association with IQAC is organising session on Crime against women by Guest speaker Miss Netra Nair – PSI of Malad branch. This event is specially for promoting self-protection awareness among women.**

Dear Teachers its compulsory to all female faculty of Ghanshyamdas Saraf College of Arts and Commerce to attend this session and get benefit by strengthening themselves with Women Empowerment tips and tricks which will be imparted by our guest.

Date : 03-10-2022

Time: 10:30am – To – 12:30pm

Venue: Durgadevi Saraf Institute of Management Studies(DSIMS)  
NathmalGarodia Seminar Hall

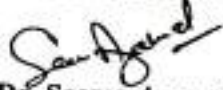
Speaker: Miss Netra Nair – Police Sub Inspector (PSI)

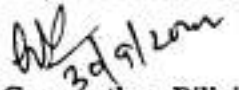
For further detail Contact

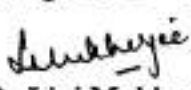
Dr.MmahakChhabria WDC – Convener – 9324036174

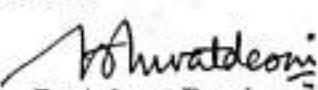
Prof. Rekha Mishra (DLLE) – Teacher In-Charge BCom – 7738349252

Dr.Aswathi Nair (DLLE) – Teacher In-Charge SFD – 9920180028

  
Dr. Seema Agrwal  
Vice Principal

  
CA. Gurusathan Pillai  
Vice Principal

  
Dr. Lipi Mukherjee  
Vice Principal-SFD

  
Dr. Ashwat Desai  
I/C Principal





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**college of arts & commerce**  
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## Internal Quality Assurance Cell (IQAC) Activity/ Event Report 2022-2023

### Organising Committee: Women Development Cell

Sr no.	Description	Remarks
1	Name of the Event	A session on 'Crime against Women'
2	Date of Event	3 <sup>rd</sup> October, 2022
3	Timing of the Event	10.30 am to 2.30 pm
4	Activity A. In Campus B. Beyond Campus Activity	Activity in Campus
5	Venue	Durgadevi Saraf Institute of Management Studies (DSIMS) Nathmal Garodia Seminar Hall
6	Purpose/Objective of the activity	To promote development of life skills among girl students
7	Teacher In-charge	Dr. Mmahek Chhabria
8	Number of Participants	145 Girl Students & 12 Female Teachers
9	Organizing Committee	Women Development Cell & DLLE
10	Collaborating Outside Agency/ Person	Malad Police Station
11	Brief Report/ Programme Outcome	<ul style="list-style-type: none"><li>As a Police Sub Inspector (PSI), Ms. Netra Mule conducted interactive and informative session on how to recognise violence against women, the ways to handle conflicting matter, the protective laws for women and precautions to be taken against any kind of harassment.</li><li>She also explained about role,</li></ul>



		<p>responsibilities and work of task force of police assigned to safety of women.</p> <ul style="list-style-type: none"> <li>• Question and answer session helped the girl students to overcome fear and misunderstanding about police.</li> </ul>
12	Other Specify	<ul style="list-style-type: none"> <li>• This session helped to enhance understanding of types harassment and behaviour and ways to face these problems. This learning will enable the girl students to deal effectively with the challenges of life.</li> <li>• It is noteworthy fact that students participated in the programme from BCom as well as from Self Finance Courses like BFM, BCAF, BCBI, BSc-IT, BMS. Also, 12 teachers attended the programme</li> </ul>

