



Modern Education Society's
D. G. Ruparel College of Arts Science and Commerce

Office Manual

OFFICE HOURS

The College Office shall ordinarily be open on all working days between 10.00 a.m. and 5.30 p.m. All cash transactions will be attended to between 10.30 a.m. and 1.00 p.m. The Office will remain closed on the second and fourth Saturday of every month.

HOLIDAYS

The College shall remain closed

- a) on Sundays and public holidays declared by the Government
- b) on holidays prescribed by the University.
- c) on such other days as the Principal may declare from time to time.
(These will be announced on the Notice Board.)

Information regarding various services provided to students by the College Office:

➤ **Admission:**

1. Printed Admission Form.
2. Fee structure.
3. Prospectus.
4. Admission form (i) checking by teacher (ii) checking by office staff
(iii) payment of fees.

➤ **Preparation of Roll:**

1. Sorting of Forms as per subject.
2. Data entry of students into Student Management System – Vriddhi.
3. Roll Numbers of students with subjects displayed on Notice Board before reopening of the College.
4. Unique Identification Number issued to First Year Degree College students.

➤ **Time-Table:**

1. Preparation and verification of Time tables for Degree and Junior College by the respective Vice Principal.
2. Time table for students displayed on Notice Board before reopening of the College.
3. Copies of timetables distributed to the concerned departments.
4. Personal Time tables collected from teachers (Degree and Junior College).

➤ **Identity Card:**

1. Completion of Identity Card form by the students.
2. Distribution of Identity Cards after one week of submission of Identity Card forms.
3. Unique Identification Number (UIN) issued to First Year Degree students on Identity card.
4. If the Identity Card is lost, a duplicate Identity Card is issued on submission of the Police N.C. and payment of ₹100/-.

➤ **Change of subject:**

1. Application from student along with payment of fees of ₹100/-.
2. Permission to change subjects granted by the Vice Principal of Degree and Junior College respectively.

➤ **Railway and Bus Concession:**

1. Issue of Concession card to students after verifying Identity Card/Fee Receipt and payment of ₹ 20/-.
2. Concession forms are signed by the Vice Principal, Registrar and Superintendent.
3. In case of change of address - Address proof of residence.
4. In case of loss of concession card - Application of student and signature on application of Authorized person i.e. Registrar, Vice Principal after paying ₹ 20/-.
5. Timing for issuing Concession: 10.00 a.m. to 4.00 p.m.
6. Railway Concession for Long Journey is issued for native place in vacation period only.

7. Post-dated Railway concession form issued with signature of the same person whose signature is present on the form.

➤ **Freeships /Scholarships** (Online) for the students from following categories:

1. Reserved category (SC/ST/VJ-A/NT-BCD/OBC/SBC for Degree and Junior College.
2. Government Open Scholarship for Open and Reserved category for Degree and Junior College.
3. Physics, Mathematics Scholarship for scoring highest marks in Physics and Mathematics for Degree College.
4. Economic Backward Class Freeship.
5. PTC/STC/Physically handicapped Scholarship.
6. Ex-Servicemen Scholarship.
7. Minority Scholarship / Private Scholarship.
8. Caste Validity online.
9. E-scholarship for Reserved Category of Degree and Junior College.
10. Freeship only for Open and Reserved Category of Junior College.
11. Demonstrations to students about how to fill up the scholarship forms online.
12. Requirement of the following documents from students - original / photocopies of mark sheet, Caste Certificate, photocopy of (i) Bank passbook, (ii) Aadhar card, (iii) Ration Card, (iv) Income Certificate, (v) Non-Creamy Layer Certificate (vi) Caste Validity (ST category), (vii) Gap Certificate.

➤ **Cash Counter:**

1. Collection of Examination Fees for all classes.
2. Collection of Fees for issuing Bona fide certificate, Duplicate Identity Card, Leaving Certificate, Transfer Certificate, Mark sheet, Transcript and so on.
3. Verification of fees – details are verified and posted after three days.
4. Preparing a list of and receiving old dues (fees).
5. Preparation of fee structure.
6. Writing of Fee Register.

