



CHILDREN WELFARE CENTRE JUNIOR COLLEGE OF COMMERCE



prospectus
2025-2026

Our vision is to provide value based education with new innovations and ideas, so that our pupils grow into aesthetically rich, intellectually aware and integrated young people, capable of fulfilling their dreams and aspirations.

Vision



Mission

Our mission is to instill qualities of leadership, ethics, values of good citizenship and above all of a good human being through both modern and traditional education.

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“Education is the key of unlocking the world, a passport to freedom.”

– APJ Abdul Kalam

“Be the change you wish to see in the world.”

– Mahatma Gandhi

“It is not in the stars to hold our destiny but in ourselves.”

– William Shakespeare





CHILDREN WELFARE CENTRE TRUST

A Legacy of Learning : Children Welfare Centre Trust's Commitment to Education

Quality education equips students with the knowledge, skills, and confidence to realize

their full potential. Children who receive top-tier education blossom into exemplary human beings and reinforce the principles of global citizenship. A group of visionary individuals founded the Children Welfare Centre Trust with this noble mission in mind. This institution offers cutting-edge educational programs across the city's diverse and expanding expanse. Registered under the Public Trust Act, 1950, it focuses on the holistic development of each student, ensuring that educational objectives permeate all levels of society.

Celebrating its illustrious 45th year, the Children Welfare Centre continues its unwavering dedication to education, making remarkable strides in this field. The achievements of its students and alumni stand as a testament to the founders' and teachers' relentless commitment to lifelong learning and a positive outlook. The strong bonds with parents and the community have been pivotal to the institution's enduring progress over the years.

Nestled in the vibrant suburb of Andheri, the Children Welfare Centre is seamlessly connected to the rest of the city. The institution offers a safe and serene environment that is ideal for nurturing young minds. It includes a fully operational Pre-Primary school that imparts a progressive educational model, providing a clear academic path from primary and secondary school to junior and degree college. The Centre offers graduate programs in Commerce, Management, Mass Media, Accounting, and Finance. Recognizing the crucial importance of quality teacher training, the Trust established the Teacher's Training Centre under the B.Ed. program in Andheri West in 2009, alongside the College of Law in Malad West in the same year. Furthermore, the college introduced LL.M. and two Postgraduate Diploma Courses in 2022.

The institution prides itself on its state-of-the-art infrastructure, which caters to contemporary teaching and learning needs. It boasts an in-house science laboratory, computer labs, an audio-visual room, a well-stocked library, and recreational facilities. The management's unwavering commitment to providing top-notch facilities is evident in the meticulously maintained restrooms and canteen. Over 250 trained and proficient teachers contribute significantly to students' academic and personal growth through dedicated mentoring and coaching, instilling core values of honesty, respect, and diligence.

Children Welfare Centre has a stellar track record of achieving its objectives and creating brighter opportunities for its students. It has garnered accolades for its excellence, receiving the Best School Award in K-West Ward from the Education Department of the Municipal Corporation of Greater Mumbai. The Honorary Principal, Mr. Ajay Kaul, was honored with the State Award for the Best Teacher in 2002-2003.

The institution serves as an ideal platform for its 4,000+ registered students to soar. With enhanced resources and experience, it has secured permission to launch an M.Com course at Clara's College of Commerce in Versova, Andheri West. The Management is thrilled to announce that the Government of Maharashtra has granted permission to start a Junior College in Arts and Commerce streams in Malad West, and a new school affiliated with the CBSE Board has commenced at the same location. The Trust proudly announces the commencement of CBSE School at off Yari Road, Versova.

Additionally the Institution has started a Vocational Skills and Training Institute offering courses in Nursing Care, Pathology Technician, Radiology Technician, Yoga teacher, bifocal courses in Field Technician Computing & Peripherals and Junior Software Developer.

CHILDREN WELFARE CENTRE JUNIOR COLLEGE OF COMMERCE



Children Welfare Centre Junior College of Arts and Commerce is established in the year 2017 in the memory of Late Smt. Clara Kaul-an eminent educationist, who had the missionary zeal to take learning to every strata of the society. Strategically located in the heart of the western suburbs, the college is fully equipped with state-of-the-art facilities and well qualified teachers. The college is affiliated to the Mumbai Divisional Board of the Maharashtra State Board of Secondary and Higher Secondary Education, Pune. The objective of the courses offered are as follows

KNOWLEDGE

Commerce - The subject of Commerce is designed to enhance student's ability to learn, and will provide opportunity to develop networks through real-world experiences.