*Mmahek*

**Dr. Mmahek Chhabria**

**Convenor of WDC**







COMMITTEE NAME		WDC & DLLE				
PROF INCHARGE		Dr. Mmahek Chhabria & Dr. Seema Agarwal				
EVENT NAME		A session on 'Crime against women				
EVENT DATE & DAY		3 <sup>rd</sup> October, 2022				
EVENT TIMINGS		10-30 am to 12-30 pm				
Sr. No.	Name	ID card no.	Roll No.	Class	Div	Sign
1	Vaisha Ghanchi	9924789	13	FYBEM	A	Vaisha
2	Sacha Sanghani	9924264	42	FYBEM	A	Sacha
3	Diya Agrawal	9924467	09	FYBEM	A	Diya
4	Eshta S. Singh	9924352	601	FYBcom	E	Eshta
5	Prityanka Verma	9924366	677	FYBcom	E	Prityanka
6	Mansi Sankhe	9925696 #37771964	630	FYB.com	E	Mansi
7	Sanjana Pandey	9925747	393	FYBcom	C	Sanjana
8	Yashika Poojari	9925365	422	FYBcom	C	Yashika
9	Hanshita Singh	9926456	973	FYBcom	L	Hanshita
10	Ajita Momin	9924206	365	FYBcom	C	Ajita
11	Diya Malhotra	0025785	821	FYBcom	C	Diya
12	Ujala Mawnya	9924345	369	FYBcom	C	Ujala
13	Sapna Mishra	9924519	354	FYBcom	C	Sapna
14	Shivani Thakur	9924852	108	FYBBI	B	Shivani
15	Riddhi Parmar	9924592	400	FYBcom	C	Riddhi
16	Hiral Makwana	9924239	318	F4Bcom	C	Hiral
17	Mausam Nichad	9924472	378	FYBcom	C	Mausam
18	Vimla Mali	9924891	320	F4B.com	C	Vimla
19	Shikha Mawnya	9924479	368	FYB.com	C	Shikha
20	Nisumab Patel	9924408	408	FYBcom	C	Nisumab
21	Pooja Sharma	9924450	87	F4BAF	B	Pooja

Sr. No.	Name	ID card no.	Roll No.	Class	Div	Sign
22	Neha Jaiswal.	9926287	36	FYBBI	A	Neha
23	Supriya Shah	9927577	63	FYBBI	A	Supriya
24	Madhu Maurya	9924781	58	FYBBI	A	Madhu
25	Shejal Vishwakarma	9926403	101	FYBAF	B	Shejal
26	Sabrin Shaikh	9926391	84	FYBAF	B	Sabrin
27	Reena Vishwakarma	9910490	532	FYBcom	D	Reena
28	Rinku Chauhan	9926181	12	FYBBI	A	Rinku
29	Nidhi Tiwari	9925666	97	FYBAF	B	Nidhi
30	Muskan Gupta	9925714	15	FYBFM	A	Muskan
31	Manisha Verma	9924421	675	FYBcom	E	Manisha
32	Sushma Yadav	9924468	721	FYBcom	E	Sushma
33	Reena Yadav	9924408	713	FYBcom	E	Reena
34	Bhavika Mohal	9917544	831	FYBcom	F	Bhavika
35	Rajni R. Sharma	9924838	550	FYBcom	D	Rajni
36	Senali Sonawane	9910486	142	FYBBI	B	Senali
37	Nidhi Prasad.	9910791	71	FYBBI	B	Nidhi
38	Bhavika Luthar	9910474	104	FYBBI	B	Bhavika
39	Kushi A. Gupta	9926453	113	FYBAF	B	Kushi
40	Ananya V. Patil	9926386	71	FYBAF	B	Ananya
41	Ishtika Ranvijay Singh	9926602	121	FYBAF	B	Ishtika
42	Aarshi Rawal	9925055	79	FYBAF	B	Aarshi
43	Mili Agarwal	99 -	127	FYBAF	B	Mili
44	Chhavi Sonthalaya	99 -	91	FYBAF	B	Chhavi
45	Kareena Ramnarayan Yadav	9924424	707	FYBcom	E	Kareena
46	Nikita Poojary	9924575	73	FYBAF	A	Nikita
47	Archana Rajwade	9925772	77	FYBAF	B	Archana
48	Mansi Jain	9925982	88	FYBAF	A	Mansi
49	Megha Jain	9926823	126	FYBAF	B	Megha
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COMMITTEE NAME	WDC & DLLE
PROF INCHARGE	Dr. Mmahak Chhabria & Dr. Seema Agarwal
EVENT NAME	A session on 'Crime against women'
EVENT DATE & DAY	3 <sup>rd</sup> October, 2022
EVENT TIMINGS	10.30 am to 12.30 pm

