

AQSA EDUCATIONAL SOCIETY'S
AQSA WOMEN'S DEGREE COLLEGE
Affiliated to the S.N.D.T. Women's University, Mumbai. Accredited by NAAC
ARTS, SCIENCE, COMMERCE & DMLT



PROSPECTUS

Address : 4th Millat Nagar, Chavindra, Agra Road, 4th Nizampura, Bhiwandi 421302
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Meal Management & Nutrition Department



DMLT Department



College Library



Motto

**"An Enlightened
Women is a
Source of Infinite
Strength."**

VISION

**"To educate,
empower and
uplift women".**

MISSION

**"To provide inclusive
education to all the
section of students
irrespective of caste,
creed and religion
and mould them in a
manner to face the
extreme hardships of
life".**

SNDT Women's University

SNDT Women's University is the first Women's University in India as well as in South-East Asia.

The University was founded by Bharat Ratna Maharishi Dr. Dhondo Keshav Karve in 1916 for a noble cause of women's Education. Today the University has around 227 affiliated colleges spread over in to Maharashtra, Gujarat and other parts of India. The University has its Headquarters in Churchgate Campus, Mumbai. The other two campuses of this University are at Juhu, (Mumbai) and Karve Road, Pune.



Principal's Desk

I welcome you to the dynamic campus of Aqsa Educational Society's, Aqsa Women's Degree College to let you experience a truly special period of development of your intelligence, knowledge, skills and maturity. Aqsa Women's Degree College was established by Aqsa Educational Society in 2006 and is affiliated by S.N.D.T Women's University, Mumbai. Aqsa is the place for the intellectually restless, the avidly inquisitive, and the mentally demanding, giving them the space to grow amidst the serenity of a retreat, a green lung within the hustle and bustle and the crowds of Bhiwandi city.

Aqsa Women's Degree College is an unaided, self-financing primarily undergraduate institution accredited by NAAC (National Assessment and Accreditation Council) and recognized under 2(f) of UGC.

Aqsa College fosters a dynamic campus environment by connecting Aqsa students to student organizations, campus programs, and events leading to moments of learning, ownership, community building, and self-discovery.

Our mission is upliftment of women through education that is all-inclusive and offers a versatile growth. The College faculty is committed to create an atmosphere with zest for learning and students are trained not only academically but



also to be women of convictions and values. At Aqsa, we pride ourselves as being at the forefront of educational innovation and we have implemented a range of initiatives to prepare our students for the future. We prepare students with education that empowers them to understand humanity, to meet the challenges and to become respectable citizens. We aim to empower all our girl students to maximize their potential and connect to their communities through high-grade programs, events, and services.

I whole heartedly welcome you all at Aqsa Women's Degree College and wish you all the best with the hope that you will work hard and achieve success.

Principal I/C
Dr. Oneza Tanveer Farid



❖ AQSA EDUCATIONAL SOCIETY : AN OVERVIEW

Breathtaking technological advancements have brought about spectacular paradigm shift in intellectual, social and economic order internationally. Societies have to adapt unerringly to these rapidly evolving trends to progress and prosper. The women are the lynchpin of this renaissance. Aqsa Educational Society set on its mission to enlighten, emancipate and empower women of Muslim society by establishing Aqsa Girls' School in 1987 to integrate the magnificent Islamic ethos with modern scientific education.

With relentless dedicated efforts over the years it has blossomed into eight institutions with an enrollment of nearly 6000 students of pre-primary, primary and secondary school education in English and Urdu medium.

❖ WOMEN'S DEGREE COLLEGE:

The degree college has commenced from academic session 2006-07 in a huge structure offering Degree courses in Arts, Commerce and Science with a very strong professional emphasis to prepare our women students to avail challenging opportunities and contribute to the prosperity and progress of India.

The College can enroll 120 students in each faculty of Arts, Commerce & Science in the First, Second & Third year of degree admission in each academic yearly sessions.