➤ **Certificate:**

1. Bona fide certificate is issued on the same day to bona fide students only after scrutinizing Identity Card/ Fee receipt and payment of ₹ 20/-.
2. Issue of No Objection Certificate for Visa, Passport for students travelling abroad.
3. Issue of Recommendation letter from teachers of Junior and Degree College on Application from student and payment of a fee of ₹ 3/- per letterhead and envelope.
4. Issue of Recommendation letter for Higher Education from Principal – on application from the student
5. L.I.C. – Gold Jubilee Scholarship Scheme
6. Issue of Bona fide, Conduct, Character Certificates
7. Issue of Bona fide certificate stating that the College is recognized by the Govt. of Maharashtra.
8. Issue of Bona fide certificate for old students as per College records after fulfilling various requirements.
9. Issue of certificate about payment of full fees and that the student has not applied for any Scholarship from the Government or elsewhere.
10. Regarding date of reopening of the College.
11. Non-receipt of Passing Certificate from H.S.C. Board.
12. Non-receipt of mark sheet of University of Mumbai.
13. No Objection Certificate for joining the training.
14. No Objection Certificate for pursuing studies or work.
15. Permission to take up apprenticeship of other courses.
16. Certificate required for Study loan.
17. Prescription of text books from the University for the syllabus of particular subject.
18. Certificate required for financial help.
19. Certificate regarding Hostel residence.
20. Appearing for Third Year University of Mumbai examination.
21. Course completion of Degree College.
22. Provisional admission.
23. Final result of University examination.

24. Anti - Ragging Certificate.
25. Attendance Certificate.
26. Percentage in H.S.C. Examination, Grade in University Examination.

➤ **Transcript:**

1. Application with photocopies of all mark sheets.
2. Photocopy of Leaving Certificate.
3. Certificate regarding clearance of dues.
4. Verification of record.
5. Preparation of draft transcript for verification of student after seven days.
6. Payment of ₹ 1,000/- for five copies with envelope and ₹ 50/- for 5 additional copies.

➤ **Transfer Certificate/ Migration Certificate/ Eligibility:**

1. Application with required documents for T.C. (photocopies of mark sheets of all semesters, photocopy of leaving certificate, T.C. form from the present College in which admission is taken).
2. Application for Migration (two photocopies of S.S.C., H.S.C. and mark sheets of all semesters, two photocopies of Leaving Certificate – duly attested by the Vice Principal).
3. Application for Eligibility (two photocopies of S.S.C., H.S.C. and mark sheets of all semesters, Migration Certificate and two photocopies of Leaving Certificate – duly attested by the Vice Principal).
4. Clearance Certificate regarding Dues.
5. The Certificate is sent to the concerned person after three days.
6. Transfer Certificate for University of Mumbai, Migration Certificate for other Universities, Eligibility Certificate for institutes abroad.
7. The fees for these certificates are as follows - (i) ₹ 125/- for Transfer Certificate, (ii) ₹ 220/- for Migration Certificate, (iii) ₹ 320/- for Eligibility.

➤ **Examination Forms:**

University Examinations:

1. Acceptance and checking of online and off-line University Examination form.
2. Data entry (1st stage) for online University Examination Form.
3. Printing of forms and distribution to students for verifying the details filled.
4. After scrutiny, University Examination forms are filled online and sent to University of Mumbai.
5. Photocopies of Mark sheets of Semester I, II, III, IV for Third Year Examination, details of student, Roll Number etc. are required.
6. For Second Year Examination – photocopies of mark sheets of Semester I, II are required.
7. After results, the students may apply for Photocopy, Revaluation and Verification of marks of the subject.
8. The documents necessary for Photocopy, Revaluation and Verification of marks are photocopies of question paper and result.
9. Payment of fees for each subject as per the following chart:

	Open	Reserved Category
Revaluation	₹ 500/-	₹ 250/-
Photocopy	₹ 100/-	₹ 50/-
Verification of marks	₹ 50/-	₹ 50/-

H.S.C. Examination

1. Filling of forms by students, 1st stage – verification of forms by teachers.
2. Verified forms with signatures of students are sent to H.S.C. Board.
3. Prelist is received from the Board for correction, is corrected and forwarded to Board.

➤ **Leaving Certificate:**

1. Application with documents and Principal's signature.
2. Photocopy of XIth and XIIth mark sheets.
3. No Dues Certificate (contact Departments).
4. For duplicate Leaving Certificate – Police N.C.(original), Affidavit of Rs.100/-, extra fees of Rs.100/-.
5. After three days Leaving Certificate is issued.
6. Photocopy of Leaving Certificate (available).

➤ **Enrolment:**

1. For enrolment of First Year (B.A., B.Com., B.Sc., B.M.S., I.T., Comp.Sc.) classes.
2. On-line submission for enrolment to University of Mumbai.
3. Papers required for enrolment are: Photocopies of (i) Leaving Certificate, (ii) Mark sheet of XII.
4. College online admission, submission: edit profile, confirmation, selection, fees category and submission for registration to University on respective dates.