Sr. No.	Name	ID card no.	Roll No.	Class	Div	Sign
1	Heba B. Banna	9924786	03	FYBCBI	A	
2	Deeka Bhatta	9924367	05	FYBCBI	A	
3	Jainhavi - S. Panchal	9917178	73	SYBAF	B	
4	Mahak. R. Jaiswal	9926272	30	FYBMS	A	
5	Pooja. A. Mondal	9924330	51	FYBMS	A	
6	Doly. A. Jha	9924922	32	FYBMS	A	
7	Anurita Poleja	9925313	58	FYBMS	A	
8	Pooja. Patel.	9924531	78	FYBCBI	B	
9	Deepika. Gowda	9925183	23	FYBCBI	A	
10	Pooja. Masti	9924854	53	FYBCBI	A	
11	Vesma khushi.	9925504	110	FYBMS	B	
12	Aliya. Patel.	9925638	71	FYBMS	B	
13	Triveni Sogam	9925687	624	FYBCOM	E	
14	Dhanashree Sogavanshi	9911008	980	FYBCOM	G	
15	Shreya Bhomiya	9924474	06	FYBPM	A	
16	Aliya Mansoori	9924813	26	FYBPM	A	
17	Annu Gupta	9925197	25	FYBCBI	A	
18	SHARMA ANU	9926175	920	FYBCOM	G	
19	Shreya Singh	9925172	614	FYBCOM	E	
20	Nisha Shewh	9924813	510	FYBCOM	D	
21	Sakshi. Punamiya	9924777	464	FYBCOM	D	



Sr. No.	Name	ID card no.	Roll No.	Class	Div	Sign
22	Tahassum Shaikh	9924234	538	FYBCOM	D	<u>Shubh</u>
23	Manasvi Gupta	9925281	26	FYBCBS	A	<u>M</u>
24	Shabnamish Nishar Ahmad Khan	9925984	48	FYBCBI	A	<u>A. Khan</u>
25	Sapna. Gautam	9926176	18	FYBCBI	A	<u>Sapna</u>
26	Anjali Gaud	9924281	17	FYBCBI	A	<u>Anjali</u>
27	Nabila Chaudhary	9924580	10	FYBCBI	A	<u>Nabila</u>
28	Patsisha Beitta	9911083	17	TYBCAF	A	<u>Beitta</u>
29	Hrushita Hajare	9912881	34	TYBCAF	A	<u>Hajare</u>
30	Shivani Dadhech	9910765	24	TYBCAF	A	<u>Shivani</u>
31	Shagutta Ansari	9925298	02	FYBCBI	A	<u>Shagutta</u>
32	Ruchi Ganodia	9927017	797	FYBCOM	F	<u>Ruchi</u>
33	Khuski Yaredia	9927019	786	FYBCOM	F	<u>Khuski</u>
34	Shweta K. Chauhan	9925461	11	FYBCBI	A	<u>Shweta</u>
35	Rutika A. Guron	9926267	31	FYBBI	A	<u>Rutika</u>
36	Muskan J. Jha	9926266	41	FYBCBI	A	<u>Muskan</u>
37	Uma Rajpurohit	9924601	83	FYBBI	B	<u>Uma</u>
38	Rucha Shah	9925492	88	FYBBI	B	<u>Rucha</u>
39	Anamika A. Kanaujia	9924572	243	FYBCOMB	B	<u>Anamika</u>
40	Paithak Rachna	9925773	81	FYBBI	B	<u>Paithak</u>
41	Tejal Nigamkar	9911594	66	TYBCOM	A	<u>Tejal</u>
42	Kajal Vishwakarma	9926635	123	FYBAF	B	<u>Kajal</u>
43	Sorita Vishwakarma	9926258	100	FYBAF	B	<u>Sorita</u>
44	Janelle Almeida	9925548	13	FYBCOM	A	<u>Janelle</u>
45	Tejasree Chankar	9924420	78	FYBCOM	A	<u>Tejasree</u>
46	Sneha Sharma	9924672 976608999	94	FYBBI	B	<u>Sneha</u>
47	Sakshi Upadhyay	9925955	112	FYBBI	B	<u>Sakshi</u>
48	Vishakha Khind	9925994	95	FYBLON	G	<u>Vishakha</u>
49	Aranya Jansankar	9925998	213	FYBCOM	B	<u>Aranya</u>
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COMMITTEE NAME		WDC & DLLE				
PROF INCHARGE		Dr. Minahak Chhabria & Dr. Seema Agarwal				
EVENT NAME		A session on 'Crime against women'				
EVENT DATE & DAY		3 <sup>rd</sup> October, 2022				
EVENT TIMINGS		10.30 am to 12.30 pm				
Sr. No.	Name	ID card no.	Roll No.	Class	Div	Sign
1	Manpreet Kaur Dighol	9926269	13	FYBMS	A	Mkaur
2	Reeth Anand	9926645	117	FYBMS	B	RA
3	Pammi Kandu	9924949	37	FYBMS	A	Pammi
4	Nisha Semwal	9911373	147	<del>FYBMS</del>	B	Nisha
5	Richa Mawya	9925378	59	FYBCBI	A	Richa
6	Deepika Chandana	9924766	08	FYBCBI	A	Deepika
7	ZARNAIN TAGIRNAR	9924714	32	FYBCBI	A	Zarnain
8	Aanchal Rai	9925749	81	FYBMS	B	Aanchal
9	Sakshi Tiwari	9925511	105	FYBMS	B	Sakshi
10	Mahak Jain	9927604	133	FYBMS	B	Mahak
11	Sapno Yadav	9921395	132	FYBMS	B	Sapno
12	Roshni Bhagat	9911185	05	FYBCBI	A	Roshni
13	Dhruvi Jain	9913449	26	TYBBI	A	Dhruvi
14	SHAMKA BAING	9911173	04	TYBBI	A	Shamka
15	Divyanshi Sharma	9926339	85	FYBAE	B	Divyanshi
16	Aparnaraj Singh	9926830	128	FYBBI	B	Aparnaraj
17	Shrutika Shirke	9924677	97	FYBBI	B	Shrutika
18	Khushi Thakur	9924228	107	FYBBI	B	Khushi
19	NISHITA RAUT	9925334	79	FYBMS	B	Nishita
20	Ankita Pokle	9925334	79	FYBMS	B	Ankita
21	Riya Dodekade	9925334	79	FYBBI	A	Riyadodekade