❖ Course wise credit assignments Under the faculty of Arts

Type of course/ Credits Assigned	First Year (Credits x No. of Courses)		Second Year (Credits x No. of Courses)		Third Year (Credits x No. of Courses)		Total Credit Value
	First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester	
Core Component (CC)	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	24
Foundation Course (FC)	4 x 2	4 x 2	4 x 1	4 x 1			24
Discipline Component (DC)	4 x 2	4 x 2	4 x 2	4 x 2	4 x 4	4 x 4	64
Ancillary Component (AC) or Combined Applied Component (CAPC) or Vocational Paper	4 x 1	4 x 1	4 x 2	4 x 2	4 x 1	4 x 1	32
TOTAL	24	24	24	24	24	24	144



❖ **Course wise credit assignments under the faculty of Commerce**

Type of course/ Credits Assigned	First Year (Credits x No. of Courses)		Second Year (Credits x No. of Courses)		Third Year (Credits x No. of Courses)		Total Credit Value
	First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester	
CC English	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	24
Economics	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	24
Commerce	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	24
Accountancy	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	24
Business Mathematics	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	24
Commercial Geography or Vocational Paper	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	4 x 1	24
TOTAL	24	24	24	24	24	24	144



❖ **Course wise credit assignments under the faculty of Science**

Type of course/ Credits Assigned	First Year (Credits x No. of Courses)		Second Year (Credits x No. of Courses)		Third Year (Credits x No. of Courses)		Total Credit Value
	First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester	
Subject I	(Th) 2 x 1 (Th) 2 x 1 (Pr) 2 x 1	(Th) 2 x 1 (Th) 2 x 1 (Pr) 2 x 1	(Th) 3 x 1 (Th) 3 x 1 (Pr) 3 x 1	(Th) 3 x 1 (Th) 3 x 1 (Pr) 3 x 1	(Th) 3 x 1 (Th) 3 x 1 (Th) 3 x 1 (Pr) 3 x 1 (Pr) 3 x 1	(Th) 3 x 1 (Th) 3 x 1 (Th) 3 x 1 (Pr) 3 x 1 (Pr) 3 x 1	66
Subject II	(Th) 2 x 1 (Th) 2 x 1 (Pr) 2 x 1	(Th) 2 x 1 (Th) 2 x 1 (Pr) 2 x 1	(Th) 3 x 1 (Th) 3 x 1 (Pr) 3 x 1	(Th) 3 x 1 (Th) 3 x 1 (Pr) 3 x 1			30
Subject Inter / Intra disciplinary (or a subject from CMBZ)	(Th) 2 x 1 (Th) 2 x 1 (Pr) 2 x 1	(Th) 2 x 1 (Th) 2 x 1 (Pr) 2 x 1					12
Subject Inter / Intra disciplinary				Eng. 2	Eng. 2	Eng. 2	6
Subject Foundation Course	En Sc 2	Women's Issue 2	Women's Issue 2				6
TOTAL	20	20	20	20	20	20	120



Minimum 35% is required in both Internal and External Separately for passing in each subject

CONVERSION TABLE OF MARKS INTO GRADE (for individual subject)

Marks %	Grade	Grade Point	Marks' - Grade Point Distribution for individual subject			
90.00-100.00	O*	10.00	90 to 100 - 10.00			
80.00-89.99	O	9.00 to 9.99	80-9.00 81-9.10 82-9.20	83-9.30 84-9.40 85-9.50	86-9.60 87-9.70 88-9.80	89-9.90
70.00-79.99	A*	8.00 to 8.99	70-8.00 71-8.10 72-8.20	73-8.30 74-8.40 75-8.50	76-8.60 77-8.70 78-8.80	79-8.90
60.00-69.99	A	7.00 to 7.99	60-7.00 61-7.10 62-7.20	63-7.30 64-7.40 65-7.50	66-7.60 67-7.70 68-7.80	69-7.90
55.00-59.99	B*	6.00 to 6.99	55-6.00 56-6.20	57-6.40	58-6.60	59-6.90
50.00-54.99	B	5.50 to 5.99	50-5.50 51-5.60	52-5.70	53-5.80	54-5.90
40.00-49.99	C	5.00 to 5.49	40-5.00 41-5.05 42-5.10	43-5.15 44-5.20 45-5.25	46-5.30 47-5.35 48-5.40	49-5.45
35.00-39.99	P	4.00 to 4.99	35-4.00 36-4.20	37-4.40	38-4.60	39-4.80
00.00-34.99	F	0.00 to 3.99	0 to 34 - 0.00			
00.00-34.99	AB	0	AB-0.00			

No. of Credits of the subject x GP obtained in that subject = Total GP

$$\frac{\Sigma(\text{Grade point} \times \text{Credit})}{\text{Total of Credits of all subjects}} = \text{Grade Point Average (GPA)}$$

Conversion Table for Grade Point Average (GPA)

