



# MAHARASHTRIYA MANDAL'S COLLEGE OF COMMERCE

(Affiliated to Savitribai Phule Pune University)  
(ID NO. PU/PN/C/483/2018) College code: 1541.

AISHE-ID:C-60121-2022

## RESEARCH POLICY

Maharashtriya Mandal college of commerce introduce the Undergraduate Research Promotion Policy, aimed at providing a structured framework to encourage and support undergraduate students in their research endeavors. This policy underscores our commitment to empowering students to become active contributors to the academic community and agents of positive change in society. Through a comprehensive plan that spans the duration of their academic journey, we aim to guide students from the inception of their undergraduate program to the successful publication of their research findings. By integrating research activities into the curriculum, fostering faculty-student collaboration, and providing necessary resources and support, we seek to instill in our students a passion for inquiry, discovery, and scholarly engagement. As we embark on this journey of promoting undergraduate research, we reaffirm our commitment to excellence, integrity, and ethical conduct in all research endeavors. By equipping our students with the knowledge, skills, and opportunities to engage in meaningful research, we endeavor to prepare them for leadership roles in their respective fields and inspire them to make significant contributions to the advancement of knowledge and society.

### OBJECTIVE:

To foster a research-oriented environment by encouraging faculty and students to engage in quality research, uphold academic integrity, and contribute to scholarly development.

### POLICY POINTS:


1. Faculty are encouraged to publish in UGC-CARE/peer-reviewed journals and attend
2. conferences.
3. Students may undertake mini-projects or research under faculty guidance.
4. A Research Cell monitors activities and offers guidance.
5. Ethical research practices and plagiarism checks are mandatory.
6. Faculty is supported in applying for research grants and presenting at seminars.
7. Workshops on research methodology and proposal writing are conducted annually.

## STANDARD OPERATING PROCEDURE (SOP):


1. The Principal forms a Research Cell with faculty representatives.
2. Faculty/students submit proposals to the Research Cell for review.
3. Proposals are screened for academic and ethical standards.
4. Approved projects are documented and progress is monitored.
5. Plagiarism detection tools are used before final submission of papers.
6. Research activities, publications, and outcomes are reported to IQAC annually.
7. Best research contributions are recognized at institutional events.

## RESEARCH GUIDELINES TO STUDENTS

1. To encourage students to engage in research activities that enhance their academic knowledge, critical thinking skills, and problem-solving abilities.
2. To cultivate a culture of innovation and creativity among undergraduate students through hands-on research experiences.
3. To empower students with the necessary skills and competencies to become leaders in their respective fields by providing them with opportunities to undertake independent research projects.
4. To facilitate collaboration between faculty members and undergraduate students, fostering a mentorship culture that supports research endeavors.
5. To contribute to the advancement of knowledge in various disciplines through undergraduate research projects that address real-world problems and challenges.
6. To build the credentials of undergraduate students through publication output, which will give them upper edge in higher education and placement.
7. All research activities undertaken by undergraduate students shall adhere to the highest standards of ethical conduct, integrity, and professionalism. Students shall receive training in research ethics and responsible conduct of research.
8. Students shall be encouraged to disseminate their research findings through presentations at conferences, publication in academic journals, and other appropriate platforms, thereby contributing to the broader academic community. Publication incentives shall be provided to undergraduate students as per the rules and regulations of the university, recognizing their contributions to scholarly dissemination.
9. The effectiveness of the Undergraduate Research Promotion Policy shall be periodically evaluated and reviewed, with adjustments made as necessary to ensure its alignment with the evolving needs and priorities of the university and its stakeholders.

  
Principal  
Dr Sopan Eknath Kangane  
**Principal,**  
**Maharashtriya Mandal's**  
**College of Commerce, Pune - 37**



  
Administrative Coordinator  
Asst. Prof Stanley R Singar





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## PROCEDURES AND POLICIES FOR FACILITIES THROUGH THE LIBRARY

### LIBRARY-

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.

### OBJECTIVE:

To facilitate access to reading material and e-resources while maintaining discipline and proper

### USAGE.

#### Policy Points:

1. Students can issue 2 books for 7 days.
2. Silence and conduct are strictly enforced.
3. E-journals and Wi-Fi are available.

