

# Padmashree Bhausaheb Vartak College Policy

## Admission Policy Policy Statement

**Admission requirements focus on merit and fostering academic success.**

1. The College complies with the guidelines given by University of Mumbai relating to the admission process.

### Application Procedure:

- Candidates should register themselves online first via the University of Mumbai website and must create username and password.
- All the details in the registration form must be filled correctly.
- After choosing Padmashree Bhausaheb Vartak College as the preferred institution in the registration form, one must submit it and take out a printout of the Submission Copy and the Student Copy.
- The submission copy must be attached to the admission form of College which can be obtained by contacting the institute over call.
- Candidates must enter a valid email address and phone number for communication purposes.
- Candidates who are from outside-Maharashtra Boards will have to fill in a provisional eligibility form in the institute office before payment of fees.
- Further, detailed guidelines to be reflected in the college prospectus.

### Admission Requirement

Online Applications for admission to the college should be made in the prescribed form by all the students (including those who are in the college in the previous years) immediately after the declaration of the results of the examination of the previous year. The applicant should carefully choose the courses/subjects that he /she wishes to opt for.

**F.Y. B.Com:** After passing the H.S.C. (std XII) Arts/Commerce examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or an equivalent examination, students will be eligible for admission to the F.Y. B.Com classes respectively & according to the regulations of the Mumbai University. Furthermore, the students passing Std XIIIth in Science stream are also eligible for getting admitted in B.M.S. stream.

**S.Y.B.Com and T.Y.B.Com:** Admission to these classes will be governed by the rules of the Mumbai University and will be in accordance with the A.T.K.T. rules issued from time to time by the University. For seeking admission to Third Year, all the students shall compulsorily pass their First Year Examination or Second Year Examination. Students seeking admission from other colleges will be admitted provisionally on the submission of the following documents:

- 1) Application for the Certificate of Eligibility.
- 2) Statement of Marks.
- 3) No objection Certificate from the Head of the Institution, last attended.
- 4) Bonafide Certificate.
- 5) Caste Certificate (if applicable)

**Scholarships:** Students belonging to S.C. / S.T /D.T/N.T. / O.B.C./ Minority - will be provided with the Government scholarships. Financially poor students will be provided financial help with internal sources.

## Anti- Ragging Committee

Maharashtra Prohibition of Ragging Act 1999, which is in force with effect from 15th May 1999, has the following provisions for Action against "Ragging":

- a. Ragging within or outside the college is strictly prohibited.
- b. Whosoever directly or indirectly commits, participates in abets, or propagates ragging within or outside the college, on conviction, be punished with imprisonment for a term upto 2 years and/or penalty which may extend to ten thousand rupees.
- c. Any student convicted of an offence of ragging shall be dismissed from the educational institution and such students shall not be admitted in any other educational institution for a period of 5 years from the date of order of such dismissal
- d. Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the education institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days on receipt of the complaint, enquire into the matter mentioned in the complaint and if prima facie, it is found to be true, suspend the student who is accused of the offence. and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated. If there is no substance, prima facie, in the complaint received, he/she shall intimate the fact, in writing to the complainant. The decision of the head of the educational institution shall be final.
- e. If the head of the educational institution fails or neglects to act in the manner specified in section 'd' above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished under section "b" above.
- f. Additional punitive provisions stipulated by the latest order of the Supreme Court.

Ragging in the college premises is an offence and stern action will be initiated against such offence.

### Name of the Committee member

Dr. Sheetal S. Koradkar (Incharge)  
Dr. Dhruwali D. Vartak  
Mr. Nikhil K. Naik



## POLICY AND PROCEDURES FOR SCHOLARSHIP AWARDS

Padmashree Bhausaheb Vartak College, Virar abides by the regulations and customary administrative practices described in the Scholarship Administrator's Resource Guide published by Maha DBT and Joint Director Higher Education Kokan Department Panvel.

### Award Procedure

College administers programs for a number of categories, including OPEN (Minority), OBC, SC, and ST by means of Maha DBT scholarships to admitted students. Every detail on scholarships offered each year can be accessed on the website [www.scholarships.gov.in](http://www.scholarships.gov.in), and students receive information about their eligibility in the college prospectus.

#### 1. Student notification

A staff member from Maha DBT notifies all students of available scholarships at an appropriate time in the odd and even semesters when the date is released by the administration, in both formats (i.e., by paper notification distributed in every class). And you'll learn that each class's WhatsApp group is sharing a PDF. This notification comprises information regarding the scholarship's name, website, category, eligibility requirements, and application/document requirements.

#### 2. Scholarship accounts

The college assists students in opening bank accounts in accordance with the guidelines set forth in the Maha DBT circular and in joining the Director of Higher Education Kokan Department in Panvel. Which asks students to choose an appropriate bank account from a drop-down menu. The chosen bank must have a valid IFSC CODE, and the account must be in operable or active mode beneath the student's name.