Range of Grade Point Average	Average Grade	Meaning Of Grade
6.0 & above	O	Outstanding
Between 5.00 and 5.99	A+	Very Good
Between 4.00 and 4.99	A	Good
Between 3.00 and 3.99	B	Average
Between 2.00 and 2.99	C	Below Average
Between 1.00 and 1.99	D	Poor
Between 0.00 and 0.99	F	Fail



Minimum 40% is required in both Internal and External Separately for passing in each subject

CONVERSION TABLE OF MARKS INTO GRADE (for individual subject)

Marks %	Grade	Grade Point	Marks' - Grade Point Distribution for individual subject			
90.00-100.00	O ⁺	10.00	90 to 100 - 10.00			
80.00-89.99	O	9.00 to 9.99	80-9.00 81-9.10 82-9.20	83-9.30 84-9.40 85-9.50	86-9.60 87-9.70 88-9.80	89-9.90
70.00-79.99	A ⁺	8.00 to 8.99	70-8.00 71-8.10 72-8.20	73-8.30 74-8.40 75-8.50	76-8.60 77-8.70 78-8.80	79-8.90
60.00-69.99	A	7.00 to 7.99	60-7.00 61-7.10 62-7.20	63-7.30 64-7.40 65-7.50	66-7.60 67-7.70 68-7.80	69-7.90
55.00-59.99	B ⁺	6.00 to 6.99	55-6.00 56-6.20	57-6.40	58-6.60	59-6.90
50.00-54.99	B	5.50 to 5.99	50-5.50 51-5.60	52-5.70	53-5.80	54-5.90
45.00-49.99	C	5.00 to 5.49	45-5.00 46-5.10	47-5.20	48-5.30	49-5.40
40.00-49.99	P	4.00 to 4.99	40-4.00 41-4.20	42-4.40	43-4.60	39-4.80
<=39.99	F	0.00 to 3.99	0 to 39 - 0.00			
AB	AB	0	AB-0.00			

No. of Credits of the subject x GP obtained in that subject = Total GP

$\frac{\Sigma(\text{Grade point} \times \text{Credit})}{\text{Total of Credits of all subjects}} = \text{Grade Point Average (GPA)}$

Conversion Table for Grade Point Average (GPA)

Range of Grade Point	Average Grade
10.00	O ⁺
9.00 to 9.99	O
8.00 to 8.99	A ⁺
7.00 to 7.99	A
6.00 to 6.99	B ⁺
5.50 to 5.99	B
5.00 to 5.49	C
4.00 to 4.99	P
0.00 to 3.99	F



Courses of Study:

The College provides instructions in English Medium in the faculties of Arts, Commerce and Science.

The subjects for the courses offered in the College are as under:

ARTS FACULTY

F.Y.B.A (6 Papers) Semester I	S.Y.B.A (6 Papers) Semester III	T.Y.B.A (6 Papers) Semester V
1. CC -I ENGLISH 2. FC-I HISTORY AS HERITAGE 3. FC-II WOMEN IN CHANGING INDIA 4. DC-I RURAL SOCIOLOGY 5. DC-II INTRODUCTION TO SOCIOLOGY 6. CAPC-I FUNDAMENTAL OF FOOD SCIENCE	1. CC-III ENGLISH 2. FC-V CURRENT CONCERNS 3. DC-V SOCIETY IN INDIA: STRUCTURE AND CHANGE 4. DC-VI INDUSTRIAL RELATIONS IN INDIA 5. CAPC-III FOOD COMMODITIES I 6. CAPC-IV NUTRITION DURING LIFE CYCLE I	1. CC-V ENGLISH 2. DC-IX FOUNDATION OF SOCIOLOGICAL THOUGHT 3. DC-X SOCIAL RESEARCH METHODS 4. DC-XI INDIAN SOCIETY: ISSUES AND PROBLEMS 5. DC-XII CRIME AND SOCIETY 6. CAPC-VII FOOD ENTREPRENEURSHIP I
Semester II	Semester IV	Semester VI
1. CC-II ENGLISH 2. FC-III PERSONALITY DEVELOPMENT 3. FC-IV ENVIRONMENTAL STUDIES 4. DC-III URBAN SOCIOLOGY 5. DC-IV SOCIAL PROBLEMS & DISORGANIZATION 6. CAPC-II FUNDAMENTAL OF NUTRITION	1. CC-IV ENGLISH 2. FC-VI CURRENT SOCIAL ISSUES AND PROBLEMS 3. DC-VII WOMEN AND SOCIETY 4. DC-VIII SOCIOLOGY OF TRIBAL SOCIETY 5. CAPC-V FOOD COMMODITIES II 6. CAPC-VI NUTRITION DURING LIFE CYCLE II	1. CC-VI ENGLISH 2. DC-XIII CLASSICAL SOCIOLOGICAL THEORIES 3. DC-XIV SOCIAL RESEARCH : TOOLS AND TECHNIQUES 4. DC-XV SOCIAL MOVEMENTS IN INDIA 5. DC-XVI INDUSTRIAL SOCIOLOGY 6. CAPC-VIII FOOD ENTREPRENEURSHIP II



