



सत्यमेव जयते  
महाराष्ट्र शासन



इस्माईल युसूफ कला , विज्ञान व वाणिज्य महाविद्यालय  
जोगेश्वरी(पूर्व), मुंबई -४०००६०



Government of Maharashtra  
ISMAIL YUSUF COLLEGE OF ARTS, SCIENCE AND COMMERCE  
JOGESHWARI EAST, MUMBAI- 400060  
NAAC 'A' Grade CGPA Score-3.14

**PROSPECTUS 2022-23**

3. The Tuition fee paid by the candidate for the course in which he/she is registered as a PG student will be refunded to him/her if he/she leaves the said course and joins another course of this University for which he/she applied at the same University admission is made later, subject to a deduction of 25% of the tuition fee.

#### **NOTES RELATING TO FEES CONCESSION**

Students belonging to reserved category are eligible for fee concession. Those who are desirous of availing such facility should produce Caste Certificate duly certified by the government authority at the time of admission and should fill the prescribed Government free-ship / scholarship form with necessary documents within the due date on notification by the college and relevant notice for the same will be circulated in the classrooms as well as will be displayed in the Notice Board. Those students who fail to fill the form in time are liable to pay the full fees.

#### **13. Minimum Attendance Rules**

- 1) An attendance committee will look after student's attendance.
- 2) It is mandatory for every learner to have min. 50% attendance in each course and 75% average attendance for filling in the examination form.
- 3) The attendance of the students who participate in different events like co-curricular and extracurricular activities will be computed as per the rules.
- 4) Those who prove to be defaulting learners will be called to meet the convener of the attendance committee along with parents/guardian for clarifications.

(The existing Ordinances O.119, O.120 & O.125 are repealed)

#### **14. Rules for Students**

##### **GENERAL RULES**

1. Students must attend lectures, tutorials, and practical's punctually as per the timetable.
2. The leave of absence on medical grounds should be sought on the basis of a medical certificate.
3. The absence for a long time without necessary permission may result in default in attendance and the consequent loss of the term.
4. Students are supposed to attend only the classes for the subjects for which they are enrolled.
5. Students are expected to use the reading room facility during off lectures or gap between the two lectures.
6. The entry of the students in the staff room is prohibited.

7. Students are not supposed to approach press or any outside agency regarding matters without prior permission of the Principal.
8. No organization of any kind should be formed, no fund raising should be undertaken, and no guest should be invited to address the students without prior permission of the Principal.
9. No meeting of the students should be convened without prior permission of the Principal.
10. Strike, Bandh, Morcha, Gherao or any other harmful activities are strictly prohibited.
11. Large, festive gathering will be discouraged by the college. Instead, programmes, workshops /seminars devoted to personality development, vocational guidance, and preparation for competitive examinations, entrepreneurship development, career counselling and the like will be encouraged.
12. The college authority will not be responsible for any picnic, social excursion without prior approval. The guardians are cautioned against any such things.
13. In co-curricular, extracurricular activities students should act in consultation with and under the guidance of the professor –in-charge of the activity. Anything outside it will amount to indiscipline.
14. Every function organized in the college must have prior permission of the Principal.
15. Rehearsals of different activities without the prior permission of the Principal are strictly prohibited.
16. Any damage to the college property like furniture, fans, switches, tubes, window panes, boards will be recovered from the errant students.
17. Ragging in any form is strictly prohibited and is a punishable offence as per Anti-ragging law. A student involved in any criminal activity forfeits his/her admission. His/her admission will be cancelled immediately.
18. Every student enrolled in the college is supposed to have read the rules and these rules will be binding on him/her so long as he/she is enrolled in the college.
19. The nature and the quantum of punishment for violation of rules depends upon the nature of default and the decision of the authority.
20. The discretionary powers to modify, cancel, postpone or interpret rules rest with the Principal.
21. Students should read the notices displayed on the board regularly regarding matters concerning them. They are expected to act or comply within the timings /dates specified. No excuse for not reading the notices will be entertained.
22. The powers to modify /interpret /add/delete rules rest with the Principal.

23. Students should see the college notice board regularly for the purpose of the day to day working of the college.
24. Students should not loiter in the college premises, while the classes are going on. Smoking and spitting are strictly prohibited in the college campus.
25. Playing on mobiles and other electronic gadgets in the college campus is strictly prohibited.
26. Important: Keep your first-year original fee receipt, last year's library card and Identity card till you pass degree from the college for the purpose of refund of Library deposit and caution money and laboratory deposit.