SKILL

Commerce - The course will equip students with analytical, communication and problem-solving skills to effectively identify issues, source information and find efficient and practical solutions.

ATTITUDE

Commerce - The Commerce subjects help to develop an attitude for working effectively and efficiently in a business environment.

Higher Secondary Education, Pune. The Children Welfare Centre Trust has acquired Hindi Linguistic Minority Status.

The objective of the College is to provide students with the best teaching pedagogy to foster their overall development. It strives for excellence in both academic and extra-curricular activities and inspires in the students a passion for learning as well as an acumen for decision making and critical thinking.

SUBJECTS OFFERED

COMMERCE

Compulsory Subjects

- 1) English
- 2) Economics
- 3) Organization of Commerce & Management
- 4) Book Keeping & Accountancy
- 5) Water Security
- 6) Physical Education

Optional Subject (Any One)

Marathi / Hindi / Information Technology

Optional Subject (Any One)

Secretarial Practice / Mathematics I & II

CAMPUS LIFE

Beyond the Classroom

The College has highly qualified and dedicated faculty members who make extensive use of the latest learning and teaching techniques such as power point presentations, industrial visits and group discussions as well as interactive sessions.

LIBRARY

The College has a well-equipped library which has a wide collection of books pertaining to various subjects. The open access system facilitates easy access of books to students and encourages reading habits. It is widely apportioned into two sections – one that provides text books and another that provides numerous reference books for each class. Each section is well-sourced with encyclopedias, dictionaries, periodicals and the latest magazines, etc.



CAREER GUIDANCE

The College has a well established career guidance cell. A Career fair is organised for the students and parents at large and speakers from different vocations are invited to guide the students.

COUNSELLING CENTRE

The College has appointed qualified counsellors to help students identify and understand their personal and psychological problems and guide them to find solutions. With the help of this cell



students identify their own potential and are helped to set goals and adjust better in today's competitive world. Besides counseling, the centre conducts aptitude, intelligence and personality tests for students.

COMPUTER LAB

The hi- tech computer lab of the college has many latest computers with modern software and internet access. It is supervised by professional computer experts.



AUDIO - VISUAL LAB

With the facility of LCD projectors and good audio systems, the centre is used for screening educational films.

GYMNASIUM

A well equipped gym is set up for students who are trained under the guidance of an expert instructor.



STUDENTS' COUNCIL

The college has a duly constituted students' council with the Principal as chairperson and one lecturer



nominated by the Principal, as the In-charge. The Council includes one meritorious student from each class, outstanding students in sports and cultural activities, as well as two girl students nominated by the Principal. The tenure of the students' council is one academic year. It organizes, supervises and co-ordinates the activities of various students' associations and societies and also makes recommendations to appropriate authorities regarding matters related to the welfare of the students. These include conveying genuine grievances of the students.

SPORTS

Students are encouraged to participate in sports activities and physical training. To do full justice to this endeavour, the college has appointed a person especially for the conduct of sports activities. Reputed coaches in the respective sports / games are appointed to train the students.



CULTURAL ACTIVITIES

The college conducts a Talent search each year in order to identify the hidden talents among the students. The college aims at enabling overall

development of its students in Theatre, Dance, Music, Literary and Fine Arts. From the beginning of every academic year, students are encouraged to perform on stage. They are also encouraged to participate in various events and competitions, both intra and inter-collegiate.



THE COLLEGE MAGAZINE

The College Magazine is published annually. Contribution in the form of essays, short stories, poems, articles, riddles, sketches, cartoons and jokes are invited from the students as well as the teachers. Representation of all languages is



encouraged. The achievement of the teachers and students are significantly projected in the Annual magazine. The editorial committee looks after the publication of the magazine.

STUDENTS' AID FUND

Students' Aid Fund of the College helps students in need of funds and deserving students by providing them with books and fees on merit basis.