COMMERCE FACULTY

F.Y.B.Com (6 Papers)	S.Y.B.Com (6 Papers)	T.Y.B.Com (6 Papers)
Semester I	Semester III	Semester V
<ol style="list-style-type: none"> 1. CC -I ENGLISH 2. ECONOMICS I - ANALYSIS OF CONSUMER BEHAVIOUR 3. COMMERCE I - PRINCIPLES OF BUSINESS MANAGEMENT 4. ACCOUNTANCY I - FINANCIAL ACCOUNTING 5. BUSINESS MATHEMATICS 6. COMMERCIAL GEOGRAPHY 	<ol style="list-style-type: none"> 1. CC - III ENGLISH 2. ECONOMICS III - MONEY AND BANKING 3. COMMERCE III - CUSTOMER RELATIONSHIP MARKETING AND RETAILING 4. ACCOUNTANCY III - FINANCIAL ACCOUNTANCY 5. BUSINESS LAW I ADDITIONAL ACCOUNTANCY PAPER I : ELECTIVE 	<ol style="list-style-type: none"> 1. CC - III ENGLISH 2. ECONOMICS V - PUBLIC FINANCE 3. COMMERCE V - MODERN FINANCE 4. SPECIALISATION GR. -III FINANCIAL ACCOUNTING & AUDITTING PAPER-I 5. SPECIALISATION GR.-III FINANCIAL ACCOUNTING & AUDITTING PAPER-II 6. SPECIALISATION GR. -III FINANCIAL ACCOUNTING & AUDITTING PAPER-III
Semester II	Semester IV	Semester VI
<ol style="list-style-type: none"> 1. CC -II ENGLISH 2. ECONOMICS II - ANALYSIS OF MARKETS 3. COMMERCE II - PRINCIPLES OF MARKETING MANAGEMENT 4. ACCOUNTANCY II - ADVANCED FINANCIAL ACCOUNTING 5. BUSINESS STATISTICS 6. ENVIRONMENTAL STUDIES 	<ol style="list-style-type: none"> 1. CC - IV ENGLISH 2. ECONOMICS IV - INTERNATIONAL BANKING 3. COMMERCE IV - INTRODUCTION TO BANKING & INSURANCE 4. ACCOUNTANCY III – ADVANCED FINANCIAL ACCOUNTANCY 5. BUSINESS LAW II 6. ADDITIONAL ACCOUNTANCY PAPER II : ELECTIVE COMPONENT 	<ol style="list-style-type: none"> 1. CC -VI ENGLISH 2. ECONOMICS VI - INDIAN ECONOMY 3. COMMERCE VI - FINANCIAL MARKETS 4. SPECIALISATION GR. -III FINANCIAL ACCOUNTING & AUDITTING PAPER-IV 5. SPECIALISATION GR. -III FINANCIAL ACCOUNTING & AUDITTING PAPER - V 6. SPECIALISATION GR. -III FINANCIAL ACCOUNTING & AUDITTING PAPER - VI