Sr. No.	Name	ID card no.	Roll No.	Class	Div	Sign
22	Shreya Hemant Lale	9924752	51	FYBCBT	A	
23	Arijali Bechara Jha	9924961	40	FYBCBT	A	
24	Siya Mangesh Dalvi	9926169	13	FYBCBT	A	
25	Janvi Arvind Bhamati	9924726	4	FYBCBT	A	
26	Pooja Amritlal Jain	9924357	34	FYBCBT	A	
27	Divya Kallaram Jangid	9925434	38	FYBCBT	A	
28	Laxmi Rajaram Kadam	9917840	182	SYBCOM	B	
29	Manisha Mali	9910963	55	FYBCBT	A	
30	Vishakha R. Jangid	9924953	39	FYBCBT	A	
31	Gurjan D Jain	9925030	83	FYBCBT	A	
32	Nasrin Shaikh	9926283	90	FYBCBT	B	
33	Dimple Vishwakarma	9925004	114	FYBCBT	B	
34	Harshita Vashishth	9924709	113	FYBCBT	B	
35	Patel Fatema Salim	9927049	130	FYBCBT	B	
36	Riya yadav	9924482	715	FYBCBT	F	
37	Sanjana yadav	9924374	121	FYBCBT	B	
38	Sneha Vishwakarma	9926332 <del>9924933</del>	103	FYBAF	B	
39	Shradha Vishwakarma	9925983	102	FYBAF	B	
40	Sanika N. Ghanekar	9924245	155	FYBCOM	B	
41	Kajal V. Sharma	9917578	157	SYBMS	B	
42	Shradha M.K. Prajapati	9924645	460	FYBCOM	D	
43	Kruti G. Shetty	9925266	556	FYBCOM	D	
44	Meena Thakur	9925901	944	FYBCOM	G	
45	Bhakti Arvind Hule	9924652	194	FYBCOM	B	
46	Neha Tripathi	9925004	107	FYBMS	B	
47	Singh. Khushi	9925004	107	FYBMS	B	
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ATTENDANCE RSET's FOR TEACHERS



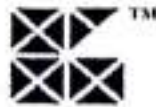
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college of arts & commerce

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COMMITTEE NAME	WDC & DLLE
PROF INCHARGE	Dr. Mmahak Chhabria & Dr. Seema Agarwal
EVENT NAME	A session on 'crime against women'
EVENT DATE & DAY	3rd October, 2022
EVENT TIMINGS	

Sr. No.	Name	ID card no.	Roll No.	Class	Div	Sign
1	Dr. Anvadhii Nair					
2	Adv. Pralaya domle					
3	Prof. Amit Bansode					
4	Prof. Sonali Khade					
5	Prof. Ruddhi R. V.					
6	Prof. Kankhade S. Sandekar					
7	Dr. Manisha Shivastava					
8	Prof. Anadhara Ph.					
9	Nikita Kestop					
10	Yogita Naik.					
11	Swati chandak.					
12	Prof. Rekha Mishra					
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### Internal Quality Assurance Cell (IQAC)