### SOP:

1. Students register with the librarian at the start of the year.
2. Book lending and return are recorded digitally.
3. Overdue fines are levied as per library rules.
4. Orientation is conducted for first-year students.
5. Annual stock verification and weeding out of old books is done.
6. A complete silence and strict discipline should be maintained in the library and Reading room.
7. If the Reader's Card is lost a duplicate will be issued on payment of Rs. 50/- each.

## BOOK PURCHASE POLICY:


1. Teacher's recommendations are preferred.
2. Student's and other staff's recommendations are also considered.
3. Latest published books are also received on approval basis in the library and are sorted out with the help of concerned teaching staff.
4. Publisher's catalogue is also taken into consideration for latest publications.

## NEWSPAPER

1. Library subscribes leading newspaper in Marathi and English language.
2. Newspapers are subscribed on the basis of recommendations from Teachers and Students of the college.
3. Newspapers are purchased from local vendor to ensure proper and in time availability.

## PEST CONTROL

1. Every attempt is made to keep the books and bookracks clean and tidy and free from dust by regular cleaning drives.
2. One Treatment of termite has done every five years.
3. Four Treatment of General disinfection & Six Treatment of Rodent control is carried out in every year.

  
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## Internal Complaint Committee

Internal Complaints Committee Both formal and informal feedback are collected from students, and utilized in improving student experience in the institution in several ways.

1. Student feedback on teachers is collected semester wise and teachers are given a consolidated report of the same. Teachers also collect feedback on classes informally
2. Services which included seeking suggestions. The complaints and suggestions are forwarded to the Principal for suitable action and many corrective measures will be taken wherever possible.
3. Students may drop their feedback, problems or grievances in the general suggestion box and the concerned authorities aid in resolving the issue.
4. College has a separate examination grievance redressal cell, a malpractice committee, an admission grievance cell, an anti-sexual-harassment cell and an anti-ragging cell. The details of the committee members are available on the website.
5. The student grievance redressal cell has been functioning from 2022. Faculty members of the cell.
6. Students can express their grievance in writing to the members who convene a meeting to address the issue. A complaint box is kept to receive grievances, if any.
7. Students also meet their teachers and HOD and get their problems addressed, separately first and then together, if required.
8. When student feedback was collected on campus services, the complaints appeared to be related to infrastructure constraints and some related to the library, which have been attended to.
9. A limitation to this mechanism is that the requirement of providing complaints in writing often discourages students from following up. Therefore the problem is better addressed by mentors, discipline committee convenor and senior faculty. If serious issues are identified, the concerned teacher or other persons involved are informed along with the Principal.
10. The team of counselors on campus helps and supports our students. Their conversations, issues and feedback are kept anonymous and needful is done to resolve the issues.

## **POWERS OF THE COMMITTEE**

1. The committee shall have the power to summon witnesses and call for documents or any information from any student
2. If the committee has the reason to believe that a student is capable of furnishing relevant documents or information if it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the committee shall have the power to direct the same in writing to be produced.
4. The committee shall have the power to recommend the action to be taken against any person found guilty
  - a. Sexually harassing the complainant
  - b. Retaliating against/victimizing the complainant or any other person before it and
  - c. Making false charges of sexual harassment against the accused person.

## **FUNCTIONS OF THE COMMITTEE PREVENTIVE STEPS.**

1. To facilitate a safe environment that is free of sexual harassment
2. To provide behaviors that creates an atmosphere that ensures gender equality and equal opportunities

## **REMEDIAL STEPS**

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims and take action against the harasser, if necessary
3. To make arrangements for appropriate psychological, emotional and physical support in the form of counseling, security and other assistance to the victim if so desires.

## **PROCEDURE TO BE FOLLOWED BY THE COMMITTEE**

1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
3. The Committee shall direct the accused students to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
4. Each party shall be provided with a copy of the written statement(s) submitted by the other.
5. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
6. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
7. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
8. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
9. The Committee shall make all Endeavors to complete its proceedings within a period of seven (7) days from the date of receipt of complaint.
10. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
11. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-
  1. Warning
  2. Written Apology
  3. Bond of good behavior
  4. Adverse remarks in the confidential report
  5. Suspension
  6. Dismissal
  7. Any other relevant mechanism



12. If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal, with reasons and with recommendations of the action to be taken against such person.
13. If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.