SCIENCE FACULTY

F.Y.B.Sc (10 Papers)	S.Y.B.Sc (7 Papers)	T.Y.B.Sc (7 Papers)
Semester I	Semester III	Semester V
<ol style="list-style-type: none"> ENVIRONMENTAL SCIENCE INORGANIC CHEMISTRY ORGANIC CHEMISTRY PRACTICAL BASED ON 102101+ 102102 ALGAE, FUNGI, LICHENS, BACTERIA, VIRUSES MORPHOLOGY, TAXONOMY & ANATOMY PRACTICAL BASED ON 104101+ 104102 ANIMAL DIVERSITY & PHYSIOLOGY ANIMAL DIVERSITY, ECOLOGY & BIODIVERSITY PRACTICAL BASED ON 105101/105102 	<ol style="list-style-type: none"> WOMEN'S ISSUE ORGANIC CHEMISTRY PHYSICAL CHEMISTRY PRACTICAL BASED ON 302101+302102 PARASITOLOGY CELL BIOLOGY & INSTRUMENTATION PRACTICAL BASED ON 305101+ 305102 	<ol style="list-style-type: none"> ENGLISH II COMPARATIVE ANATOMY OF VERTEBRATES HAEMATOLOGY & BASIC FORENSIC SCIENCE ENVIRONMENTAL BIOLOGY & PHYSIOLOGY ECONOMIC ENTOMOLOGY PRACTICAL BASED AN 505101 & 505102 PRACTICAL BASED AN 505101 & 505102 OR (CHEMISTRY) <ol style="list-style-type: none"> II PHYSICAL CHEMISTRY ORGANIC CHEMISTRY INORGANIC CHEMISTRY ANALYTICAL CHEMISTRY PRACTICAL BASED AN 502101 & 502102 PRACTICAL BASED AN 502103 & 502104
Semester II	Semester IV	Semester VI
<ol style="list-style-type: none"> WOMEN'S ISSUE PHYSICAL CHEMISTRY INORGANIC CHEMISTRY PRACTICAL BASED ON 202101+ 202102 BRYOPHYTA, PTERIDOPHYTA, GYMNOSPERMS & ECOLOGY PHYSIOLOGY, CYTOLOGY, GENETICS, BIOTECHNOLOGY, PHYSIOLOGY PRACTICAL BASED ON 204101+ 204102 GENETICS, BIOCHEMISTRY & EVOLUTION BASIC EMBRYOLOGY & BIOTECHNOLOGY PRACTICAL BASED ON 205101+ 205102 	<ol style="list-style-type: none"> ENGLISH I INORGANIC CHEMISTRY PHYSICAL CHEMISTRY PRACTICAL BASED ON 402101+ 402102 APPLIED ZOOLOGY CURRENT TRENDS IN ZOOLOGY PRACTICAL BASED ON 405101+ 405102 	<ol style="list-style-type: none"> ENGLISH III HISTOLOGY & BASIC TOXICOLOGY IMMUNOLOGY & ADVANCED GENETICS ENVIRONMENTAL SCIENCE & EVOLUTION MARINE SCIENCE PRACTICAL BASED AN 605101 & 605102 PRACTICAL BASED AN 605103 & 605104 OR (CHEMISTRY) <ol style="list-style-type: none"> ENGLISH III PHYSICAL CHEMISTRY ORGANIC CHEMISTRY INORGANIC CHEMISTRY ANALYTICAL CHEMISTRY PRACTICAL BASED AN 602101 & 602102 PRACTICAL BASED AN 602103 & 602104



DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY (DMLT)

F.Y.D.M.L.T	S.Y.D.M.L.T	T.Y.D.M.L.T
Semester I (5 papers)	Semester III (7 papers)	Internship
<ol style="list-style-type: none"> 1. General Chemistry 2. Physics 3. Anatomy Physiology 4. Biology 5. SLC 	<ol style="list-style-type: none"> 1. Biochemistry 2. Microbiology 3. Haematology 4. SLC 5. Computer Application 6. Book keeping 7. Environmental sciences 8. Phlebotomy 	<p>SEMESTER V</p> <ol style="list-style-type: none"> 1. Biochemistry 2. Microbiology 3. Hematology 4. Clinical Pathology 5. Histopathology 6. Automated Instrumentation
Semester II (6 papers)	Semester IV (5 Papers)	SEMESTER VI (Internship)
<ol style="list-style-type: none"> 1. Organic Chemistry 2. Physics 3. Anatomy Physiology 4. Biology 5. SLC 6. Personality Development 	<ol style="list-style-type: none"> 1. Biochemistry 2. Microbiology 3. Haematology 4. Clinical Pathology 5. SLC 6. Phlebotomy 	<ol style="list-style-type: none"> 1. Biochemistry 2. Microbiology and Serology 3. Hematology & Blood Banking 4. Clinical Pathology 5. Histopathology & Cytology



: ADMISSION GUIDELINES :

ONLINE APPLICATION FOR ADMISSIONS

Academic year in Shreemati Nathibai Damodar Thackersey Women's University starts in June. For regular under-graduate and post-graduate courses, the admissions are offered at affiliated colleges, recognized institutes, and university departments.

Applicants aspiring admissions need to apply in respective college, institute, or department. From academic year 2014-15 application for admission has been made available online by the University. Applicants may use this facility to the fullest for their benefit. The output of the Online Application will be a printout of application form to be submitted in colleges.

Applicants from states other than Maharashtra, and foreign nationals may also use this facility. However, foreign nationals may have to undergo additional mandatory procedures by contacting the college.