### Activity/ Event Report 2022-2023

Organising Committee: Rotaract Club of GSCC

Sr no.	Description	Remarks
1	Name of the Event	Help? Self defence.
2	Date of Event	25/11/2022
3	Timing of the Event	9:00 - 11:00am.
4	Activity A. In Campus B. Beyond Campus Activity	Beyond Campus activity.
5	Venue	Sundar Nagar Garden.
6	Purpose/Objective of the activity	Create awareness about International day of violence.
7	Teacher In-charge	Dr. Rupa Shah.
8	Number of Participants	39-40
9	Organizing Committee	RC GSCC.
10	Collaborating Outside Agency/ Person	NA.
11	Brief Report/ Programme Outcome	TO Help Society & spread the awareness of self defence
12	Other Specify	NA

Convenor



[PRINCIPAL]



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Self Finance  
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college of arts & commerce  
EDUCATION EMPOWERS

COMMITTEE NAME		Rotnroct Club					
PROF INCHARGE		Dr. Rupda Shah					
EVENT NAME		Help! Self Finance					
EVENT DATE & DAY		25 Nov, 2022, Friday					
EVENT TIMINGS		7:00 AM - 10:00 AM					
Sr. No.	Name	ID card no.	Roll No.	Class	Div	Sign	
1	Vinit Garg	9917181	75	SYBMS	B	Vinit	
2	Dhruv Bharat Motwane	9920556	53	DYBSCIT	A	M. Motwane	
3	Ashwanya D. Tharu	9918967	44	SYBSCM	A	Ashwanya	
4	Adarsh Tawde	9921934	146	SYBMS	B	Adarsh	
5	Monika Suthar	9925202	46	FRESBIT	A	Monika	
6	VARBHAV BORICHA	9911746	16	TYBAF	A	Varbhav	
7	Karishma Rawal	9917896	30	TYBFM	A	Karishma	
8	Harsha Rawal	9912043	78	TYBBI	B	Harsha	
9	Yash. N. Nairwal.	9920054	22	SYBPM	A	Yash	
10	Zeel Shah	9920618	141	SYBMS	B	Zeel	
11	<del>Pranav Patil</del>		<del>100</del>	<del>SYBMS</del>	<del>B</del>	<del>Pranav</del>	
12	Uma Nile	9920596	136	SYBMS	B	Uma	
13	Ishita Rewarhar	9920937	36	SYBMS	A	Ishita	
14	Nandini Kayal	9910515	123	TYBMS	B	Nandini	
15	Anshu Dias	9911258	113	TYBMS	B	Anshu	
16	Dhyanesh Chokhani	9912060	108	TYBMS	B	Dhyanesh	
17	<del>Pranav Patil</del>		<del>100</del>	<del>SYBMS</del>	<del>B</del>	<del>Pranav</del>	
18	<del>Pranav Patil</del>		<del>100</del>	<del>SYBMS</del>	<del>B</del>	<del>Pranav</del>	
19	Upasana Parab	9912280	37	TYBFM	A	Upasana	
20	Aakshi Shelke	9911978	53	TYRFM	A	Aakshi	
21	Purva Jadhav	9917519	128	SYBMS	B	Purva	

Sr. No.	Name	ID card no.	Roll No.	Class	Div	Sign
22	Komal Mishra	9917537	65	SYBAF	A	Krishna
23	Shruti Cusain	9919461	138	SYBAF	B	<del>Shruti</del>
24	Sanskriti Pandey	9917076	75	SYBAF	B	<del>Pandey</del>
25	Unnati Gupta	9912878	14	TYBAF	A	B.
26	Samruddhi Deshpande	9913176	18	SYBAF	A	S.
27	Pratik Jain	9917403	84	SYBMS	B	P.
28	Aayan Kamble	9917793	36	SYBCEI	A	<del>Aayan</del>
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*Shah*