ADMISSION GUIDELINES

F.Y.J.C. & S.Y.J.C. Commerce

- Admission to F.Y.J.C. Arts and Commerce stream is online after the S.S.C results are declared by the Mumbai Divisional Board of the Maharashtra State Board of Secondary and Higher Secondary Education, Pune.
- A student who has passed in the first attempt, the S.S.C. Examination conducted by the Mumbai Divisional Board of the Maharashtra State Board of Secondary and Higher Secondary Education, Pune (hereinafter called "The Board"), or any other examination recognized as equivalent there to by the Board is eligible for admission to the F.Y.J.C. class.
- Candidate who has earned A.T.K.T at the S.S.C examination will be granted provisional admission to F.Y.J.C Class but his / her results of the F.Y.J.C class will be kept in abeyance till the candidate clears the subject in which he / she has earned A.T.K.T.
- Admission for those passing an Examination other than that conducted by the Board is provisional till the Final Eligibility Certificate is issued by the Mumbai Divisional Board and is submitted to the college. The student should apply for Eligibility Certificate to the Mumbai Divisional Board through the college along with his / her necessary documents before the notified date, failing which his / her admission is liable to be cancelled.
- For admission to the F.Y.J.C. class, it is necessary to produce the following documents together with an attested copy of each of the following
 - S.S.C. Exam. Passing Certificate
 - Statement of Marks of the examination mentioned above.
 - School Leaving Certificate
 - Eligibility Certificate in case of those passing an examination other than that conducted by the Board.



The students are hereby informed that the original School / Junior College Leaving Certificate will be kept by the College as a Permanent Record and in any case, will not be returned to the student. The students are advised to keep with them sufficient number of attested copies for future use, if necessary.

As the original School Leaving Certificate is required to be produced at the time of getting a Domicile Certificate, the students are advised to take due care in this regard and make necessary

arrangement in such cases. (The School Leaving Certificate once submitted to the college will NOT be returned in any case)

- A student who has passed the F.Y.J.C. (Std. XI) exam from a recognized institution in Maharashtra, or any other examination recognised as equivalent thereto by the Board is eligible for admission to the S.Y.J.C. (Std. XII) class.
- No admission shall be valid unless it is granted by the Principal and the necessary fees is paid by the student.
- All admissions are valid only for one academic year and are required to be renewed by a fresh application in the prescribed form for every subsequent year of study in the college.
- A fair chance will be given to a student of this college, to be admitted to a higher class, provided application for the purpose in the prescribed form, duly filled in, has been received with the necessary fees within the notified period.
- Seats are reserved for backward class students from minority groups such as SC / ST / OBC / NT / DT / EBC / SBC as per Govt. Rules. Students belonging to the reserved classes are required to submit Caste Certificate issued by the concerned competent Authorities, along with the caste validity certificate.
- Students belonging to the Hindi Linguistic Minority Status should produce an affidavit or school leaving certificate record proving that their mother tongue is Hindi.
- Parents should insist on fee receipt from the college office immediately on payment of fees to the college.
- Subject to change as per the guidelines of the Education Department / HSC Board.

SCHEME OF EXAMINATION



1) There will be two Unit Tests, (one in each Term), one Terminal Examination and a Final Examination.

2) Application based test, Oral and Practical Examination.

3) **Environment Education & Water Security** is a compulsory subject for all students (Arts / Commerce) Students will be evaluated on the basis of project submitted.

4) The Final result of the student will be

based on the Average Marks obtained by the student in all the above examinations. **A student failing in Environment Education & Water Security will be declared failed at FYJC.**

- 5) **Health & Physical Education** is also a compulsory subject for all students (Arts / Commerce). Students will be evaluated on the basis of written exam of 25 marks and practicals of 25 marks in each term. Students will be awarded grade for this subject on the basis of marks.

EXAMINATION PATTERN F.Y.J.C - COMMERCE

Subject	Unit test in Each Term	Terminal	Annual
English	25	50	80 + 20 Orals
Hindi / Marathi / Information Technology	25	50	80 + 20 Orals 80 + 20 Practicals
Book Keeping	25	50	80 + 20 Application Based Test
Organization of Commerce	25	50	80 + 20 Application Based Test
Secretarial Practice	25	50	80 + 20 Application Based Test
Maths I & II	25	50	40 + 40 + 20 Practicals
Economics	25	50	80 + 20 Application Based Test

EVALUATION PATTERN FOR F.Y.J.C

1. Evaluation scheme for Std. 11th is to be implemented as per Government Resolution issued by the School Education and Sports Department dated 8th August, 2019.