  
Principal

Dr Sopan Eknath Kangane

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## Grievance Redressal Policy

The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students.

The Cell ensures effective solution to the grievances, using a fair approach. The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College.

The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

### OBJECTIVES

1. To develop an organizational framework to resolve grievances of the students and other stakeholders
  2. To ensure effective solution to the stakeholders' grievances with an impartial and fair approach
- To investigate the reason of dissatisfaction.
  - To enlighten the students on their duties and responsibilities.
  - Grievance and Redressal Cell Composition
  - Principal
  - Grievance and Redressal Coordinator
  - Member
  - Member
  - Non-teaching Staff Member

### STUDENTS FUNCTIONS OF THE GRIEVANCE AND REDRESSAL CELL

1. Provides information about the Cell's objectives and mode of operation through letter address through grievance box.
2. Informs students of the process for registering of grievances in the Induction Programs.
3. Acknowledges and analyzes the grievances.
4. Seeks a solution through decision-making process
5. Reports the grievances and records how they were redressed.
6. The procedures made known through the orientation program, at the beginning of every academic year.

## PROCEDURES

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

- Academic issues pertaining to teaching, learning and evaluation activities.
- Student-teacher, student-student grievances
- Grievances related to library, canteen and IT services.
- Grievances related to sports, cultural
- Grievances related to behavior of stakeholders

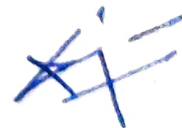
1. The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion boxes provided in each floor of the building.
2. Department level counseling is offered where the matter can be resolved
3. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ principal level.
4. For other grievances that require review shall be redressed by receiving written and signed application.
5. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken. Redressal of Grievances The grievances are redressed at the earliest by issuing warning letter, memo and reformation remedies.
6. Priority is given according to the urgency of the complaint. In all cases the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint. All the grievances concerning to women harassment and ragging shall be dealt by the respective committees as per the prescribed procedures.

  
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## GREEN CAMPUS AND; SUSTAINABILITY POLICY

### CONDUCT GREEN AUDIT

1. The college aims to regularly conduct a Green Audit of our college campus to assess our strengths and weaknesses to further our goals of long-term sustainability.
2. A green audit is a useful tool to determine how and where most energy or water or resources are being used. The college can then consider how to implement changes and make savings.
3. It can determine the type and volume of waste. Recycling projects or waste minimization plans can be adopted. It will create health consciousness and promote environmental values and ethics.
4. It provides a better understanding of the impact of ecofriendly practices on campus.
5. Green auditing will promote financial savings through reduction of resource use.
6. It is imperative that the college evaluate its own contributions toward a sustainable future.

### PLASTIC-FREE CAMPUS


Maharashtriya Mandal college of commerce has been observing most of its duties in terms of solid waste management since its inception. In view of the Government of India's resolution to ban all single use plastics due to the hazardous impact of plastic use and pollution, the college administration strictly bans the use of single use plastics in its premise to make it a 'Plastic Free Campus'.

### OBJECTIVE:

1. To protect and conserve ecological systems and resources within the campus.
2. To ensure judicious use of environmental resources to meet the needs and aspirations of the present and future generations.
3. To integrate environmental concerns into policies, plans and programs for social development and outreach activities.
4. To work with all stakeholders and the local community to raise awareness and seek the adoption of environmental good practice and the reduction of any adverse effects on the environment.
5. To continuously improve our contribution to climate protection and adaptation to climate change and to the conservation of global resources.
6. To continuously improve the efficient use of all resources, including energy and water, and to reduce consumption and the amount of waste produced, recovering and recycling waste where possible.
7. To make the campus plastic free.
8. Green audits conducted annually.
9. To promote eco-friendly practices and environmental consciousness on campus.

## SOP:

1. Green Club coordinates environment-related activities.
2. Plantation drives and Swachh Bharat programs are scheduled.
3. Green audit is conducted through external agency.
4. Reports are submitted to IQAC and CDC.
5. Awareness posters are displayed regularly.



