



Taking Steps in The Direction of Reality

PROSPECTUS



Shri Nagpur Gujarati Mandal's

SMT. USHABEN CHANDRAKANT THAKAR WOMEN'S COLLEGE

Queta Colony, Rampeth, Lakadganj, Nagpur- 440 008

Tel. : 0712-2720883 (M) : 7620735880

E-mail : ushabencollege@gmail.com

<https://ushabenthakarwomenscollege.org>

A premier higher education institution run by Shri Nagpur Gujarati Mandal

Linguistic Minority Institute

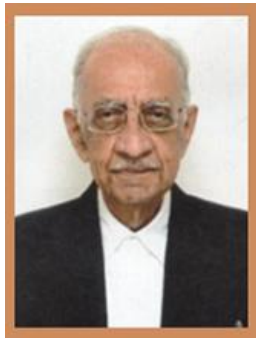
For Under Graduate Programs B.Com.

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Academic year 2023-24

Our Inspiration

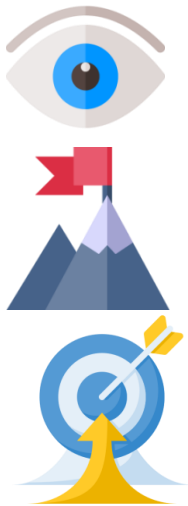
Shri Nagpur Gujarati Mandal, a 110 year old charitable trust totally dedicated to the cause of education and social service. In the pursuit for knowledge, it keeps on developing with all vigor and vitality in various faculties as per the needs of modern times. It aims at developing employment skills among students of all streams through workshops, career counseling etc., to enable them to find employment in market. It provides faculties to the needy students and aims in improving the quality of life of all strata of society. Our journey of pursuit for better knowledge, better education, better quality of life and character is never ending. You are welcome to join us in this noble journey.



Adv. C.J. Thakar
Chairman
Shri Nagpur Gujarati Trustee Mandal



Late Smt. Ushaben Chandrakant Thakar



Our Vision

To develop confident, well-rounded women who can make a difference on the global stage through their knowledge, open-mindedness, cultural sophistication, and independence.

Our Mission

To provide inclusive, boundary-breaking education that helps women stay ahead of the curve and contribute their unique talents to a better tomorrow.

Our Objectives

- To offer high-quality mentorship that will support students in every aspect of their lives.
- To continuously update policies that meet the needs and requirements of female students.
- To provide state-of-the-art technology-enabled infrastructure that fosters a dynamic learning environment.
- To maintain a holistic and inclusive environment that supports the academic and professional aspirations of students.
- To provide comprehensive facilities that promotes the overall growth and well-being of students.

Introduction of the Mandal

Shri Nagpur Gujarati Mandal, is one of the oldest educational society which promotes and spread education and completed 110 years of giving education of all shades to all irrespective of religious, linguistic and casteist identities. Mandal runs Pre-Primary & Primay English Convent, Two High School and Three Jr. College, Four Degree College & PG course in Eastern part of Nagpur city. The main object of the Mandal is to provide best possible academic environment which will enable the students to develop their knowledge, abilities and hidden talents in them.

Introduction of the College

Smt.Ushaben Chandrakant Thakar Women's College started from academic year 2013-14 after receiving recognition from Government of Maharashtra and RTM Nagpur University, Nagpur with all modern amenities and full security for girls, well equipped computer lab, good infrastructure and pleasant educational atmosphere. Presently institute have commerce faculty and within short time new Job oriented Course meant for Girls will be established. We have well trained staff for academic growth and many extra-curricular activities for overall development of Girls.

Mandal is dedicated to provide the best quality education to the girls to face the challenges of tomorrow. The aim of the college is to develop better personality and self confidence to face the outside world.

College development committee (CDC)

Sr. No.	Details	Name	Designation on CDC
1	Chairperson of the management or his nominee	Adv. Chandrakantbhai J. Thakar (Nominee)	Ex-officio Chairperson
2	Secretary of the management or his nominee	Shri Yogeshbhai Patel (Nominee)	Member
3	Four local members nominated by Management in consultation with the Principal from the field of Education, Industry, Research and Social Service of whom at least one shall be alumnus	Research- Adv. Narendrabhai K. Jha	Member
		Education- Adv. Sanjaybhai C. Thakar	Member
		Industry- Shri Sundarbhai K. Patel	Member
		Social Service-Adv. Chandreshbhai S. Badani	Member
4	Principal of the College	Dr. Anuiradha R. Poddar	Member Secretary
5	IQAC Co-ordinator	Dr. Vijeyandra R. Shahu	Member
6	Teacher Representative	Mrs. Surbhi Agrawal	Member
7	Non Teaching Representative	Mr. Ketul J. Patel	Member

Message from the President.....