FIRST TERM	MARKS	TIME
UNIT TEST - 1	25	1 hour 30 mins
TERMINAL EXAMINATION	50	2 hours 30 mins

SECOND TERM	MARKS	TIME
UNIT TEST - 2	25	1 hour 30 mins
FINAL EXAMINATION	80	3 hours
INTERNAL ASSESSMENT (Application based Test)	20	1 hour

● FINAL RESULT :

$$\text{Average} = \frac{25 + 50 + 25 + 100}{2} = \frac{200}{2} = \text{Passing 100 Marks}$$

- Water Security Project 30 marks + Seminar / Journal 20 marks.
- Physical Education written paper 25 marks + Practical 25 marks.
- The student should score 50% marks for passing in both, Water Security and Physical Education.
Note : Water Security and Physical Education are graded subjects.
- Terminal Examination is conducted before the Diwali Vacation and the Final Examination in the month of April.

EVALUATION PATTERN FOR S.Y.J.C

FIRST TERM	MARKS	TIME
UNIT TEST -I	80	3 hours
TERMINAL EXAMINATION	80	3 hours
PRELIMINARY EXAMINATION	80	3 hours
INTERNAL ASSESSMENT (APPLICATION BASED TEST)	20	1 hour

- H.S.C board exam : Theory (written) exam for 80 marks – 3 hours
- Internal Assessment: Application Based Questions for 20 marks – 1 hour
- Board examination for S.Y.J.C. in all the subjects except Water Security and Physical Education will be conducted by the H.S.C Board.
- Water Security and Physical Education examination is conducted by the College and Marks or Grade in the same is forwarded to the H.S.C Board for the declaration of Final Results.
- Both Oral Examination for Languages as well as Practical Examination for Mathematics and I.T. will be conducted as per the instruction from H.S.C Board.

RE-EXAMINATION

- a) Re-examination will be conducted for students who are absent for the Examination on account of any of the following :
- I. Medical grounds
 - II. Representing College in Sports & Cultural activities at inter-collegiate level during the examination. A separate application form for appearing for re-examination is to be filled up. It is available in the College Office on the dates notified, after the Examination.

GRANTING THE TERMS

Student admitted to the College is required to keep the terms. The terms of the student need to be granted by the Principal of the College before the student can appear for any examination.

- A student must complete the course of study to the satisfaction of the Principal.
- Absence from lectures, tutorials, practicals and tests on medical or other serious circumstances may be considered valid, on submission of the necessary supporting documents by the student.
- Students with poor academic performance may not be granted terms.

Students who have not been granted terms will not be permitted to appear for the Term End / Semester / Annual Examination, conducted by the College or HSC Board

The terms of a student will not be granted unless a student satisfies all the following conditions :

- The student attends at least 75% of lectures, practicals, tutorials and tests in each term of the Academic Year.
- Journals are certified by the concerned Department Heads.
- Assignments, projects, presentations and tutorials as well as oral exams requirements for internal assessment / term work are completed by the student and certified by the Department Heads.
- The student requires minimum marks for passing in each subject and all subjects on the aggregate as per the rules and regulation of HSC Board.

TERMS NOT GRANTED (TNG)

- It is applicable to a student who has been admitted to any programme of the College.
- The student has to keep terms, to appear for examinations conducted by College.
 - i. A student must complete the course/s of studies to the satisfaction of the Principal.
 - ii. The students academic performance must be satisfactory.
 - iii. A student must attend all the lectures, practicals, tutorials and tests in each semester of the academic year (minimum 75% attendance is mandatory).
 - iv. Student must complete journals, submit assignments, attend tutorials comply with other all academic requirements and get the same certified from the concerned teacher/ department head.
 - v. A student must submit application for period of absence if any from the regular classes with supporting documents such as medical certificates and her / his absence should be condoned by the Principal in writing.