#### 3. Number of awards and award amount

The value of each scholarship is determined by the course taken and the category the student falls under; SC, ST, and OBC categories receive larger scholarships than Open (Minority). Depending on the course that the student has chosen, the prize amount is shown on their account. Consists of maximum awards for school fees, testing fees, and other

#### 4. Scholarship eligibility requirements

The guidelines for each scholarship's eligibility are laid out in a Maha DBT joint circular and higher education director Kokan department Panvel. Students are informed in writing as well as verbally of the qualifications for each scholarship when it is offered.

#### 5. Application requirements

When new scholarship opportunities arise, notifications are issued to the relevant student class and WhatsApp group. Applications and the deadline for submission of any relevant documents or supplementary materials are informed. An application website, proof that the applicant is a member of a certain professional organisation, such as a letter or letters of reference, are a few examples.

#### 6. Applications

The administrative staff member of the college gathers all applications and accompanying documents, checks them for accuracy both online and offline, and ensures that each application is complete. Complete applications are sent to the principal for additional review.

## 7. Application Approval

Final evaluation and review are conducted at the principals' desk following the conclusion of the application verification procedure from clerk level to principle, and final approval is granted. The department is then sent all of the confirmed student applications for the award announcement.

## 8. Scholarship disbursement

After the end of the academic year, the department conducts a final review and deposits the scholarship award amount into the student's bank account, notifies the student through SMS / WhatsApp Message.



*Koradhar*  
I/C PRINCIPAL  
Agashi Virar Arnala Education Society's  
Padmaashree Bhausaheb Vartak College of Commerce  
Virar (E)

## POLICY DOCUMENT OF IQAC

### Statutes of the Internal Quality Assurance Committee

The Statutes define the duties and rights and responsibilities of the IQAC. They are as follows:

(a) There shall be an Internal Quality Assurance Committee in the college to plan, guide and monitor quality assurance and quality enhancement of curricular, co-curricular and extracurricular activities of the entire college.

(b) The Internal Quality Assurance Committee shall consist of the following members:

- Principal as Chairperson
- IQAC Coordinator
- Representatives of Teaching Staff
- Librarian
- Office Superintendent
- Representative from Industry
- CDC/Management Representative
- Students' Representative
- Alumni Representative
- Local Society Representative

(c) Functioning of IQAC:

All major decisions of the college will be routed through the IQAC. The Internal Quality Assurance Committee shall meet as many times as necessary to do the tasks assigned to it. The minimum quorum for an IQAC meeting is 02 members. No IQAC meeting can be held without at least one of the following being present:

1. The IQAC will circulate the notice and agenda of its meeting at least few days prior to the meeting to all Teaching and non-teaching members. A notice and agenda circulated on the teaching and non-teaching what's app group is an acceptable circulation of notice and agenda.
2. Non-attendance of any member at two consecutive meetings of the IQAC shall make the member eligible for non-compliance process. However whether to execute the same will be the discretion of the Principal and the Co-coordinator IQAC.
3. In case a non IQAC member wishes to contribute to an item on the agenda, he/she may forward his suggestions in writing to any member of IQAC for inclusion in the discussion on the item. In case a non IQAC member wishes to attend a particular IQAC meeting, he/she may do so with the prior permission of the IQAC coordinator /Principal.

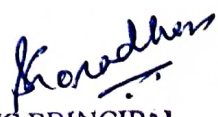


## The Duties, Responsibilities and Rights of Internal Quality Assurance Committee shall be:

- It is the duty of the IQAC to call a meeting at the beginning of the year to finalize the Academic Calendar for the college on the basis of the Departmental Academic Calendar received.
- The IQAC shall set the Parallel heads team at the first meeting of the IQAC, if the same is not already in place.
- To maintain a record of all the activities forwarded by the various departments.
- To institutionalize the best practices.
- To organize inter-institutional and intra-institutional workshops and seminars on quality related themes and promotion of quality circles.
- To organize feedback from students, teachers, non-teaching employees, management, parents and other stakeholders on quality-related institutional processes.
- To take required action on feedback so received.
- To verify and certify the self- appraisal reports of the teaching and non- teaching staff.
- The IQAC shall address the grievances of the staff, if any with the help of Grievance Redressal Committee.
- To create an exclusive window on the official website to regularly report on its activities as well as for hosting the annual quality assurance report.
- To prepare the annual quality assurance report of the college based on the quality parameters or assessment criteria of NAAC
- To get The Annual Quality Assurance Report approved by the CDC/Management.
- The IQAC shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council or other accreditation bodies.
- The IQAC may visit any department with a prior notice of two days to verify any document/ activity reported.
- The Chairperson /Coordinator of IQAC in consultation with other members of the IQAC can issue a Non Conformance Report (NCR)\*for repeated noncompliance of protocol/process/ quality standards.

(A non-conformance report documents the details of a non-conformance identified in a quality audit or other process review. The objective of the report is to make an unambiguous, defensible, clear and concise definition of the problem so that corrective action can and will be initiated by management. The non-conformance report includes who, what, where, when.)



  
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