Shri. Yogeshbhai Patel
President
Shri Nagpur Gujarati Mandal

Education for the girls is the need of the day. The main objective of the education is to strengthen the mind, develop & expand the intellect and not just getting degree by being successful in the examination. To achieve the goal of education, high standard of teaching, best faculties and more practical approach toward to studies are required.

There was a great demand from the parents of girls students of school and people of the locality to start a degree college exclusively for girls. Shri Nagpur Gujarati Mandal is also aware that education for the girls is the need of the day for their employment and all round development to build good society and strong nation and hence it was decided to start Women's College. Accordingly Mandal started this college from the session 2013-14 with all amenities and security for girls.

Presently we are having Commerce faculty and within short time new Job Oriented Courses meant for girls will be established. We have well trained staff for academic growth and plenty of extra-curricular activities for overall development of girls. The Mandal is looking forward to make this college a very well equipped education center of high standard exclusively for girls.

Principal's Invite.....



Dr. Anuradha R. Poddar
Principal
Smt. Ushaben Chandrakant
Thakar Women's College, Nagpur

Congratulations!

Welcome to the field of commerce!

As the Principal of this college, I am proud of the many achievements and accomplishments of our students. We strive to provide a supportive and engaging learning environment, where students can develop their skills, pursue their passions, and achieve their academic goals.

I encourage you to take advantage of the resources available at our institution, including academic resources, career services, and student organizations. Our faculty and staff are dedicated to supporting your success, and are available to answer any questions you may have.

This college experience will shape your future, and I am confident that our college community will provide you with the skills, knowledge, and support to succeed.

Thank you for choosing our college.

I wish you all the best !!!!

UG Commerce course

In three years, Six Semesters program, Bachelor of Commerce in English Medium has six papers in every semester. Each paper has allotted 5 classes per week.

B. COM. Sem 1	B. COM. Sem 2
1.Fundamentals of Accounting 2.Business Economics-I	1. Statistics and Business Mathematics 2. Business Economics-II
1. Business Skills 2. Commercial firms 3. Compulsory English 4. Supplementary English / Hindi/ Marathi	3. Fundamentals of banking 4. Skill Development 5. Compulsory English 6. SupplementaryEnglish/Hindi/Marathi
B. COM. Sem 3	B. COM. Sem 4
1.Financial Accounting – 2.Monetary Economics-3.Company law / Income Tax 4.Holistic Development /Computerized Accounting 5. Compulsory English 6. Supplementary English / Hindi / Marathi	1.Financial Accounting- II 2.Monetary Economics-II 3. Organizational Behavior / banking procedure and Practice 4.Secretorial Practice / Insurance Procedure and Practice 5. Compulsory English 6.Supplementary English /Hindi/Marathi
B. COM. Sem 5	B. COM. Sem 6
1. Financial Accounting- IV 2. Cost Accounting 3. Indian Economics-I 4. Marketing I 5. Business Finance-I /Auditing 6. Management Process	1. Financial Accounting- V 2. Management Accounting 3. Advance Statistics 7. Indian Economics-II 4. Business Finance-II/ Industrial Law 5. Human Recourse Management

Students are also supposed to undertake home assignments, industrial visits and presentation & Group discussions during various semesters. Changes in the course will be adapted as per RTM Nagpur University Instructions. NEP will be implemented as per instructions given by the state government and RTM Nagpur University

Certificate Courses

Programs are specially designed add-on, value addition, knowledge enrichment, skill development, employment/ self-employment generation modules developed by college, adapted by CDC. These are recommended in addition to selected B. Com program and separate fees are applicable. After successful completion of program certificate is issued by college.

Each certificate program has total 30 study hours including practical along with home assignment Available Certificate Course in Commerce & Management are

1. Certificate Course on Tally with GST
2. Certificate Course on English grammar & communication Skill

Eligibility for admission

First Year Undergraduate:

The student who have passed Higher Secondary School Certificate Examination from Maharashtra State Board of Secondary and Higher Secondary Education or equivalent shall be eligible for admission to B .Com. Part-I and of the three years Degree course.

Second and Third Year Undergraduate:

The Student who have passed B.Com. Part-I or Part-II or equivalent examination shall be admitted to the second year of the respective classes. Students promoted under ATKT rules are also eligible.