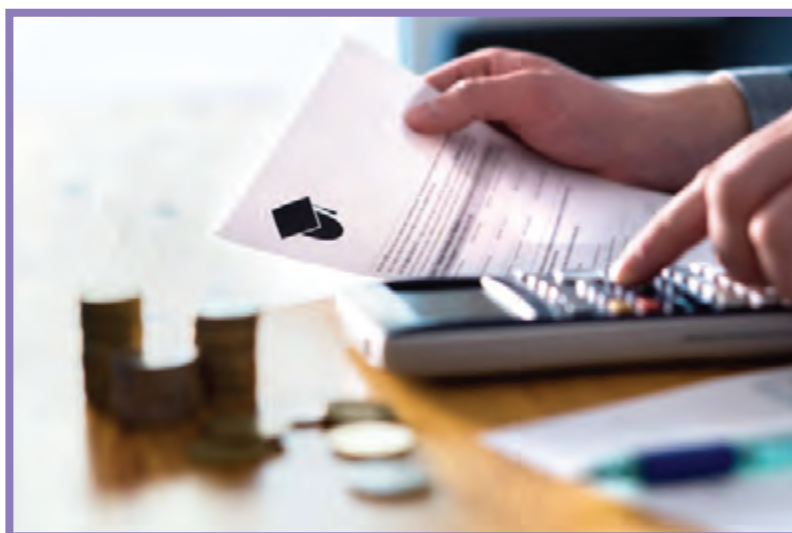
The terms of a student will not be granted unless a student satisfies all the above conditions.

A student whose term is not granted will not be allowed to appear for examinations nor will he/ she be admitted to the next higher semester / class.

* *The syllabus, evaluation scheme and fee structure are subject to change as per Rules and Regulations laid down by the Dy. Director of Education from time to time.*

REFUND OF FEES

- Students are required to pay non-refundable fees at the time of admission



ATTENDANCE :

MINIMUM ATTENDANCE NECESSARY FOR KEEPING TERMS :

- Minimum 75% attendance separately in lectures, practicals and tutorials in each term is mandatory for the terms of the student to be granted by the Principal.
- A student is liable to disciplinary action, if he / she remains absent for lectures, practicals, semesters, unit tests, internal tests and final examination without prior permission of the Principal.

A STUDENT WHO IS ABSENT :

ON MEDICAL GROUNDS NEED TO :

- Submit an application addressed to the Principal seeking grant of leave on medical grounds along with a medical certificate issued by a registered medical practitioner for the period of absence. The application should be submitted to the Principal, within three days of resuming classes.

DISCIPLINE:

- Every student must obtain his / her admission card with a duly attested photograph on admission and present it for inspection on demand.
- Students must not attend classes other than their own without the permission of the Principal. Students must not loiter in the corridors or in the College premises particularly when the classes are going on.
- Smoking and consumption of alcohol or harmful drugs in the college premises is strictly prohibited.
- Students shall do nothing either inside or outside the College that shall in any way interfere with its orderly administration and discipline. No Society or Association shall be formed in the College and no person shall be invited to address a meeting without the prior permission of the Principal. Students should not invite an outsider to the college premises, classrooms, library, canteen, gymkhana, or gymnasium.
- Student must not associate themselves with any activity not authorized by the Principal. Serious action shall be taken against the students found organizing or participating in any such

KNOW THE RULES!



FOR PARTICIPATION AND REPRESENTATION OF COLLEGE EVENTS :

- Such as Sports / Cultural Events should submit an application with evidence of participation and signature of staff-in charge of the activity.

FOR ANY OTHER REASON :

- Should submit an application stating the reason for absence with supporting documents if any for consideration of condonation of absence.

unauthorized activities. No Student shall be allowed to take active part in any of the current political activities.

- No students shall communicate any information or write about matters dealing with the College administration to the press or any social or political organization.
- Students are expected to take care of the College property and to help in keeping the premises clean. Damage to the property of the College, e.g. spitting, disfiguring walls and doors or breaking furniture, fittings and glasses is a breach of discipline and will attract severe punishment. Students should not leave their books, valuables and other belongings in the class rooms. The College is not responsible for the lost property of the students.
- Students are not permitted to park two wheelers or four wheelers in the college premises.
- Students requiring certificates or testimonials in regards to their performance and progress in a subject should apply to the professor-in-charge, in the prescribed application form and pay the required fees.

- 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 without assigning any reason thereof.
- Students joining the College are bound by the Rules and Regulations of the College. Students receiving Government or College Scholarships or any remission in fees must note that the grant and continuance thereof are subject to good behavior, regular attendance, satisfactory progress and good academic results at College and Board. Students using unfair means at examination shall not be re-admitted to the College. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.

RAGGING:

- Ragging is strictly prohibited within and outside the college premises. Students indulging in ragging will be punished as per the Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII OF 1999) published in Maharashtra Govt. Gazette on 15th May 1999. Such students will also be expelled because of their indulgence in ragging.
- Parents are advised to inform the college authorities in the event of their wards suffering from any medical problem and / or suffering from any major illness. While the college shall render all possible medical assistance to such students in case of any emergency, the college authorities

will not be responsible for any unforeseen eventualities.