A Candidate is eligible for admission to the three year integrated course leading to the degree of Bachelor of Arts, Commerce & Science should have passed the Higher Secondary School Certificate (HSC) examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education, Mumbai or an examination recognized as equivalent with subjects, as may be specified by SNTD University.

A students from another university or board of secondary or intermediate education or any other statutory examination body seeking admission to the university shall apply to the registrar for a statement of eligibility and except in the case of students from the universities in the state of Maharashtra who shall require to pay fee of Rs. 250/- only. The registrar may issue a provisional statement of eligibility if he is satisfied that the applicant is prima facie eligible a student may seek provisional admission to this University at her own risk and on condition that she submits to the Registrar's Office the Head/Principal of his institution/College the necessary certificates in original together with a typed application for confirmation of her eligibility before the close of the academic term in which the student is provisionally admitted to the University. No students from another University shall be admitted to any institution maintained by or affiliated to the university except on production of provisional statement of Eligibility issued by the Registrar. A student coming from other Universities has to submit Migration Certificate at the time of admission.

Students coming from other colleges affiliated to the SNTD University will be admitted only provisionally on production of No Objection Certificate (NOC) from the principal of the college last attended and their admission will be confirmed only on receipt of the Transference Certificate (TC) from their previous college. To get the same, the students should collect T.C. from the college office and the duly filled in form should be submitted to the college last attended.



DOCUMENTS REQUIRED:

The Students are expected to observe the admission formalities by attaching the required documents to the admission form at the time of admission, failing which their claim for admission will stand forfeited.

1. Original S.S.C. Mark-sheet.
2. Original H.S.C. Mark-sheet.
3. Original School Leaving Certificate.
4. Original Cast Certificate (for verification).
5. Original Certificate for achievements in sports and cultural activities (for verification).
6. Original Certificate of Freedom fighters, Defense employee, Ex-Servicemen, Handicapped etc (for verification)
7. Two recent passport size photographs with name and class on its back.
8. Students from other colleges seeking admission to this college should produce a "No Objection Certificate" from the previous college.

All admissions are provisional until confirmed by the appropriate authorities.

NOTE:

1. Two zerox copies of all the above required documents should be attested by the competent authority and submitted along with admission form.
2. Students are advised in their own interest, that before submitting certificates, mark sheets etc. in original to the college office, they should retain true copies of the documents with themselves. The original School Leaving Certificate or Transference Certificate will be kept by the college permanently and under no circumstances will it be given back to the students hence, students should keep sufficient number of photocopies of Mark sheet, School Leaving Certificate or Transference Certificates with them.



REFUND RULES

UNIVERSITY RESOLUTION

Refund of Tuition, Development and all other fees after cancellation of admissions.

The candidate who have taken admission in under graduate courses in Govt. Colleges, aided and unaided courses conducted by affiliated colleges, and recognized Institutions may request for refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on or before 15th day after the date of cancellation and thereafter. The percentage of fees for the course shall be refunded to the candidate after deducting charges as follows:

Table-1 Fee deduction on cancellation of admission period and percentage of deduction charges.

REFUND OF DEPOSITS

- ◆ Application for the refund of deposits must be made between 1st to 31st August of the year when applicant ceases to be a student of the college, failing which the deposit will be forfeited.
- ◆ Students are required to preserve all receipts. At the time of refund to deposit the receipt must be produced. Without receipt the deposit amount will not be refunded. The office will not supply the receipt nos. etc. No request for refunds shall be entertained without proper receipt.

DISCIPLINE AND CODE OF CONDUCT:

- ◆ Self discipline is the best discipline. All students are expected to observe rules and regulations currently in force to enable the smooth functioning of the college.
- ◆ If the information and the documents submitted are found to be false, legal action will be taken against her and her admission will be cancelled.
- ◆ Students resorting to unfair means at the exams will be dealt in accordance with the provision of the Government of Maharashtra Act. No XXXI of 1982 and the Maharashtra Universities Act, and SNDT University.

RAGGING:

- ◆ It is brought to the notice of the students that ragging is a criminal offence and that UGC has framed UGC Regulations on curbing the menace of ragging in Higher Educational Institutions in order to prohibit, prevent and eliminate the scourge of ragging in all the Universities / Colleges / Institutions.
- ◆ All the Students are hereby informed that if anyone found involved in ragging or any other indecent related activities will be liable for legal action as per the provisions of SNDT University, Government and Court of Law.