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## **Fee Concession Policy**

The College endeavors to ensure that no student shall discontinue education for economic reasons. So, the College provides a concession in fees to Students.

### **OBJECTIVE:**

To assist economically backward and deserving students by providing partial/full concession in tuition and other fees.

### **POLICY POINTS:**

1. Fee concessions are available for EWS, meritorious students, and girl students.
2. Concession is subject to management approval and availability of funds.
3. Transparency is maintained through documentation.

### **SOP:**

1. Applications are invited with income certificate and academic records.
2. Scrutiny is done by a Fee Concession Committee.
3. Recommendations submitted to Principal/Management.
4. Approved list is displayed on notice board/website.
5. Fee concession is recorded in the accounts section.

### **Following is the Procedure to get fee concessions.**

1. Students have to write a formal written application to the Principal regarding fee concession.
2. Students have to submit the written application and obtain the signature of Institute's general secretary, with permission of the principal.
3. Students have to submit documents of their Economic background if they have list of certificates required for approval. (If applicable)
4. If the institute's general secretary is satisfied with the reasons provided, then Concession is granted.
6. Once the Fee concession is granted, the institute expects the students to pay the agreed fees in time.



7. Only 5% fee concession can be given by principal once it gets updated in CDC meeting.


8. Student fee Concession is valid for one academic year only.

9. Fee concession records are maintained by college office.

10. For sports students 50% concession is given on tuition fee.

11. Following documents have to submit to complete admission process.

- Admission form
- Fee concession letter with approval
- Related documents for admission in stipulated period of time

  
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## Rules of Discipline policy

### OBJECTIVE:

To create a respectful, safe, and academically focused environment.

#### Policy Points:

1. Code of conduct regarding language, behavior, dress code, and punctuality is enforced.
2. Ragging, violence, or disruptive behavior will lead to disciplinary action.

### SOP:

1. Code of conduct is shared with students during induction.
2. Disciplinary Committee monitors and handles violations.
3. On complaint, preliminary inquiry is done.
4. Disciplinary hearing is conducted.
5. Action taken: warning/suspension/expulsion depending on severity.

### GUIDELINES FOR STUDENTS

1. Students must carry their Identity Card on person when in the college premises and produce it on demand.
2. It is mandatory for the students to wear decent attire dress while entering into the college premises.
3. It is compulsory for students to attend the Institute from the day of opening to the last day of each term during academic year.
4. Regular attendance for Theory and Practical is must. In case the attendance is found less than 75% classes of theory, Practical and other activities he /she will not be allowed to appear for the University Examination.
5. Student should behave respectfully to the teaching and non-teaching staff within campus and outside institute premises; otherwise they are liable for disciplinary action.
6. Student must pay stipulate fees within the given time span.
7. Student must report regarding their change of communication address if any to the institute office. Institute will not be responsible for any loss information due to change communication address.
8. All students must participate in extracurricular activities that the institute organizes and must read the notice board from time to time and follow the instructions given.
9. All students must convey about their absence to the concern HOD in case of illness or any other emergency cases.

10. Ragging is strictly prohibited within or outside of institute premises. Any student found guilty in this case shall be expelled from institute. The fees will not be refundable in such cases. (Ref. Maharashtra Provision of Ragging Act 1999).
11. Any student found indulging in anti-social activities, creating nuisance or any other mischief like strikes; demonstration etc. within institute will be expelled from the college. The fees will not be refundable in such cases.
12. College principal has right to expel a student from the college for any infringement of the rule conduct and discipline prescribed by the Institute or University or Government and the instruction given above.
13. Parents are required to visit the college whenever requested by the principal.
14. Smoking, chewing tobacco, consuming alcohol or taking drugs is strictly prohibited in the institute. Any student is found in inebriated condition; he / she will be suspended / expelled from the college.
15. Using mobile phones within the institute campus / class room / computer laboratory/ library etc. is strictly prohibited.