DRESS CODE :

- Students are expected to wear appropriate clothes. Students are strictly prohibited from wearing the following in 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, short tops and pedal pushers.

- Facial piercing other than ear-rings and nose rings is strictly prohibited. Any other attire which according to the college authorities is not suitable to the college culture / environment will not be permitted.

CELL PHONES :

- Use of cell phones in any form within the college premises is strictly prohibited. On breach of this discipline, the cell phone holder will be liable for a penalty of Rs.500/- for the first offence. In case of a repetition of the offence, the gadgets will be confiscated.

NOTICE BOARD :

- It is the responsibility of the student to read the Notice Board regularly for important announcements made by the College office from time to time. They will not be given any concession on grounds of ignorance.

EXAMINATION

USE OF UNFAIR MEANS

Consequences of unfair means at examinations

- Students are warned not to use any unfair means during the examinations. The College looks upon such acts very strictly. A student may stand to lose the academic year due to use of unfair means during the examination. It may also result in rustication.

MOBILE PHONES OR ELECTRONIC DATA STORAGE DEVICES (EDSD)

- Carrying the above on person by a student

is treated as use of unfair means by the student at the examination and will invite strict disciplinary action even if the phone or EDSD is in silent mode or switched off. A mobile phone confiscated during any examination will not be returned to the student. The College does not take responsibility for the loss of any of the above nor would any representation by the student or her/ his parents be entertained by the College authorities.

PROCESSING THE CASE OF UNFAIR MEANS & CONSEQUENCES:

- Students alleged to have used unfair means are required to appear before an Unfair Means Inquiry Committee (UMIC).
- Students who have used unfair means are informed to appear before the UMIC vide a letter from the College with details about the date and venue to meet the UMIC where the student has to give an explanation.
- The students are required to bring with them an application addressed to the Principal, stating therein the facts related to the alleged use of Unfair Means.
- During the meeting the students have to answer the queries raised by the committee members, so as to allow the committee to ascertain facts.
- The students are given a chance to explain their case to the Committee during the meeting.
- If the student fails to report for an enquiry, ex-parte decision will be binding on him / her.
- The decision of the committee which may be punishment and penalty, will be communicated to the students vide a letter.
- Depending upon the decision of the Unfair Means Inquiry Committee the students have to collect the copy of the result as notified.

LIBRARY

A good library is the backbone of higher education and our College library definitely fulfills this requirement. Do visit the library at least once a week.

CWC College library has a good collection of rare books, books on Mumbai city, and various maps. The library collection also includes books on Management, Psychology, English Literature, History, Sociology and Economics. Our library offers a wide collection of reference books, Encyclopedias, Periodicals, Journals, etc. The working hours of the Library are from 8.00 am to 6.00 pm on all working days.

RULES TO BE FOLLOWED IN THE LIBRARY

- To access books from the library, a student needs a library card issued by College with a recent photograph of the holder on the card.
- Use of mobile phone is strictly prohibited in the library.
- Students must observe complete silence in the library.
- Eatables are not allowed inside the library.
- Exchange of I-Card or Library card is not allowed.
- If any book is lost the borrower is liable to replace it.
- Users are responsible for the physical condition of the book.

- All the books should be returned to the library within two days after the completion of last paper of the examination.
- A late fee of Rs. 10/- per day shall be charged for those who fail to return the book by the due date.
- Students are not permitted to take reference books / Question papers / Newspapers out of the library.
- Library membership is open to the staff and students of the Junior College.

The library must become an integral part of a student's life on the College campus. However, the student must realize and honour the sanctity of this portal of knowledge.



ADMINISTRATIVE DETAILS

- The college office timings is from 10:00 am to 2:00 pm Monday to Saturday.
- Payments are accepted and made from 10:00 am to 2:00 pm
- Do not enter the office beyond the Counter.
- Fill Forms with care to avoid delay.
- Forms must be submitted personally by students concerned.
- Refer complaints if any to the Office Superintendent or the Registrar.

HOURS OF INSTRUCTIONS / LECTURE TIMINGS

Lectures will be held between 12:30 pm to 5:00 pm

The timings are tentative and the college may conduct the classes / practicals earlier or later depending upon the availability of classrooms / laboratory as per the administrative convenience of the college.