S.P



COMMITTEE NAME		Patanset Vesh				
PROF INCHARGE		Dr. Rupa Shah.				
EVENT NAME		Help? Self Defense				
EVENT DATE & DAY		25 NOV, 2022, Friday				
EVENT TIMINGS		7:00 AM - 10:00 AM				
Sr. No.	Name	ID card no.	Roll No.	Class	Div	Sign
1	Muskan R. Muskhra	9926309	832	FY Bcom	F	
2	Aakanksha Purohit	9925920	861	FY Bcom	F	Kurabit
3	Deeptak Pal	9919971	792	SY Bcom	F	
4	Dilip Pal	9917387	793	SY Bcom	F	DILIP
5	Reena Vishwakarma	9910470	532	TY Bcom	D	Reena
6	Palak Thedia	9916994	63	SY Bcom	X	Palak
7	Nandini Pipaliga	9925219	419	FY Bcom	C	Nandini
8	Krish Pipaliga	9919407	340	SY Bcom	C	Krish
9	Disha Darji	9925204	93	FY Bcom	A	Disha
10	Samruddhi Salam	9918470	374	SY Bcom	C	
11	Kiran Chauhan	9917626	36	SY Bcom	A	Kiran
12	Anushka Jain Singh	9911432	261	TY Bcom	B	Anushka
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Ghanshyamdas Saraf  
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EDUCATION EMPOWERS

## Internal Quality Assurance Cell (IQAC)

### Activity/ Event Report 2022-2023

ORGANISING COMMITTEE:

ROTARACT CLUB OF GHANSHYAMDAS SARAF COLLEGE

SR NO.	DESCRIPTION	REMARKS
1	Name of the Event	GSMHM Workshop- Gender, Sexuality & Mental Health from the margins.
2	Date of Event	30th Dec, 2022
3	Timing of the Event	4:..50 to 7:00 am
4	Activity A. In Campus B. Beyond Campus Activity	Beyond Campus Activity Zoom Online
5	Purpose/Objective of the activity	To Educate college Students about the various LGBTQIA+ community.
6	Teacher In-charge	Dr. Rupa Shah
7	Number of Participants	31 students
8	Organizing Committee	RCGSC
9	Collaborating Outside Agency/ Person	NA
10	Brief Report/ Programme Outcome	This seminar helped college students to understand strength and problems faced by the community and various therapies to give away stress.
11	Other Specify	NA

[Convenor]

[PRINCIPAL]





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**Internal Quality Assurance Cell (IQAC)**  
**Activity/ Event Report 2022-2023**  
**Organising Committee: DLLE**

Sr no.	Description	Remarks
1	Name of the Event	Promoting self protection awareness among women
2	Date of Event	03.10.2022
3	Timing of the Event	10.30am to 12.00pm
4	Activity A. In Campus B. Beyond Campus Activity	In Campus
5	Venue	Garodia Hall
6	Purpose / Objective of the activity	To aware women so that they can protect themselves against anything that's unacceptable in terms of social conduct.
7	Teacher In-charge	Prof. Rekha Mishra Dr. Aswathi Nair
8	Number of Participants	
9	Organizing Committee	Department of Lifelong learning and Extension
10	Collaborating Outside Agency/ Person	Women Development Cell.
11	Brief Report/ Programme Outcome	Students enriched their knowledge on life skill programmes.
12	Other Specify	Students were enthusiastic about joining the programme.

Convenor

Principal

**Few Glimpses of Programme:-**



**Participants:-**

Notice:-





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R.S.Campus, S.V. Road  
Malad (W), Mumbai – 400 064  
Tel.No. 022-4520 7766  
[www.sarafcollege.org.in](http://www.sarafcollege.org.in)  
[gsgc@rajasthan.org.in](mailto:gsgc@rajasthan.org.in)

Notice - OL

Date: 01 /08/2022

Year: 2022-2023

Student's Council in Association with Cultural Committee and DLLE organizing a "POSTER MAKING COMPETITION 2022" on Anti- Ragging.

Topic : "Ragging is a Crime".

Date: 6<sup>th</sup> August ,2022 ( Saturday)

Timing: 10:30am

Room No:406

Students those who are interested are required to fill the google form which will be circulated in class whatsapp group.

INSTRUCTIONS: -

- Don't forget to mention your Name, Class, Division, and Contact no. at the back of the poster.
  - Bring your pencil, eraser, colors, etc.
- (Note: Only Drawing papers would be provided for making the posters.)
- **Time limit:** 1 Hour
  - All Participant will get E-Certificate
  - Best 3 Students will awarded with Excellence Certificate with Medals

more details Contact Following Teachers In-charge

Prof. Angira Narvekar

Prof. Mehrab Khan

Prof. Rekha Mishra

*Seema Agarwal*  
01/08/2022

Dr. Seema Agarwal  
(Vice-Principal &

*C.A. Gurunathan Pillai*  
01/08/2022

C.A . Gurunathan Pillai  
(Vice-Principal)