  
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## Cultural Activities Policy

Cultural activities enhance the confidence level for students, which allow students to perform better. These activities develop the personality for students and assist the students for good career. They also enhance historical and social development. Students and teachers work for training and refinement of the intellect, interest, tests and skill of a person. Students also benefit by overcoming stage fear, boost self-confidence that further helps them in better academic performance. The health benefits are lowering of depression, anxiety, has positive influences on people associated with it. The mentors also bring in creativity in action and thoughts and presentations.

### OBJECTIVE:

To foster talent, creativity, and team spirit among students through cultural involvement.

#### Policy Points:

1. The Cultural Committee plans annual and intercollegiate events.
2. Talented students are selected for university-level competitions.
3. Participation benefits such as attendance concession are offered.


### SOP:

1. Annual cultural calendar is prepared at semester start.
2. Selection of students for events is done via audition or nomination.
3. Permission letters for external events issued by the principal.
4. Performances documented for records.
5. Winners are awarded on Annual Day.


## ROLE OF PARTICIPANTS IN CULTURAL ACTIVITIES

1. Providing opportunity to all its bonafide students to participate in various cultural events.
2. Giving platform to show case their talent and express their thoughts and feeling in a healthy and positive manner through performance art (dance, song, mime, skit, one act, monoacting, mimicry, instrument playing etc). Literary events like debate, extempore, elocution, quiz etc. and fine arts (floor decoration, painting, drawing, sculpturing, cartooning etc).
3. Encouraging healthy trend of welcoming the new comers to the University and bid farewell to the out-going students.
4. Developing healthy competition among students both within and outside their institute.
5. Involving students' cultural programs at college campus.
6. Nominating students based on their performances to represent the University at State, zonal and National Inter- collegiate competitions
7. Capacity building of students and faculty in event management.
8. Promoting leadership quality among students.

9. Conducting programs for community and capacity building of young children through workshops and as part of event management
10. Providing physical and other infrastructure to practice and present cultural programs
11. Engaging trainers to skill train the students and faculty in various forms like instrument playing, performance arts, fine arts, literary, etc.
12. Using social media and other platforms to make appearances in public as ambassador of the University and highlight the roles and activities of the University. 13) Conducting Annual Cultural Meet.
13. Organizing workshops and trainings to enhance skills, and personality of students and faculty.
14. Giving National and International exposure to selected students, staff and faculty.
15. Nominate President Cultural programs among the faculty or staff to enhance and promote cultural programs and related activities.
16. Appointing/nominating college wise faculty counselors to expedite cultural environment.
17. Making appropriate system / arrangement for boosting cultural activities among students by identifying student's leadership/s at college level to support the college Cultural events and enhance cultural activities and personality of the students.
18. Appropriately appreciate the efforts of the students, staff and teachers of their efforts and achievement in cultural programs.

  
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## **The Continuous Internal Evaluation (CIE) policy**

The Continuous Internal Evaluation (CIE) policy is designed to seamlessly integrate student assessment into the teaching-learning process.

The college implements a robust Continuous Internal Evaluation (CIE) system, coordinating its academic calendar with the guidelines outlined as per the university calendar. The Examination Committee ensures the punctual execution of all examination procedures.

Students are expected to adhere to all relevant regulations the evaluation of the students is an integral part of the teaching-learning process.

The Objective Continuous Internal evaluation (CIE) helps:

1. To evaluate the performance of their students in accordance with the course objectives.
2. To enhance the students' abilities and skills like creative and critical thinking, working in a team, communication skill, etc.
3. To distribute course work throughout the semester for reducing stress on the students.
4. Encourages the students to progress continuously in the semester leading to thorough understanding of the course.

Maharashtriya Mandal College of commerce operates as an affiliated institution to Savitribai Phule pune university, adhering to its guidelines for both internal and external examinations.

The mechanism for assessment within the affiliated college, following the guidelines set by the pune University, is robust and efficient.

The college operates with separate examination committees for UG course.

To ensure transparency and adherence to schedules, the college aligns its semester wise examination schedule and academic calendar with the dates announced by the university.

This information, along with assessment criteria, is communicated to students through Google classroom and notice is displayed on college notice board including orientation sessions, PTA meetings, class, Assessment notices, timetables, syllabus, evaluation pattern and question paper formats.