### **DISCIPLINE RULES**

#### **1. Action will be taken in....**

(a) any of discrimination (Physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability or sexual orientation, marital or family status, physical or mental disability, gender identity etc. is done.

(b) if student is unable to show or refuses to show the Identity card issued by the college, to the campus security guards.

(c) for organizing meetings and processions without the permission from the college authority.

(d) For unauthorized possession or carrying or use of any weapon, ammunition, explosives or fireworks contrary to law or policy.

(e) students using audio-video clippings of any activity on the campus to media without prior permission.

(f) If students interact on behalf of college, with media representatives or invite media persons to the campus.

Above 1(a) to 1(f) are included in various forms of misconduct.

2. Students are not allowed to stand in the corridors, while the lectures are going on in the class-rooms.

3. Loitering in the corridors or sitting on the railings is not allowed.
4. Students should not make noise in the class –room in the absence of the teacher.
5. Students should not sit or stand on the stairs.
6. Making noise in front of the library, office and the staff-room is strictly prohibited.
7. As soon as the classes are over the students are expected to leave the class-room.
8. Rowdy behaviour, arrogance, abusive –language, ragging, teasing, fighting, carrying any kind of weapon will be strictly treated as indiscipline. The follow-up punishment could be dismissal of such students.

9. The students are not allowed to bring with them their friends, relatives or outsiders.
10. Outsiders on the premises will be treated as trespassers and legal action may be taken against them.
11. Failure to show identity cards to the security staff or the staff members on inquiry will be treated as lapse in discipline. It may entail fine or suitable disciplinary action.
12. Smoking, pan-chewing, eating Ghutka or spitting is strictly prohibited on the premises.
13. Plying vehicles on the premises in a manner that creates disturbances is prohibited.

#### **GYMKHANA RULES**

1. Gymkhana facilities are available to bonafide regular students only.
2. The Gymkhana facilities can be availed on the production of Identity card.
3. The Gymkhana facilities should be utilized without causing any damage to them.
4. In case there is damage caused, it will be recovered from the students involved.
5. The Gymkhana facilities should be availed after the regular lectures or during free time only.

#### **HOSTEL RULES**

1. A Bonafide student of the college alone is entitled to admission to the hostel.
2. The term-wise residential or other charges should be paid at the beginning of each term.
3. The membership of the hostel mess is compulsory for the hosteller.
4. The mess is to be managed by the hostellers by electing the Mess Secretary from amongst themselves.
5. Every hosteller must observe strict code of conduct.
6. Ragging in any form is prohibited. The students involved in ragging will be expelled from the hostel.
7. A student is entitled to stay at the hostel till the last day of the term. In case the examination extends beyond it, he should seek special permission to stay till the examination is over on payment of additional charges to be levied by the hostel superintendent.
8. A hosteller is not allowed to stay out beyond 10 p.m. without prior permission of the superintendent.

9. Guests are allowed to visit the hostellers between 4 p.m. and 6 p.m. However, they should confine themselves to the guest room only.
10. Friends/ relatives of the hostellers are not allowed to stay with them.
11. Every hosteller should carry hostel Identity card and produce it on demand.
12. The hosteller must pay the mess charges at the beginning of the term.
13. Any student whose continuance at the hostel is likely to endanger the safety, security and well-being of other intimates will be expelled from the hostel and the deposits will be forfeited.

#### **IDENTITY CARDS RULES**

1. Identity card is non-transferable.
2. Every student must wear and show the identity card as and when demanded.
3. Non-production of the card entails fine as deemed fit by the Principal.
4. If the Identity- Card is lost, the concerned student should apply for the duplicate identity card to the Principal. With police complaint (N.C.) Rs. 100/- payment at cashier counter as duplicate Identity card fee.
5. Every student must display his/her Identity Card in the college.

#### **LIBRARY RULES**

1. Every Under Graduate (UG) student is entitled to get one library card and Post Graduate (PG) students can avail 3 library cards each.
2. UG students can issue a book for a week and PG students can issue the books for 15 days to 1 month. Any student can extend the validity if the book is not in demand.
3. Fine of Rs. 1/- or more per day will be imposed for returning the book after the due date.
4. The borrower should verify the book and bring it to the notice of the librarian if the book is torn or if there are markings or scribbled lines / words on the pages. Else the borrower will be held responsible for such things at the time of returning it and he /she will be penalized for it.
5. The library will remain closed on Sundays & Public Holidays.
6. The Book-issuing counter timings will be 10.30 a.m. to 1.00 p.m. and 2.00 p.m. to 4.00 p.m.
7. Strict silence should be maintained by the students inside or near the library.