*Lipi Mukerjee*

Dr. Lipi Mukerjee  
(Vice-Principal)

*Ashwat Desai*

Dr. Ashwat Desai  
(I/C Principal)

Convenor)



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Maharashtra, India  
Phone: +91 (22) 6681 2345  
Web : www.sarafcollege.org

**INTERNAL QUALITY ASSURANCE CELL (IAQC)**  
**ACTIVITY/ EVENT REPORT 2022 - 2023**  
**ORGANISING COMMITTEE : STUDENT CONCIL IN ASSOCIATION**  
**WITH CULTURAL ASSOCIATION AND DLLE**

Sr. No.	Description	Remark
1	Name Of The Event	Poster Making Competition.
2	Date Of The Event	6th August, 2022.
3	Timing Of The Event	10:30am - 11:30am
4	Activity	
	A. In Campus	A. In Campus Activity.
	B. Beyond Campus Activity	-
5	Venue	Room No. 406.
6	Purpose/ Objective Of the Activity	To spread awareness about the topic (Anti - Ragging) amongst the students.
7	Teacher In-Charge	Prof.AngiraNarvekar Prof.Mehrab Khan
8	Number Of Participants	52
9	Organizing Committee	Student Council in co- ordination with the Cultural Association And DLLE.
10	Collaborating Outside Agenc/ Person	
11	Brief Report/ Programme Outcome	The event had a lot of energetic participants' amongst which 3 Winners were declared. All the students did a great job of conveying their own thoughts about the topic through their paintings.
12	Other Specify	None

Dr. Mittal Shah  
Cultural Convener

Dr. Seema Agarwal  
Student Council & DLLE Convener

## Application for Redressal of Grievance/s to CGRC

To,  
The Chairman,  
College Grievance Redressal Cell (CGRC),  
Ghanshyamdas Saraf College of Arts & Commerce  
Malad West  
Mumbai

**Subject: Application for Redressal of Grievance/s**

Respected Sir/Madam,

I/We am/are hereby forwarding my/our application for Redressal of Grievance/s. Kindly accept it and do the further processing. My/our personal details and particulars about my/our grievances are as follows-

1	First Name of the Student	
2	Middle Name of the Student	
3	Last Name of the Student	
4	Department	
5	Residential Address of the Student	
6	Permanent Address of the Student	
7	Email of the Student	
8	Mobile No. of the Student	
9	WhatsApp No. of the Student	
10	Landline No. of the Student (If Any)	
11	Faculty	Science and Technology (Science, Engineering, Pharmacy, Architecture)  Commerce and Management (Commerce, Management)
12	Programme of Study	UG PG Ph.D.
13	Class	B.COM BCAF BMS BFM BCBI B.SC IT BAMMC M.COM ACCOUNTS M.COM MANAGEMENT Ph.D

14	Year of Study	First Second Third
15	Semester	I II III IV V VI
16	Roll No.	
17	PRN No.	
18	P.G./Ph.D./M.Phil. Registration No.	
<i>(Add Student Profile, if more no. of Students Applying for Redressal of Grievance)</i>		
19	Name of the Teacher/s / Officer/s / Staff / Section/s / Department/s against whom the Complaint is to be Lodged	
20	Nature of Grievance/s in which Redressal is Sought	
21	List of Supporting Documents Attached herewith	

**Declaration from the Student/s**

I/We hereby declare that the above information furnished by me/us is true to the best of my/our knowledge. In case if it is turned false I/We am/are personally responsible for the punishment.

Date:

Place:

Signature of the Student/s





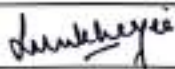
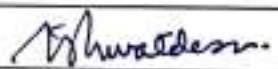
Date: 22/07/2022

### Anti-Ragging Committee

The University Grants Commission vide its letter no F.1-16/2007 (CPP-II) dated June 17, 2009 has reiterated the ban on ragging of students in Institutions of Higher Learning. Therefore, Anti Ragging Committee is formed in the college to prevent ragging & to take all necessary steps to prevent the ragging. The committee should bring to the notice of the students the Anti ragging Law and punishments for the same. The same is also mentioned on the college website.