Environment Studies:

B.Com Part II Student will have to pass in the examination of this course in order to obtain degree certificate from University. In case the student remains absent or fails to clear the course in the second year, he will have to clear the course in the third year. The course fee is Rs. 100/- as prescribed by R.T.M. Nagpur University.

Rules for Admission:

The admission to the undergraduate class shall be according to the rules and regulations of the Rashtrasant Tukdoji Maharaj Nagpur University and the State Government.

(A) The Original Transfer Certificate of the last educational institution attended is essential for admission. The Certificate will not be returned once admitted to the college.

There will be no admission on the basis of the Duplicate Transfer Certificate.

(B) The fees once paid will not be refunded to the student who cancels his admission or leaves the college

(C) As per UGC norms, the sports persons shall be given preference in admission.

(D) The last date of admission to the college shall be according to the date fixed by Rashtrasant Tukdoji Maharaj Nagpur University.

(E) The decision of the Principal of the college regarding to the admission shall remain final

Document needed for Admission

Sr. No.	Document At the time of admission	
1	University ARN receipt & form	1
2	Front facing colour photograph	3 copies
3	12th Mark sheet	Original + 5 Photocopy
4	12th TC/LC	12th Original + 5 Photocopy
5	10th Mark sheet	2 Photocopy
6	10th TC/LC	2 Photocopy
7	Caste Certificate if any	Certified copy
8	Aadhar Card	5 photocopy
9	Equivalence certificate & Migration certificate for other board / State	Original + Photocopy

University Schedule of Admission for Session 2023-24

Sr. No	Event	Last Date
1	Registration on RTMNU site https://rtmnuoa.digitaluniversity.ac/	
2	Registration in college	
3	Display of Merit List & Waiting List On College Website	
4	Finalization of Admission From Merit List	
5	Finalization of Admission from Waiting List	
6	Counseling / Spot Admission / Round 2 (if necessary)	

Complete Admission Process

Step 1	Submit physical documents (Original & Photocopies), Application and Fees in the college strictly accordance to schedule. Failure to complete the process, leads to cancellation of your name from merit list.
Step 2	Once original documents such as TC is submitted will not be returned or available in any case. Please keep sufficient number of photocopies of TC, Marksheet or any other document with you for future usage.
Step 3	Collect Your college ID card/Entry Slip for 1 st day in college, Note down time table and start date from college website. It is mandatory to attend Induction Program of the College
Step 4	If applicable, Student has to complete online Scholarship Process at his/her own responsibility
Step 5	Join Certificate course for better professional skill learning
Step 6	Participate in activities conducted by the institution. Get associated with Alumni Association on before/after completion of Graduation.

For further details and application form, student should contact the College Office. Online application form should be very carefully filled by students. Be careful in filling the form provide all details

1. Fill up complete form in every respect
2. Income certificate in detail, i.e. Basic pay, D.A., H.R.A. etc. for the last financial year
3. Mention whether father is alive or not.
4. Duplicate Leaving certificate
5. Signature of father is required in ink.
6. If father is alive, father's signature is required. If not mother's signature is required
7. Income Tax is paid or not. If not, please attach a certificate that father/ guardian is not an Income Tax payee
8. If father and mother live separately, judicial separation certificate is to be attached
9. If father is retired, Pension certificate is required
10. If caste is not mentioned in School Leaving Certificate, students should not apply for G.O.I. (Government of India) Scholarship
11. Attested Marks List of Exam, passed is to be attached
12. If parent's/guardian's income is below Rs. 1, 00,000/- per year (For BC/ NT/OBC), Rs. 2, 00,000/- per year for SC students should not apply for G.O.I. scholarship

Government may reject the form if it's not complete in every respect. College is not responsible for non-sanction of scholarship generally form is rejected for final year.

Scholarship / Concessions / Freeship

The following Scholarships/Concessions/Freeships are available:-

1. Govt. of India Scholarship /E.B.C. concession/ Freeship / Rajeshri Shahu Maharaj open Category Scholarship
2. Minority Scholarship

In case of rejection of scholarship application by govt /authorities, Full fees will be applicable.

Scholarship on Merit Basis

1. Students scoring more than 85% and above in XII (English medium) will get full fees concession in B.Com I
2. Students scoring more than 75-84.99% in XII (English medium) will get 50% fees concession in B.Com I

3. Students scoring more than 85% and above in B.Com I and II year will get full fees concession for next class.

4. Students scoring more than 75-84.99% in B.Com I and II year will get 50% fees concession for next class.

Applicable / Payable Fees:

Important Note: The annual tuition fees for the First & Second year of Commerce faculty will be charged as prescribed by RTM Nagpur University. That can be changed as per modifications by University / Government.