SOP/CIE rules and guidelines:

1. The teachers should inform the students about course curriculum, its objectives, course outcomes, learning activities such as experiential learning and participative learning at the beginning of each semester.
2. All the teachers should prepare their course plan carefully and should share it with the students within first week of the semester.
3. The pattern of question paper for the examination should be structured by the concerned teacher as per university guidelines.
5. The teachers should evaluate the papers of the examination in time bound manner.
6. The college should display the results of the examination on the notice board.

The internal evaluation contributes to **30% of the total marks** for each course. It includes:

1. **Class Tests / Unit Tests**
2. **Assignments / Projects**
3. **Group Discussions / Presentations**
4. **Seminars / Viva Voce**
5. **Attendance and Class Participation** (if applicable)

  
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## SPORTS POLICY

**COLLEGE SPORTS POLICY** Sport is an integral part of social development that needs to be encouraged. At Maharashtra Mandal college of commerce, sports or any activity leading to physically active life style are considered important component of overall personality development. We encourage staff and students to participate in physical activities and sports, as we firmly believe in its benefits.

Our aim is to produce young men and women who are physically active and who play with good sportsmanship and are competitive every time they step onto the field.

We intend to teach our students to be committed to their team and take responsibility for their actions. In order to bring the awareness amongst the students we intend to draw a "College Sports Policy".

The main objective of the College Sports Policy is to include SPORTS as an important part of the overall curriculum offered by the college to its pupils.

## THE OBJECTIVES OF THE COLLEGE SPORTS POLICY

1. To motivate students to become part of the ongoing recreational and competitive sports program.
2. To inform the students about the benefits of being involved in an active lifestyle.
3. To involve faculty members to assist the Department of Physical Education and Sports Management in promoting, organizing and supervising the college Sports and 'Active Life' program.
4. To feature Sports Hour in the Time Table and to assign a faculty member to monitor the students' presence in the activities conducted during sports hour.

## THE DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS MANAGEMENT:

1. The College Director of Physical Education shall organize, supervise and administrate competitive, recreational and leisure time sports activities.
2. The College Director of Physical Education shall organize orientation program for students for better understanding of sports facilities and programs of the college.
3. The College Director of Physical Education shall organize talent search program to identify talented sportsmen eligible to join the college at graduate and post graduate levels.
4. The College Director of Physical Education shall organize "Sports and Fitness Test" for all the students joining at graduate and post graduate levels for the respective term. The test will include 12 minutes run, Standing High Jump and tennis ball throw. It will be mandatory for a student to give all three tests on a given day. The College Director will also conduct Sports Fitness Test and Sports Skill proficiency test for students aspiring to participate in Inter Collegiate tournaments.

### **FACULTIES ROLE:**

1. The teachers should take pride in associating themselves with sports activities and in motivating/promoting students to take part in sports.
2. The teachers must make students aware about the sports policy of the college.
3. The teachers must encourage students to be involved in the college sports program.
4. The teachers should not deter any student from participating in internal as well as external sports activities authorized by the college management.
5. The teachers should not organize an extra lecture/tutorial/exam or any other related activities during the assigned time for sports activities or events.
6. The teachers should assist the Department of Physical Education and sports in promoting, organizing and supervising the college sports program.
7. The teachers should volunteer to organize additional lectures/practical (if possible) for the college sportsmen missing them due to their involvement in external sports activities.
8. The teachers must be aware about the achievements of their students and must highlight the same during their interaction with each other, if possible, in a classroom situation.
9. The teachers must assign "duty leave" to the sportsmen on sports duties authorized by the college.
10. Faculty member must provide a fair chance to the student to undergo and complete the academic work missed out by the student, while on "duty leave".
11. The College Director of Physical Education has to organize for the lectures and practical missed by students; in consultation with respective Teacher and Mentor.

### **STUDENTS ROLE:**

1. The student should take pride in associating themselves with sports activities and in motivating / promoting fellow students to take part in sports.
2. The student must be present in college in order to participate in any internal or external sports or related activities of the Department of Physical Education.
3. All the members of student community are categorized in two groups; Students committed towards fit and active lifestyle and Students aspiring to represent college teams for inter collegiate sports competition.