CODE OF CONDUCT:

- ◆ Students should attend their lectures, practical, tutorials, examination regularly as per time table in accordance with rules prescribed by the SNTD University, in case of illness the students should apply for leave along with medical certificate. If the attendance of the students is found unsatisfactory, her admission may be cancelled and fees paid by her may be forfeited. All examinations including tutorials, practicals, semester exams conducted by the college are compulsory. Students will be promoted to higher class as per prevalent rules framed by the SNTD University.
- ◆ It is responsibility of every student to read the notices displayed by the college from time to time. They will not be excused and no consideration of whatsoever will be taken into account on grounds of ignorance.
- ◆ The students should always wear their college identity card and produce it as and when demanded by staff. The students must enter the college campus with valid identity card, failing which disciplinary action will be taken against him/her.
- ◆ Collection of funds by students in any form without prior permission from the principal is strictly prohibited.
- ◆ Students are expected to take proper care of college properties and to help in keeping college premises neat and clean. Any damage to the college property such as disfiguring the walls and doors, breaking fitting and furniture etc. will be treated as breach of discipline and such students will be severally penalized and punitive action will be taken against them amounting to expulsion from the college.
- ◆ Library books, Periodicals should be handled carefully. Any damage or loss of books by the students should be compensated within 7 days.
- ◆ Rules made from time to time for home issue of books; book bank etc. should be strictly followed.
- ◆ While representing the college at sports competition or any other competition, the student should follow utmost discipline and decorum. Any act of tarnishing reputation of the college will be viewed seriously.
- ◆ Students are strictly forbidden to enter the college office, account office and staff common room without prior permission.

ATTENDANCE:

- ◆ Attendance of student is regulated by ordinance 0.119. As per the rule of University of SNTD for granting of terms attendance of 75% of theory, practical and tutorials [wherever prescribed] separately will be required out of the total number of lectures, practicals and tutorials conducted in the term.
- ◆ Students will not go for job, or work or business or private coaching during the college hours. If anyone misses the lectures/practicals for that reasons, his/her admission is liable to be cancelled immediately.
- ◆ Students who fail to maintain the condition of minimum attendance on account of Bonafide illness. Or any other reason which is deemed right by the principal,



should apply in writing to the principal for leave of absence, prior or within 2 days from the date of commencement of such leave, failing which they will be treated as defaulters.

- ◆ Attendance will be condoned on medical grounds by 10% [A student must keep minimum 65% attendance] provided it is substantiated by relevant medical certificate within a week of getting the fitness certificate. Parents / Guardians are request to check their ward's attendance from the college at the end of each month on any working days between 10.a.m. to 12 noon and follow up their ward's progress.
- ◆ All applications for leave of absence along with medical certificate, if any, are to be submitted to the college office inward section and not directly to any teacher/ lecturer.

EXAMINATION:

- ◆ The Semester, Credit and Grading system will be implemented for all the Under Graduate [UG] programs under the faculty of Arts Commerce and Science from the academic year 2011-2012.
- ◆ The system will be implemented for semester – I for the newly admitted learners [student] and it will be subsequently implemented.

ADDITIONAL EXAMINATION

- ◆ Class test or assignment for internal assessment.
 - a. A learner who is absent for the two class test and the assignment will be declared fail in the Internal Assessment Scheme.
 - b. A learner who is absent for the two class test and has appeared for the assignment will be allowed to appear for the additional class test of 10 marks. However, his marks for the class test will be taken as out of 20 and internal assessment will be calculated as out of 40 marks and not 30 marks.
 - c. A learner who has appeared for both the class test but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.
 - d. A learner who is absent for one of the 2 class test or assignment as the case may be, and the internal assessment will be calculate as out of 40 marks.



SEMESTER END EXAMINATION:

- a. There will be one additional examination for semester I, II, III and IV for those who have failed or remained absent.
- b. The absent student will be allowed to appear for the examination if the head of the institution after following the necessary formalities.
- c. This examination will be held 20 days after the declaration of results but not later than 40 days.

STANDARD OF PASSING:

- a. The learner shall have to obtain a minimum of 35% (Arts/Commerce) and 40 % (Science) marks in aggregate to qualify each course where the course consists of Internal Assessment and Semester End Examination. To qualify each course minimum grade D shall be obtained by the learners in each course and project wherever applicable in a particular semester.