- The student from University other than Rashtrasant Tukdoji Maharaj Nagpur University shall have to pay Rs.200/- as migration fee. She will have to produce Migration Certificate on or before 15th September. The admission will be cancelled if the above requirement is not fulfilled within the said period.
- The candidate leaving the college in the middle of the session cannot obtain Transfer Certificate unless she pays the fees for complete session of the college.
- The student will have to pay Rs.50/- for the Duplicate College Transfer Certificate after producing the court affidavit. For obtaining duplicate of other documents she will be required to pay Rs. 10/- per document
- Based on selected services other fees applicable: Examination fees, Security charges, self-finance program fees, e-transaction fees, Caution money deposit, Book bank deposit, Counseling Charges, Contributions for Academic / Study tour/ field visit, etc.

Awards:

College has constituted many awards for promising students they are as follows.

1. Smt. Pushpaben Navnitlal Lad award of Rs.5000/- Highest Scorer of University Exam. in B.com. final.
2. Shantilal Chunnilal Award: Student Secured 1st & 2nd Position in B. Com- I, II & Final year.
3. Dr. P. B. Jain award of Excellence of Rs. 500/-: Highest scorer in financial accounting subject in B.com. final.
4. Library User Award: A award is constituted for the students who visits the library and reading room maximum number of times in the session.

University examination

As per the University rules 75% **attendance** in each subject is compulsory. Otherwise the student will not be allowed to appear in the University examination. In such case, the college does not bear responsibility for the loss of one year of the student.

Library

The college has a library as well as a Reading Room. Books borrowed from Library should be handled with care and return within the specified time. If the book is lost or torn, the same will have to be replaced. The current cost of the book may be accepted under special circumstances.

Reading room

The college has a well maintained Reading Room with English, Marathi, Hindi and Gujarati daily newspapers, weekly, fortnightly and monthly magazines. The magazines and journals are related to the subjects like Economics, Commerce, Science, Computer, Sports, Literature and General Knowledge. Entry into The Reading Room without the Identity Card is not permitted.

Physical efficiency test

Physical efficiency test is conducted by Nagpur University during January or February. The student who remain absent during this test can be disallowed to appear in the University Examination. The college will not be responsible for the consequences of the absence in the test.

Parking facility

Student who wants to keep their vehicles in the college will have to pay Rs. 350/- for parking facility. The college will not be responsible for the theft of the vehicles in the college. Locking of the parked vehicle is compulsory. Students should have valid driving license with them.

Sports Facility & NSS

Infrastructure for Sports and Games are provided for in indoor & outdoor games in campus.

1. Indoor Games & Facilities: Chess, Carom, Fitness Center
2. Outdoor Games & Facilities:: Kabbaddi, Volleyball, Kho-Kho

National Service Scheme (NSS)

“Education through Community Service” is the goal of NSS. College has 100 allotted seats of NSS. Benefits (Marks) of NSS are applicable in accordance with the university norms.

Committees & Cells

Some important committees’ in Institution are....

Internal Quality Assurance Cell

This cell has focused on quality parameters and standards through IQAS. The cell conducts regular surveys and feedback on curriculum, teaching learning, infrastructure, events and activities.

Anti-Ragging

College has zero tolerance policy against any sort of ragging or similar activities. Anti-Ragging

Committee creates awareness among the students about ragging and its side effects. The committee is empowered to take strict and strong action in case such incidents are found.

Students Grievance and Redressal Cell

College Grievance and Redressal Cell (CGRC) addressed all sorts of grievances raised by enrolled student of college. Committee resolves the grievance by following the principles of natural justice. All complaints of students should be first addressed to CGRC.

ICC (Internal Complaints Committee)

Institute has established Internal Complaints Committee under the norms of UGC regulations 2015 to regulate Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Educational Institutions. Institution has zero tolerance policy and adapts quasi- judicial procedures for processing any complaint received.

Placement and Students progression Committee

Institute has placement Cell which tries to get placements during their course and records the progression of the student.

Mentor- Mentee Committee (Counseling Cell)

Students face lots of difficulties during their education, it may be related to education or personal, to handle their complexity institute has formed mentor –mentee committee. Teacher acts as mentor to group of students and meet them regularly take them in confidence and discuss and try to get solution.

Earn and Learn Committee

Students coming to our institute are from economically backward region so to support these students, institute run earn and learn activity.