## COLLEGE TEAM

1. In order to avail the benefits of the College Sports Facilities, a bonafide student of this college must abide by the following guidelines of the sports policy of the college.
2. A student must be a regular member of a respective students' sports club (Students' Sports Club affiliated to the Department of Physical Education and Sports).
3. A student must be registered for the annual weekly training program in order to represent the college in the extramural tournaments.
4. The student must have 75% of attendance in the annual weekly training program as well as the course for which he or she is admitted.
5. The student must represent the college team in the Inter collegiate and other tournaments authorized by the college.
6. The student must appear in all the intra semester assessments and semester end examinations of the college/university.
7. The college team will withdraw from a respective sports tournament, if there is not sufficient number of players required to form a team.
8. College teams that travel are representatives of Maharashtra Mandal commerce college and we expect very high standards of behavior. They are also proud members of a team and their behavior should in no way cast aspersions on themselves, their team members, the coaching staff and most importantly the college. Consequently, all college teams must show a sense of belonging and for that we have introduced a very strict dress code while the team travels.
9. No jeans/Slippers or any other casual attire will be permitted. Any team member not abiding by these conditions will be eliminated from the team. This rule applies to both the girls' and boys' teams. The college Director of Physical Education on this matter will be final and binding on all.
10. Captains of all the teams will meet Principal before they leave college for external sports competition

Principal

Dr Sopan Eknath Kangane

**Principal,**

**Maharashtriya Mandal's**

**College of Commerce, Pune - 37**



*(Signature)*

Administrative Coordinator

Asst.Prof Stanley R Singar



# MAHARASHTRIYA MANDAL'S COLLEGE OF COMMERCE

(Affiliated to Savitribai Phule Pune University) (ID NO. PU/PN/C/483/2018)  
College code: 1541.

AISHE-ID:C-60121-2022

## ADMISSIONS POLICY

Maharashtriya Mandal's College of Commerce is affiliated to Savitribai Phule Pune University, Pune and it follows the curriculum provided by the University and academic calendar. The teaching and other academic activities are done accordingly. The academic schedule for every academic year is created based on the affiliating university's academic calendar. The College ensures effective curriculum delivery through a well-planned process which is student centric. Planning for the actual implementation of the curriculum is done at the beginning of the academic year. The time table for each semester is prepared and workload is distributed to each faculty member accordingly. The syllabus of each subject or course is available on university's website. The link to download the syllabus is provided on our college website.

Intake capacity- 120 Students

Course provided- B. Com Courses

### Standard Operating Procedure for Admissions for Bachelor of Commerce (B. Com.)

#### For Students

1. Admission forms B.Com. programmes are made available in the college
2. Interested students will have to apply for admission to their chosen programme before the last date.
3. The candidates should refer Savitribai Phule Pune University eligibility criteria for admission to B. Com. Programmes.
4. Every student will have to undergo a personal interview with the college principal as part of the selection process.
5. The decision of the college Principal will be final as to whether admission will be granted or rejected to any student.
6. The selected students will have to pay full fees and secure his/her admission.
7. Students should submit the Migration certificate from their Universities/ Boards.
8. Original L.C / T.C. and two attested true copies to be attached with the application form.
9. Minimum 70% attendance in each subject is compulsory as per the Savitribai Phule Pune University rules.

10. It is mandatory to submit a copy of Aadhar Card as a proof of permanent address of the applicant.
11. Anti-Ragging Affidavit is mandatory to be submitted at the time of admission.
12. All admissions and cancellations of admission and refund of fees shall be as per the norms of Savitribai Phule Pune University.
13. Reservation for backward Category-candidates will be as per the norms of Govt. of Maharashtra.
14. Foreign students seeking admission to this college should contact the International Student Centre at the Savitribai Phule Pune University for obtaining the Letter of Admission. Admissions to foreign students will be granted only after the Letter of Admission is produced.

Principal

Dr Sopan Eknath Kangane  
**Principal,**  
**Maharashtriya Mandal's**  
**College of Commerce, Pune - 37**



Administrative Coordinator

Asst.Prof Stanley R Singar