Anti Ragging Committee for the AY 2022-2023 comprises of the following members:

1. Dr. Ashwat Desai
2. Dr.Lipi Mukherjee
3. Dr. Seema Agarwal
4. Prof. Gurunathan Pillai
5. Prof. Prasanna Choudhari

			
Dr. Seema Agarwal	Prof. Gurunathan Pillai	Dr. Lipi Mukherjee	Dr. Ashwat Desai
Vice Principal – B.Com	Vice Principal – B.Com	Vice Principal - SFD	Principal





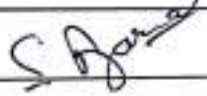

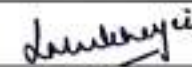

Date: 22/07/2022

### Student's Grievance Cell

As per the directives received from the University of Mumbai under circular No.DSD/05/of 2019 dated 14th May, 2019, a College Grievance Redressal Cell (CGRC) is constituted to deal with grievances of students relating to the college.

CGRC for the AY 2022-2023 comprises of the following members:

- 1.Dr. Ashwat Desai
- 2.Dr.Lipi Mukherjee
- 3.Dr. Seema Agarwal
- 4.Prof. Gurunathan Pillai
- 5.Prof. Prasanna Choudhari

			
Dr. Seema Agarwal	Prof. Gurunathan Pillai	Dr. Lipi Mukherjee	Dr. Ashwat Desai
Vice Principal – B.Com	Vice Principal – B.Com	Vice Principal - SFD	Principal





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[gsgc@rajasthan.org.in](mailto:gsgc@rajasthan.org.in)

22<sup>nd</sup> July, 2022.

### Internal Complaints Committee

As per the Vice Chancellor's directions under section 14(8) of Maharashtra State Universities Act, 1994, a seven members committee has been formed on 8<sup>th</sup> July 2022. The committee is to deal with investigations into the complaints related to sexual harassment received by the women employees and students in the academic year 2022-23.

The committee comprises of the following members.

Sr.No	Name of Faculty	Designation	Signature
1	Dr.Lipi Mukherjee	Presiding officer	<i>Lipi Mukherjee</i>
2	Dr. Rupa Shah	Member, Teaching	<i>Rupa Shah</i>
3	Prof.Namrata Pathak	Member, Teaching	<i>Namrata Pathak</i>
4	Prof .Pradnya Damle	Member, Teaching	<i>Pradnya Damle</i>
5	Dr. Neha Joshi	Member, Non-Teaching	<i>Neha Joshi</i>
6	Mr.BalchandraKerkar	Member, Non-Teaching	<i>Balchandra Kerkar</i>
7	Mrs.MangalaMarathe	Member, NGO	<i>Mangala Marathe</i>

Student Members under 4.1. (c) of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 are as following:

- 1.Nisha Semwal – TYBMS B
2. Khushi Chobdar – SYBMS A
3. Manpreet kaur Digpal – FYBMS A

<i>Seema Agarwal</i>	<i>Gurunathan Pillai</i>	<i>Lipi Mukherjee</i>	<i>Ashwat Desai</i>
Dr. Seema Agarwal Vice Principal, B.Com	Prof. Gurunathan Pillai Vice Principal, B.Com	Dr. Lipi Mukherjee Vice Principal, SFD	Dr.Ashwat Desai I/C Principal





Date: 22nd July, 2022.

### NOTICE- 2022-23/01

### WOMEN DEVELOPMENT CELL

As per the Vice Chancellor's directions under section 14(8) of Maharashtra State Universities Act, 1994, the College Women Development Cell for the Academic Year 2022-23, has been formed on 22nd July, 2022.

The committee comprises of the following members.

Sr.No	Name of Faculty	Designation	Signature
1	Dr.Mmahek Chhabria	Convener	MME
2	Mrs.Mangala Marathe	Member, NGO	Marathe
3	Mr.Balchandra Kerkar	Member, Non-Teaching	B.Kerkar
4	Nisha Semwal	Member, Student Council	Nisha
5	Prof.Sonali Khade	Member, Teaching	Khade
6	Prof.Namrata Pathak	Member, Teaching	Pathak
7	Prof. Pradnya Damle	Member, Teaching	Pradnya

<i>Mmahek</i>	<i>Lipikherjee</i>	<i>Seema Agarwal</i>	<i>Prof. Gurunathan Pillai</i> 03/07/2022	<i>Ashwat Desai</i>
Dr.Mmahek Chhabria Convener	Dr. Lipi Mukherjee Vice Principal, SFD	Dr. Seema Agarwal Vice Principal, B.Com	Prof. Gurunathan Pillai Vice Principal, B.Com	Dr.Ashwat Desai VC Principal