ATKT ALLOWED TO KEEP TERM:

- ◆ A student shall be allowed to keep term for Semester II irrespective of number of heads of failure in the semester I.
- ◆ A student shall be allowed to keep term for Semester III if she passes each of Semester I and Semester II or a student who fails in not more than two courses of Semester I and II taken together.
- ◆ A student shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III. However, the student shall pass each course of Semester I and II in order to appear for Semester IV.
- ◆ A student shall be allowed to keep term for Semester V if she passes Semester I, II, III and IV or a student shall pass Semester I and II and fails in not more than two course of Semester III and IV taken together.
- ◆ A student shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V. However, the student shall pass each course of Semester III and IV in order to appear for Semester VI.
- ◆ The result of Semester VI shall be kept in abeyance until the students passes each of Semester I, II, III, IV and V.



NATIONAL SERVICE SCHEME [N.S.S.]:

National Service Scheme unit of the college provides opportunities to students to participate in various urban and rural projects. Its objective is to train students to understand educational, socio – economic health and hygienic problem of weaker sections of the society and to inculcate in them social awareness, sense of belonging, fellow feeling and love for hard work. Enrolment in NSS will be strictly by selection. Our NSS students will also carry out projects for upliftment of the Adivasis and Tribal community in Thane rural areas.

NOTE: A notice regarding the enrolment will be displayed on the notice board in the month of July. Students interested in joining N.S.S. should meet the program officer for further information.

National Services Scheme is a Nobel experiment in academic expansion. It inculcates the spirit of voluntary work among the students and teacher through sustained community interaction. It brings academic institution closer to society. NSS Unit of Aqsa Women's Degree College of Arts, Commerce and Science started in the year 2011, Volunteers involve actively in both special camp and regular camp activities. Various programmes are conducted like Mass Awareness Program on “Global Climate Change”, Free Medical Camp, Rally on “ Women's Empowerment”, Self Defense Training Program, Awareness Program on “ Small Saving Schemes”, Skill Development Program ,Yoga Classes, English coaching class, blood donation camp, various other awareness campaign Swacchata Abhyaan and environment awareness Program.

LIBRARY:

Aqsa Women's Degree College supports and facilitates teaching, learning & research programs and acts as a catalyst in accomplishing institute's mission to become one of the pioneer institution offering best quality education. The library plays a crucial role in supporting the teaching-learning process. Building excellent collection of resources in the area is the main object of the library. It stocks print as well as electronic resources based on current needs of the students. The college library has many books and e-books in the form of CD/DVDs. It subscribes to many national & international journals & magazines of repute in the field of General Sciences, Social Sciences and allied subjects. The library is well equipped with modern facilities and resources in the form of Wifi. CD-ROM, e-books, audio video Cassettes. Free internet facilities are provided for the both students and staff Members. A large number of book on career guidance and competitive examinations have been included this year.

PCP FOR THE INSTITUTION OF DISTANCE EDUCATION SNDT UNIVERSITY:

SNDT University has granted the center for Personal Contact programmer PCP in the faculty of Arts and Commerce. Under graduate courses B.A./ B.Com and Post graduate courses M.A-I/II, M.Com-I/II. Diploma Courses.



CURRENT PROGRAMMES LIBERAL EDUCATION:

- ◆ B.A. (English, Marathi, Hindi, Gujarati, History, Economic, Political Science, Sociology, Music)
- ◆ B.Com.
- ◆ M.A. (English, Marathi, Hindi, Gujarati, History, Economic, Political Science, Sociology, Music)

CURRENT PROGRAMMES PROFESSIONAL EDUCATION:

- ◆ P.G. Diploma in Early Childhood Education.
- ◆ P.G. Diploma in Human Resource Management.
- ◆ P.G. Diploma in School Counseling.
- ◆ Certificate Course in Guidance and Counseling.
- ◆ Certificate Course in Basic of Diet Therapy.



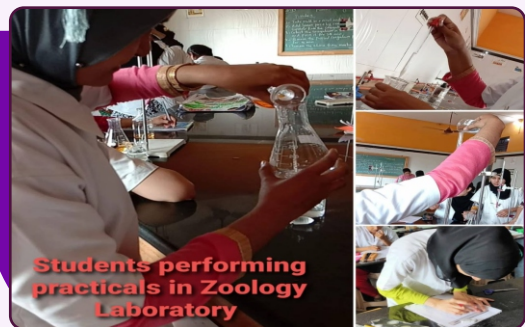
Botany Department



Botany Department



Chemistry Laboratory



Students performing practicals in Zoology Laboratory

Students Performing Practicals in Zoology Laboratory



Zoology Department



Zoology Department



Ventilated & Spacious Classroom



Computer Lab