➤ **Cancellation of Admission:**

1. Application from student.
2. No dues from Accounts Section, Library, concerned Departments and the signature of Principal.
3. Photocopy of Fee receipt.
4. Cancellation procedure and cancellation of the admission form, on roll, on-line (University level), in the Student Management System - Vridhhi, entry in Cancellation Register.
5. Refund of fees on the same day or after eight days.
6. Returning original documents if submitted at the time of Admission.
7. Issue of No Objection Certificate.
8. Status report of First Year students (Degree College).

➤ **Verification:**

1. Documents for purpose of employment.
2. Mark sheets, Leaving Certificate, Certificate of Junior and Degree College.
3. Verification charges of Rs.500/- for outsiders.
4. No fees are charged for verification from Government Offices and Municipal Offices.

➤ **General Register:**

1. Updated Degree College General Register in the Student Management System - Vriddhi.
2. Junior College General Register completed by hand
3. Verification of S.S.C. Leaving Certificate for Junior College from Deputy Director, Mumbai.

➤ **Statistical Information:**

1. Boys and Girls
2. Category wise
3. Subject wise
4. Division wise
5. Degree and Junior wise

➤ **Inward:**

1. Circulars from the University of Mumbai, Mumbai.
2. Circulars from Joint Director, Higher Education, Mumbai.
3. Circulars from Deputy Director, Mumbai Region, Mumbai.
4. Circulars from Education Inspector, Grant Road, Mumbai.
5. Government Resolutions of Mumbai.
6. Circulars from Governing Body, Modern Education Society, Pune.
7. Letters from Collector, Police, Mumbai Mahanagar Palika, R.T.I., Staff (Teaching and Non-Teaching).
8. Freeship, Scholarship – Letters and Circulars from Social Welfare Office and others offices.

➤ **Outward:**

Correspondence to -

1. University of Mumbai.
2. Joint Director, Higher Education, Mumbai.
3. Deputy Director, Mumbai Region, Mumbai.
4. Education Inspector, Grant Road, Mumbai.
5. Government Offices.
6. Governing Body – Modern Education Society, Pune.
7. Collector's Office.
8. Police Station.
9. Mumbai Mahanagarपालिका Office.
10. Right to Information Act.
11. Students.
12. Staff (Teaching and non-teaching).
13. Social Welfare Office and other offices.

➤ **Leave Record:**

As per the Norms of the University / Jt. Director, Higher Education.

Requirement for availing leave (1) sanctioned by the authority
(2) Medical and fitness certificate from Medical Practitioner (3) any other relevant certificate.

➤ **Providend Fund papers:**

1. Year-wise statement – last year without calculation (plain).
2. Form No. 5.
3. Option Form.
4. Column 25 Employee's share.
5. Challan (6th Pay Commission arrears).
6. Form No.1 with nomination.
7. No Dues Certificate.
8. Providend Fund against Certificate of Loan not taken.
9. Covering letter.
10. Undertaking.
11. Employee and Management Share Certificate with challan.
12. 6th Pay Commission Arrears Statement.

➤ **Pension papers:**

1. Form Nos. 5, 6, 7 with enclosures.
2. Form I, 2 Form No.3 and 4.
3. No Dues and No Demand.
4. No Event.
5. Consent.
6. FRA.
7. No break in service.
8. Last Pay Certificate.
9. Form B – Part I/II/III
10. Form A (for voluntary retirement).
11. Column 25 Management share with challan.
12. Service book (attached Leaving Certificate all fixation papers/Option form Approval).
13. Photocopy of Pay Fixation.
14. Option form.
15. Education Qualification Certificate.

➤ **Dead Stock Register:**

1. Purchase of Items/Stock.
2. Numbering of Items/Stock.
3. Outdated Items/Stock.
4. Maintenance of department wise and updated on Dead Stock Register.

➤ **Outgoing register only for staff:**

1. Entries with signature while leaving from and returning to the College.

➤ **Stationery:**

1. Maintenance of Stationery Register for issuing material from the College Office, along with the description of the material and signature of the receiver.
2. Forms to be filled for receiving material.
3. Bills as required for amounts more than a specified limit.

D. G. Ruparel College of Arts Science and Commerce

Senapati Bapat Marg, Mahim, Mumbai 400016

Tel: 24303733 Fax : 24303042 www.ruparel.edu