HOLIDAYS

The college will remain closed on Sundays and all Public Holidays as declared by the Government of Maharashtra and on any such day as the Principal may declare from time to time.



REQUIREMENTS FOR PROCURING DOCUMENTS FROM THE COLLEGE

Students are Required to

- Produce Application / Form
- Requisites as mentioned in the Table
- Requisite Fee

Sr. No.	Documents to be issued and No. of working days required	Requirements to be provided with application by the student
1.	Bonafide Certificate	
	2 days	a) Valid ID (Aadhar / PAN / Passport) b) Attested copy of Marksheet c) any other proof
2.	Leaving Certificate	
	6 days	a) Valid ID (Aadhar / PAN / Passport) b) Attested copy of Marksheet
3.	N.O.C. (only at the discretion of the Principal)	
	8 days	a) Valid ID (Aadhar / PAN / Passport) b) Attested Marksheet c) Proof of admission
4.	Transcript	
	15 days	a) Attested copies of Marksheet of which transcripts is required
5.	Migration Certificate	
	15 days	a) Application to the Divisional Secretary, Mumbai Divisional Board Vashi through the Principal of the College last attended b) Original transference certificate c) Copy of transference certificate
6.	Transference certificate	
	10 days	Copies of certificates / records of the previous College
7.	Duplicate Marksheet	
	15 days	a) Valid ID (Aadhar / PAN / Passport) b) Application c) Attested copy of Marksheet d) Affidavit e) Original & copy of FIR
8.	Duplicate ID	
	15 days	a) Application b) Clearance from the Principal's Office
9.	Duplicate Fee Receipt	
	3 days	a) Application
10.	Recommendation letter (from Principal's Office).	
	15 days	a) Application stating the reason b) Brief resume of Student c) Format required if any
11.	HSC Passing Certificate with Marksheet,	
		a) Valid ID (Aadhar / PAN / Passport) b) Attested copy of F.Y.J.C. Marksheet

Application form for all of the above documents is available at the Enquiry Counter.

The same needs to be submitted with the necessary fees for which office will issue a receipt.

ENDOWMENT PRIZES

COMMERCE STREAM

Late Smt. Clara Kaul Memorial Award *for the outstanding student of the year in Junior College.*

Late Smt. Clara Kaul Memorial Award *for securing highest marks in English.*

Late Smt. Clara Kaul Memorial Award *for securing highest marks in Hindi.*

Late Shri. Jawahar Kaul Memorial Award *for securing highest marks in Marathi.*

Late Shri. Jawahar Kaul Memorial Award *for securing highest marks O.C.*

Late Shri. Jawahar Kaul Memorial Award *for securing highest marks B.K.*

Late Smt. Reeta Chadha Memorial Award *for securing highest marks in Economics*

Late Smt. Reeta Chadha Memorial Award *for securing highest marks S. P.*

Late Shri. Surendra Chadha Memorial Award *for securing highest marks in Maths.*

Late Shri. Surendra Chadha Memorial Award *for securing highest marks in IT*

List of Holidays for Academic Year 2025-2026

DAY	DATE	MONTH	HOLIDAY
Saturday	07.06.2025	June	Bakri-Eid
Friday	15.08.2025	August	Independence Day
Friday	15.08.2025	August	Parsi New Year
Wednesday	27.08.2025	August	Ganesh Chaturthi
Friday	05.09.2025	September	Eid-E-Milad
Thursday	02.10.2025	October	Mahatma Gandhi Jayanti
Thursday	02.10.2025	October	Dussehra
Tuesday	21.10.2025	October	Diwali Amavasya (Laxmi Pujan)
Wednesday	22.10.2025	October	Diwali (Bali Pratipada)
Wednesday	05.11.2025	November	Guru Nanak Jayanti
Thursday	25.12.2025	December	Christmas
Monday	26.01.2026	January	Republic Day
Thursday	19.02.2026	February	Chhatrapati Shivaji Maharaj Jayanti
Tuesday	03.03.2026	March	Holi
Friday	20.03.2026	March	Gudi Padwa
Saturday	21.03.2026	March	Eid-UI-Fitr
Friday	27.03.2026	March	Ram Navami
Tuesday	31.03.2026	March	Mahavir Jayanti
Friday	03.04.2026	April	Good Friday
Tuesday	14.04.2026	April	Dr. Babasaheb Ambedkar Jayanti



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