Arts and Cultural Committee:

Different arts and cultural programs are organized in the academic session along with teaching. This committee will take care of all the programs.

Sports cell:

Students playing the indoor and outdoor games can approach to this cell and their interest can be maintained in the games.

Sports and cultural days are organized in this institution.

Principal has open door policy where students are easily approaching Principal to discuss any difficulty and their ideas are always welcome.

Teaching Staff

Principal		
Dr. A.R.Poddar, M.Sc., M.Phil, B.Ed, Ph.D.		
Commerce		
Dr. V. R. Shahu, M.Com., Ph.D.		
Ms. Surabhi Agrawal, M.Com., SET		
Dr. Neha Selarka, M.Com., Ph.D.		
Languages		
English	:	Dr. (Mrs.) V.M. Chandpurkar, M.A. (Eng.), Ph.D.
Hindi	:	Dr. (Mrs.) Guddi Khan, M.A. (Hindi), Ph.D.
Marathi	:	Dr. Pranjali Nimsatkar, M.A. (Marathi), Ph.D.
Library		
Ms. Sunita. Welekar (Librarian), M.Lib		
Non-Teaching Staff		
Mr. Ketul Patel		
Ms. Rekha Vinchurkar		

Rules of conduct of Students

1. Entry into the college premises without Identity Card is prohibited. The student must carry the Identity Card as long as they are in college premises.
2. Student should come to the college in full uniform.
3. Students must obey the orders issued by the Principal. Students will be held responsible for the misbehavior either in college premises or outside. She may be expelled from the college in case of indiscipline or rude behavior. It is presumed that the guardians know and agree to the rules while admitting their wards to the college.
4. The behavior of students toward teachers, office staff and the classmates should be proper. Otherwise strict action will be taken against students for the same.
5. Ragging is strictly prohibited. Immediate action will be taken against students / students found guilty of ragging, as per the Maharashtra State Rules
6. No student is allowed to publish any information regarding college administration in the newspaper without the prior permission of the Principal. Breach of this rule may result Expulsion of the student from the college.
7. The students should attend their classes regularly and should occupy their seats before the entry of the teacher in the classroom. They should not bring any person in the college premises who is not a student this college.
8. There should be perfect silence during the lecture in the class. The students should spend their leisure time in the Library, Reading Room or Student's Common Room without disturbing the working of the college. Loitering in the veranda is strictly prohibited.

9. The student should send the application for leave well in advance signed by her parents / guardian if she wants to remain absent on some ground. In case of ill health, if the absence is more than three days. She must submit the medical certificate certified by a Registered Medical Practitioner
10. Students should not arrange any activity like invitation to any person for the programme, picnic or formation of the committee without the prior permission of the Principal. Students must seek Principal's permission to arrange any academic or cultural activity like Group Discussion or Debate etc.
11. It is expected that the student will be careful while handling instrument, apparatus and utilizing electricity, furniture or any movable or, immovable property of the college. Strict action will be taken against the student in case of the damage to the college property.
12. Only the special instructions are conveyed in the classroom. Hence student should read the instruction on the notice board daily.
13. The student should inform the college office about the change in her permanent or local address.
14. The student should obtain the Identity Card immediately after the admission on submitting the recent passport size photograph (5x6.5cm) Payment of Rs. 50/- for the Identity Card is compulsory.
15. The student may be expelled from the college in case of copying or using unfair means in examination or violating any rules.
16. Rules regarding Games and Sports framed by the Committee must be followed compulsory.
17. Use of Mobile phone is prohibited in the college.
18. It is OBLIGATORY on the part of the student to follow the rules formulated by the Principal of the college from time to time. Principal's decision is final.

(DECLARATION BY GOI STUDENTS)

To,
The Principal,
Smt. Ushaben Chandrakant Thakar Women's College,
Nagpur

Sub: Declaration for Taking Admission under GOI Scholarship Scheme

Respected Sir,

I the undersigned Students/ Parents beg to state that I/ my Daughter want admission in B-COM Part -I/ II/ III Class in your College. My caste is _____ & Category SC / ST / VJNT / SBC / OBC. It is my prime responsibility to submit the dully filled scholarship form within the prescribed time limit. The college shall bear no responsibility if the form is rejected by concern department. In such case I will pay the full fees, Admission card for appearing in the examination will be not issued until full fee is deposited.

Thanking You,

Yours faithfully

Signature _____ Signature _____

Name of Students: _____ Name of Parent _____

Class: B. Com part _____

Nagpur

Date: