



Thakur Educational Trust's (Regd.)

THAKUR INSTITUTE OF MANAGEMENT STUDIES, CAREER DEVELOPMENT & RESEARCH

Autonomous Institute Affiliated to University of Mumbai, Approved by AICTE, DTE and Govt. of Maharashtra

Conferred Autonomous Status by University Grants Commission (UGC) for 10 years w.e.f. A.Y. 2024-25

Institute Accredited with A+ Grade by National Assessment and Accreditation Council (NAAC)

MCA Program Accredited by National Board of Accreditation (NBA)

ISO 21001:2018 Certified

Website : www.timsedrmbai.in
www.thakureducation.org

TIMSCDR

STUDENTS HANDBOOK

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CHAPTER 1: INTRODUCTION

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1.1 DIRECTOR'S MESSAGE

In today's world of Industrial revolution based economy, Information Technology has become the driving force for the development of various sectors, requiring a large pool of qualified Information Technology professionals. TIMSCDR is one of the premier institutes conducting Master in Computer Application Program, at PG level, under the dynamic leadership of Thakur Education Group (TEG) and affiliated to University of Mumbai with an aim of educating and developing Information Technology professionals with the required skills sets to meet the industry expectations.

With Management support the Institute has state of the art infrastructure, right academic ambience, and necessary environment with focus on development to nurture our next generation technical professionals. The experienced and motivated faculty, guide our students, for their overall development covering academic, technical aspect, to inculcate leadership quality as well as managerial skill. Institute has a dedicated placement cell, to provide even opportunities to our students, for success in their future endeavors.

I am sure that the aspiring students will get the best of everything as expected from our institution. Wish you all the best!

DIRECTOR
TIMSCDR

1.2 THAKUR EDUCATION GROUP

The Chairman of Thakur Education Group, Shri V.K. Singh, a visionary, foresaw the need to provide facilities for quality education in the western suburb of Mumbai, and decided to set up educational complex in Kandivali in the year 1989. He established the Thakur Educational Trust (Regd.), Zagdu Singh Charitable Trust (Regd.) and Zagdu Singh Educational Trust (Regd.) under TEG with the following Vision and Mission:

VISION – “To become a leading educational organization known globally for its holistic quality education”.

MISSION – “To provide quality education to students at all levels”

The TEG has set up series of educational institutions under these Trusts, with financial input and determination to provide quality education. Currently the TEG is managing 22 Institutes set up in 8 sprawling campuses in green environments, catering to the needs of above 40000 students and over 3500 employees. The Government of Maharashtra has granted Linguistic (Hindi) Minority status to the Trusts and the Institutions under the TEG.

The Institutions managed by Thakur Education Group are as below:

Kandivali, Mumbai		
1	Thakur Vidya Mandir High School & Junior College (TVM)	1990
2	Thakur College of Science and Commerce (TCSC)	1992
3	Thakur College of Engineering & Technology (TCET)	2001
4	Thakur Institute of Management Studies, Career Development & Research (TIMSCDR)	2001
5	Thakur Institute of Management Studies & Research (TIMSR)	2002
6	Thakur Public School (TPS)	2003
7	Thakur Institute of Aviation Technology (TIAT)	2006
8	Thakur Shyamnarayan College of Education & Research (TSCER)	2007
9	Thakur International School (TIS)	2008
10	Thakur School of Global Education (TSGE)	2008
11	Thakur Shyamnarayan High School (TSHS)	2013
12	Thakur School of Architecture and Planning (TSAP)	2014
13	Thakur Shyamnarayan Degree College (TSDC)	2016
14	Thakur Global Business School (TGBS)	2020
15	Thakur Ramnarayan Public School (TRPS)	2021
16	Thakur Specialised Degree College (TSPDC)	2023
17	Thakur Shyamnarayan Engineering College (TSEC)	2024
Dahisar, Mumbai		
18	Thakur Ramnarayan College of Arts and Commerce (TRCAC)	2017
19	Thakur Ramnarayan College of Law (TRCL)	2018
Vasai-Virar, Mumbai		
20	Thakur Bhagwanidevei Musafir Public School (TBMPS)	2023
21	Thakur Shree DPS College of Engineering & Management (TSDCEM)	2025
22	Thakur Indrasandevi Public School (ICSE School)	2025
Azamgarh, UP		
23	Thakur Vidya Mandir Global School (TVMGS)	2016

The schools of the Trust are affiliated to the respective Boards/Councils to conduct primary, secondary and higher secondary education leading to award of certificates from State, National and International Boards. The Colleges are affiliated to the University of Mumbai to conduct UG/PG Degree courses in Commerce & Banking, IT, Science, Arts, Hotel Management, Law, Engineering & Technology, Management, Computer Applications, and Architecture. The TCET, TIMSR and TIMSCDR are approved for conduct of Ph.D. Programms. Thakur Institute of Aviation Technology conducts courses in Aircraft Maintenance Engineering approved by DGCA.

The Thakur Institutes also conduct non-affiliated courses for career advancement in specialized fields like PGDM, Soft skills, and other technical skills.

The faculty, staff members and students are provided with modern facilities in air- conditioned buildings with healthy work environment. Proper cleanliness is maintained in the campus and buildings with security arrangements.

The TEG ensures that its Institutions fulfill the norms prescribed by the statutory, regulatory and affiliating bodies and to impart quality education for the students. For this purpose Institute has provided state-of-the-art infrastructure and Educational facility. The Institute has qualified and experienced faculty members.

The admissions to the program are made as per Government Regulations.

The Institutes have laid down code of conduct for students, faculty and staff members.

The canteen in the campus provides healthy food items.

ISO Certification

The Thakur Institutions are ISO: 21001:2018 certified.

Accreditation and Quality Awards

- TCSC :** ISO 21001:2018 certified
Autonomous and Accredited by the NAAC with Grade A for the third cycles.
- TCET :** Confirm Autonomy
Accredited by the NBA for third cycles of three years each.
Accredited by the NAAC for the first cycle with A Grade.
IMC Ramakrishna Bajaj National Quality Award.
AICTE-CII Industry Linked Technical Institute Survey PLATINUM Award.
- TIMSR :** ISO 21001:2018 certified
Institute Accredited with 'A+' grade by National Assessment and Accreditation Council (NAAC), Bangalore for 5 Years with effect from 6th Dec 2024.
MMS Programme Accredited by NBA
- TIMSCDR:** Accredited by the NAAC for is first cycle with A+ CGPA 3.4.
Accredited by the NBA for Academic Year 2022-2025.
Conferred with Autonomous Status' by UGC from AY 2024-25 for 10 years.
- TSAP :** Accredited by the NAAC for the first cycle with A Grade, Bangalore.

1.3 THAKUR INSTITUTE OF MANAGEMENT STUDIES, CAREER DEVELOPMENT & RESEARCH (TIMSCDR)

Thakur Institute of Management Studies, Career Development & Research (TIMSCDR) was established in 2001 under the aegis of the Thakur Educational Trust of the Thakur Education Group, with a clear objective of providing quality technical education aligned with international standards and contemporary global demands.

Recognized as one of the top MCA institutes in Mumbai, TIMSCDR is approved by the All India Council for Technical Education (AICTE), the Directorate of Technical Education (DTE), Government of Maharashtra, and is affiliated with the University of Mumbai.

TIMSCDR is an autonomous and linguistic minority institute. It is accredited with an A+ Grade by the National Assessment and Accreditation Council (NAAC) with a 3.4 CGPA, and holds ISO 21001:2018 certification. The MCA program at TIMSCDR is accredited by the National Board of Accreditation (NBA), New Delhi.

The Institute offers the following postgraduate programs:

- A 2-year Master of Computer Applications (MCA)
- A 2-year MCA for Working Professionals
- A 5-year Integrated MCA Program
- Ph.D in Computer Application

In addition, TIMSCDR is recognized as a Ph.D. Research Centre in Computer Applications affiliated with the University of Mumbai.

The management's commitment to excellence is reflected in TIMSCDR's world-class infrastructure, which rivals the best institutions in the country. The sprawling campus, with lush green gardens, cafeteria, sports grounds, ample parking space, and hostel facility has been provided for both boys and girls, creates the ideal environment for higher learning.

TIMSCDR ensures integration of modern technology the teaching-learning process and This is a leading MCA institution under the University of Mumbai, distinguished by its focus on delivering education for a lasting impact.

The curriculum is enriched and delivered through the expertise of experienced faculty and state-of-the-art infrastructure. Emphasis on overall personality development through co-curricular activities such as aptitude tests, group discussions, student presentations, mock interviews, and seminars has been a defining hallmark of TIMSCDR.

Institute Highlights

1. Established in 2001 to provide quality education in Computer Applications.
2. Approved by AICTE, Government of Maharashtra (DTE) & affiliated to the University of Mumbai.
3. Autonomous and Linguistic (Hindi-speaking) Minority Institute.
4. NAAC Accredited with A+ Grade (CGPA 3.4); ISO 21001:2018 Certified.
5. MCA Program accredited by NBA (National Board of Accreditation), New Delhi.
6. Offers 2-Year MCA, MCA for Working Professionals & 5-Year Integrated MCA Programs.
7. Recognized Research Centre for Ph.D. in Computer Applications under University of Mumbai.
8. State-of-the-art infrastructure with ICT-enabled classrooms, digital library, Wi-Fi campus & hostel facilities.
9. Learner-centric pedagogy fostering practical application and critical thinking
10. Active industry-institute collaboration through MOUs, value-added programs & guest lectures.
11. Dedicated Placement Cell with Industry connect and consistently placement record.
12. Personality grooming through aptitude training, group discussions, mock interviews & alumni mentorship.
13. Emphasis on holistic development via seminars, technical fests, cultural events & social outreach.

2. Vision and Mission and Quality Policy of the Institute

VISION - Thakur Institute of Management Studies, Career Development & Research will become a premier institute renowned internationally for providing education in software application to graduates from various disciplines.

MISSION - To achieve excellence in providing software education so that students can grasp existing as well as emerging technologies and to inculcate leadership and managerial qualities in them so that they can deliver results in the organization they join.

EDUCATIONAL ORGANIZATION POLICY - We, the staff, faculty and management of Thakur Institute of Management Studies, Career Development and Research are committed to offer excellence in software education, in inclusive and conducive academic environment for holistic development of our students.

We work as a team and interact with students in pro-active manner to achieve our Educational Organization Objectives and fulfill all academic, statutory and regulatory requirements. We strive for continual improvement of our Educational Organizations Management System.

1(C) 2 Years AUTONOMOUS MCA PROGRAMME

Master of Computer Applications (MCA) program

The Master of Computer Applications (MCA) program at TIMSCDR has been granted autonomous status by the UGC for a period of 10 years, effective from 2024.

Admission Process:

Admissions to the MCA program are conducted in accordance with the guidelines of the Government of Maharashtra and the Directorate of Technical Education (DTE), through the Common Entrance Test (CET) administered by the CET Cell and the Admission Regulating Authority (ARA).

Curriculum:

The curriculum for the 2-year Autonomus MCA program is available in the Institute Library and has also been published on the Institute's official website.

Eligibility Criteria for Admission to the Program:

- (i) Should be a citizen of India;
- (ii) Should have passed any graduation degree (e.g.: B.E. or B.Tech. or B.Sc or B.Com. or B.A. or B. Voc. or BCA etc.,) preferably with Mathematics at 10+2 level or at Graduation level and obtained at least fifty per cent marks (at least forty-five per cent. in case of candidates of Reserved Categories, Economically Weaker Section and Persons with Disability category belonging to the Maharashtra State) in the qualifying examination;
- (iii) Should have obtained non zero score in MAH-MCACET conducted by the Competent Authority.

MCA FOR WORKING PROFESSIONALS

Eligibility for Maharashtra State Candidature Candidates, All India Candidature Candidates, Union Territory of Jammu and Kashmir, and Union Territory of Ladakh Migrant Candidature Candidates.

Eligibility Criteria:

- (i) Should be a citizen of India;
- (ii) Should have passed any graduation degree (e.g.: B.E. or B.Tech. or B.Sc or B.Com. or B.A. or B. Voc. or BCA etc.,) preferably with Mathematics at 10+2 level or at Graduation level and obtained at least fifty per cent marks (at least forty-five per cent. in case of candidates of Reserved Categories, Economically Weaker Section and Persons with Disability category belonging to the Maharashtra State) in the qualifying examination;

- (iii) Should have obtained non zero score in MAH-MCACET conducted by the Competent Authority.
- (iv) In addition to qualification and eligibility for candidates eligible for respective Professional Education Post Graduate Courses Candidate shall have the following additional requirements for admission to courses for working professionals, namely: –
 - i. The candidate shall be working professional in Registered Industry or Organization (Central or State) or Private or Public Limited Company or Micro Small and Medium Enterprises (MSME's) located within fifty kilo meter radial distance from the Institute.
 - ii. The candidate shall have Minimum of one Year full-time or Regular working Experience in Registered Industry or Organization (Central or State) or Private or Public Limited Company or Micro Small and Medium Enterprises (MSME's).
- (v) The Course Duration shall be as decided by the affiliating university or Autonomous Institute or University.
- (vi) The timings for conduct of classes normally shall be in the evening hours or any flexible convenient timings in alignment with timings of Industry or Organization (Central or State) or Private or Public Limited Company or Micro Small and Medium Enterprises (MSME's).
- (vii) The mode of Conduct of Classes shall be as applicable for Regular Programs as defined in the AICTE Public Notice Vide. No. AICTE/AB/Academic/2020-21, dated 13th August 2020(In Regular Face to Face Mode).
- (viii) Minimum admission required to run the course shall be one third of the approved intake in each course.
- (ix) One Seat in every Institute shall be Reserved for Candidates working in Central Government Organizations or Industries or Companies or Autonomous Organizations purely on MERIT basis. In absence of any such candidate, the vacant seat shall be transferred to General Category.
 - (i) Working Professionals provisionally admitted in a course of the institute where total admissions in a course are less than one third of approved intake of the course after pre cut-off date for admissions shall be transferred strictly on merit basis in the nearby institute within fifty kilo meters radial distance from the working industry or organization in the same course or different course in case vacancy exists in nearby institutes on the request of the candidate.
 - (ii) Provisional Admission of the candidate shall be cancelled automatically if the candidate is not able to secure the admission on merit against vacancy in other institutes.

- (iii) This process of transfer shall be carried out between pre cut-off date and cut-off date for admissions to working professionals.
- (iv) Institute having admissions below 1/3 rd admissions after pre cut-off date has to refund full fees to the candidate in case of cancellation/transfer of admission immediately within two days of cancellation/transfer of admission.
- (x) Any other eligibility criteria and requirement declared from time to time by the appropriate authority and AICTE as defined under the Act.

MASTER OF COMPUTER APPLICATIONS (INTEGRATED COURSE)

Eligibility Criteria:

- (i) Should be a citizen of India;
- (ii) Should have passed 10+2 examination with Mathematics or Statistics or Accountancy as compulsory subjects and obtained at least forty five per cent. marks in aggregate (at least forty per cent. marks in aggregate for Reserved Categories, Economically Weaker Section and Persons with Disabilities category candidates belonging to Maharashtra State) and obtained non zero positive score in Common University Entrance Test (CUET) Under Graduate (UG) or obtained non zero score in MAH - BCA/BBA/BMS/BBM CET-2025 conducted by the Competent Authority.

For more information about Admission, log on: <https://cetcell.mahacet.org>

THE DOCTOR OF PHILOSOPHY (PH.D.) IN COMPUTER APPLICATIONS

The Doctor of Philosophy (Ph.D.) in Computer Applications at TIMSCDR is affiliated to the University of Mumbai. The program is conducted under the directions of the Faculty of Science & Technology of University of Mumbai.

1.4 GOVERNANCE

The Institute has the following governing bodies to ensure compliance of rules and regulations and directives of regulatory authorities namely AICTE, UGC, DTE and UoM. These bodies also ensure maintenance of quality and standard of relevant education and training.

1.4.1 GOVERNING COUNCIL

Governing Council has been appointed under the directives of the AICTE. The members of the Governing Council are from parent Trust, DTE, AICTE, UoM and professionals from domains of academics, industry and research.

1.4.2 ACADEMIC COUNCIL

Sr. No.	Council Position	Name of the Official	Designation
1	Chairperson	Dr. Pravin Gundalwar	Director, TIMSCDR
2	Head of Department	Mr. Shirshendu Maitra	Asst. Prof & HoD Academics, TIMSCDR
3	Teaching Staff	Ms. Sonu Gupta	Asst. Prof & Dy. Director, TIMSCDR
4		Dr. Ashwini Renavikar	Professor, TIMSCDR
5		Dr. Padma Mishra	Associate Professor, TIMSCDR
6		Ms. Kinjal Doshi	Assistant Professor, TIMSCDR
7	Expert / Academicians	Ms. Ritu Rungta	Associate Vice President, Xoriant
8		Dr. Mukesh Gupta	Founder, Lenest
9		Dr. Sheetal Rathi	Professor & Dean, Dept of CS, TCET
10		Mr. Sanjay Kimbahune	Senior Researcher, Tata Consultancy Services Limited
11	University Nominee	Dr. Rasika Mallya	Associate Director, NMITD
12		Dr. Suhasini Vijaykumar Kottur	Professor & Principal, Computer Applications, BVIMIT
13		Dr. Shivkumar Goel	HoD MCA, VESIT
14	Controller of Examination	Ms. Rashmi Vipat	Assistant Professor, TIMSCDR
15	Member Secretary	Ms. Rupali Jadhav	Assistant Professor, IQAC Coordinator, TIMSCDR

1.4.3 COLLEGE DEVELOPMENT COMMITTEE

In accordance with the Maharashtra Public Universities Act 2016, the Institute has set up a College Development Committee to oversee the academic and administrative functions of the Institute.

1.5 VISION, MISSION, VALUES AND QUALITY POLICY

VISION –

“Thakur Institute of Management Studies, Career Development & Research will become a premier institute renowned internationally for providing education in software application to graduates from various disciplines”.

MISSION –

“To achieve excellence in providing software education so that students can grasp existing as well as emerging technologies and to inculcate leadership and managerial qualities in them so that they can deliver results in the organization they join”.

EDUCATIONAL ORGANIZATION POLICY –

We, the staff, faculty and management of Thakur Institute of Management Studies, Career Development and Research are committed to offer excellence in software education, in inclusive and conducive academic environment for holistic development of our students. We work as a team and interact with students in pro-active manner to achieve our Educational Organization Objectives and fulfill all academic, statutory and regulatory requirements. We strive for continual improvement of our Educational Organizations Management System.

PROGRAM EDUCATIONAL OBJECTIVE (PEO) for MCA Program at TIMSCDR PEO's

- PEO-1:** To enable students to gain knowledge across all domains of Information Technology with in-depth understanding of their applications.
- PEO-2:** To enable students to analyze problems and to design and develop software solutions using emerging tools and technologies.
- PEO-3:** To enable students to continue Life-long learning, Research and Entrepreneurial pursuit in their chosen fields.
- PEO-4:** To develop communication, teamwork, and leadership skills necessary to manage multidisciplinary projects and serve the society as responsible and ethical software professionals.

PROGRAM OUTCOME (PO) for MCA Program at TIMSCDR

- PO-1: Foundation Knowledge:** Apply knowledge of mathematics, programming logic and coding fundamentals for solution architecture and problem solving.
- PO-2: Problem Analysis:** Identify, review, formulate and analyse problems for primarily focussing on customer requirements using critical thinking frameworks.
- PO-3: Design/ Development of Solution:** Design, develop and investigate problems with as an innovative approach for solutions incorporating ESG/SDG goals.
- PO-4: Modern Tool Usage:** Select, adapt and apply modern computational tools such as development of algorithms with an understanding of the limitations including human biases.
- PO-5: Individual and Teamwork:** Function and communicate effectively as an individual or a team leader in diverse and multidisciplinary groups. Use methodologies such as agile.

- PO-6: Project Management and Finance:** Use the principles of project management such as scheduling, work breakdown structure and be conversant with the principles of Finance for profitable project management.
- PO-7: Ethics:** Commit to professional ethics in managing software projects with financial aspects. Learn to use new technologies for cyber security and insulate customers from malware
- PO-8: Life-long Learning:** Change management skills and the ability to learn, keep up with contemporary technologies and ways of working.

CHAPTER 2: ACADEMICS

- 2.1 *MCA Program*
- 2.2 *MCA Curriculum*
- 2.3 *PEOs and POs*
- 2.4 *Academic Calendar*
- 2.5 *Attendance*
- 2.6 *Internship Project*
- 2.7 *Assessment & Evaluation*

2.1 MCA PROGRAM

The Master in Computer Applications (MCA) Program affiliated to University of Mumbai and the University has prescribed the curriculum. Admission to the MCA Program is done as per directive of the Govt. of Maharashtra, DTE, through Common Entrance Test conducted by CET and admission are done by the Regulating Authority (ARA).

The eligibility criteria for the admission to 2 year MCA program is : bachelor's degree in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories and persons with disability belonging to Maharashtra state only) having Mathematics or Statistics as one of the subjects at 10+2 level or higher level examination and obtained a nonzero score at the Common Entrance Test (CET).

2.2 Internship Project

Internship Program of six months duration in the last semester of the MCA Program provides a platform to explore different aspects of corporate that helps the students to bridge the gap between the theoretical concepts learned in the classroom training with the real-life corporate situations. During the course of Internship the students are assigned time-bound projects under industry mentor. In order to ensure the quality of learning during internship, each student is also guided by a faculty member from his/her specialization. The students are able to get first hand information about the functioning of the industry.

2.3 MCA CURRICULUM

Choice Based Credit Grading Scheme (CBCGS 2024) Proposed TIMSCDR Autonomy Scheme (w.e.f. A.Y. 2024-25) Semester - I (Level-6)

Course Description		Teaching Scheme (Program Specific)				
Sr. No.	Course Title	Modes of Teaching / Learning / Weightage				Credits
		Hours Per Week				
		Theory	Tutorial	Practical	Contact Hours	
1	Mathematical Foundation for Data Science	3	1	-	4	4
2	Information Security	3	1	-	4	4
3	Java for Software Development	3	-	-	3	3
4	Advanced Database System and Data Mining Techniques	3	-	-	3	3
5	Open Elective I	3	1	-	4	4
6	Java for Software Development Lab	-	-	2	2	1
7	Advanced Database System and Data Mining Techniques Lab using Python	-	-	2	2	1
8	Data structure and Applications Lab using Java	-	-	4	4	2
9	Advanced Web Technology Lab	-	-	4	4	2
10	In-Semester Capstone Project	-	-	2	2	1
Total		15	3	14	32	25
Audit Course (Passing is mandatory for this course)						
1	Competitive Programming	1	-	-	1	
Total		16	3	14	33	25

SEMESTER - II (LEVEL-6)

Choice Based Credit Grading Scheme (CBCGS 2024) Proposed TIMSCDR Autonomy Scheme (w.e.f. A.Y. 2024-25)

Course Description		Teaching Scheme (Program Specific)				
Sr. No.	Course Title	Modes of Teaching / Learning / Weightage				Credits
		Hours Per Week				
		Theory	Tutorial	Practical	Contact Hours	
1	Artificial Intelligence & Machine Learning	3	-	-	3	3
2	Research Methodology	3	1	-	4	4
3	Track Elective I	3	-	-	3	3
4	Track Elective II	3	-	-	3	3
5	Artificial Intelligence & Machine Learning Lab using Python	-	-	2	2	1
6	Track Elective I Lab	-	-	2	2	1
7	Track Elective II Lab	-	-	2	2	1
8	Full-stack Development Lab	-	-	4	4	2
9	Skill based Lab Course-Devops Lab	-	-	2	2	1
10	Communication & Soft Skill Development Lab	-	-	2	2	1
11	In-semester Capstone Project	-	-	2	2	1
Total		12	1	16	29	21
Audit Course (Passing is mandatory for this course)						
1	Competitive Programming and Aptitude Development	1	-	-	1	(Non Credit)
Total		13	1	16	30	21

SEMESTER - III (LEVEL-6.5)

Choice Based Credit Grading Scheme (CBCGS 2024)
Proposed TIMSCDR Autonomy Scheme (w.e.f. A.Y. 2024-25)

Course Description		Teaching Scheme (Program Specific)				
Sr. No.	Course Title	Modes of Teaching / Learning / Weightage				Credits
		Hours Per Week				
		Theory	Tutorial	Practical	Contact Hours	
1	Deep Learning	3	-	-	3	3
2	Professional Elective I	3	-	-	3	3
3	Track Elective III	3	-	-	3	3
4	Open Elective II	3	1	-	4	4
5	Deep Learning Lab	-	-	2	2	1
6	Professional Elective I Lab	-	-	2	2	1
7	Track Elective III Lab	-	-	2	2	1
8	Mobile Computing Lab	-	-	4	4	2
9	Research Project	-	-	1+7#	1+7#	4
10	Technical Research Paper writing	-	-	1+3#	1+3#	2
11	Institute Social Responsibility (ISR)	-	-	-	40*	1
Total		12	1	12	25	25

*# Work load only for students * Credit allocated in Sem III is based on 40 hrs of ISR work completed by the student in semesters I-III.*

SEMESTER - IV (LEVEL-6.5)

Choice-Based Credit Grading Scheme (CBCGS-2024)
Proposed TIMSCDR Autonomy Scheme (w.e.f. A.Y.2024-25)

Course Description		Teaching Scheme (Academic)				
Sr. No.	Course Title	Hours Per Week				Credits
		Theory	Tutorial	Practical	Contact Hours	
		1	Master Thesis (Internship Project)	-	-	
2	MOOCS	6#	-	-	-	6!
Total		6	-	40	40	20

Work load only for students ! Credits transferred from MOOC course, MOOC may be taken in any of semesters I - IV

Open Elective I (Sem-I)	
Sr. No.	Course Name
1	Research Ethics, IPR and Patents
2	Operational Research
3	Green IT & Sustainability
4	Financial Accounting and Management
5	Entrepreneurship Management

Open Elective II (Sem-III)	
Sr. No.	Course Name
1	Design Thinking
2	Management Information System
3	Information Technology in Healthcare
4	Information Technology in Agriculture
5	Renewable Energy Technologies
6	Introduction to Strategic Management

Bridge Course (Non-IT/CS Student)	
Sr. No.	Course Name
1	Object Oriented Programming with Java
2	Object Oriented Programming with Java Lab
3	Fundamentals of Web Technologies Lab

Track Electives				
Sr. No.	Track Name	Course 1 (Sem II)	Course 2 (Sem II)	Course 3 (Sem III)
1	Software Testing	Software Testing and Quality Assurance	Quality Metric and Performance Measurement	Risk Analysis and Management
2	Digital Marketing	Digital Marketing Essentials	Advanced Digital Marketing	Digital Marketing Trends and Emerging Technologies
3	Cyber Security	Ethical Hacking	Digital Forensic	Vulnerability Assessment & Penetration Testing

Professional Elective Theory	
Sr. No.	Course Name
1	Big Data Analytics
2	Internet of Things
3	Block Chain
4	Robotic Process Automation
5	Distributed System & Cloud Computing
6	Natural Language Processing

Professional Elective Lab	
Sr. No.	Course Name
1	Big Data Analytics Lab
2	Internet of Things Lab
3	BlockChain Lab
4	Robotic Process Automation Lab
5	Distributed System & Cloud Computing Lab
6	Natural Language Processing Lab

MCA Integrated (1 Years Syllabus)

MCA Integrated (Choice Based)

SEMESTER-I - MCA (LEVEL 4.5)

Choice-Based Credit Grading Scheme (CBCGS-2024)

Proposed TIMSCDR Autonomy Scheme (w.e.f. A.Y. 2025-26)

Course Description			Teaching Scheme				
Sr. No.	Course Code	Course Title	Modes of Teaching / Learning / Weightage				Credits
			Hours Per Week				
			Theory	Tutorial	Practical	Contact Hours	
1	CC101	Mathematics Foundations to Computer Science - I	3	0	0	3	3
2	SEC101	Problem Solving Techniques with 'C++' programming	3	0	0	3	3
3	SEC101L	Problem Solving Techniques with 'C++' programming Lab	0	0	4	4	2
4	CC102	Computer Architecture	3	0	0	3	3
5	CC103	Web Technologies	3	0	0	3	3
6	CC103L	Web Technologies Lab	—	—	4	4	2
7	AEC101	Professional Communication in English	1	1	0	2	2
8	MDE101	Indian Knowledge System	1	1	0	2	2
9	VAC101	Environmental Science and sustainability (with field project)	1	1	0	2	2
Sub-Total			15	3	8	26	22
Course Description			Audit Course (Passing is mandatory for this course)				
1	AEC102	Additional Course - Indian or Foreign Language Other than Mother Tongue and English (1-1-0) [optional course]* (Audit)	1	1	0	2	
Sub-Total			1	1	0	2	
Total			16	4	8	28	22

SEMESTER -II- M.C.A. INTEGRATED (LEVEL 4.5)

Choice-Based Credit Grading Scheme (CBCGS-2024)

Proposed TIMSCDR Autonomy Scheme (w.e.f. A.Y. 2025-26)

Course Description			Teaching Scheme				
Sr. No.	Course Code	Course Title	Modes of Teaching / Learning / Weightage				Credits
			Hours Per Week				
			Theory	Tutorial	Practical	Contact Hours	
1	CC104	Mathematics Foundations to Computer Science - II	3	0	0	3	3
2	CC105	Data Structures with Java	3	0	0	3	3
3	CC105L	Data Structures with Java Lab	0	0	4	4	2
4	CC106	Operating Systems	3	0	0	3	3
5	CC106L	Operating Systems Lab	0	0	2	2	1
6	SEC102	Object Oriented Programming using Java	3	0	0	3	3
7	SEC102L	Object Oriented Programming using Java Lab	0	0	4	4	2
8	VAC102	Indian Constitution	1	1	0	2	2
Sub-Total			13	1	10	24	19
Course Description			Audit Course (Passing is mandatory for this course)				
1	AEC202	Additional Course - Indian or Foreign Language Other than Mother Tongue and English (1-1-0) [optional course]* (Audit)	1	1	0	2	
2	AC-MCA-21	Universal Human Values	1	—	—	1	(Non Credit)
Sub-Total			2	1	—	3	
Total			15	2	10	27	19

Note: For all Lab subjects Term work will include the MSE practical exam component.

2.4 Academic Calendar

The semester-wise calendar is prepared and followed by the faculty members including allocation of working days to cover curricular, co-curricular and extra-curricular activities during each semester.

2.5 Attendance

Subject-wise attendance is taken every day. Students should have 75% attendance in academics and in development programs like guest lectures, training programs, field visits, etc. 75% attendance is mandatory to be eligible for appearing in University exams as per UoM Ordinance.

In case of leave of absence on genuine grounds, the students should take prior permission from the HoD. The application for leave on medical grounds, along with certificates of illness and fitness from a medical practitioner, must be submitted within 3 days on joining the Institute.

2.6 Assessment & Evaluation

The evaluation and assessment criteria and process is designed to include continuous assessment, internal examinations and University exams. There is one Internal Exam (IE) of 20 marks and there is Continuous Assessment (CA) of 20 marks (comprised of module wise tests through out the semester) and average of IE & CA is computed as Internal Assessment (IA) for each theory subject.

CHAPTER 3: STUDENT SUPPORT SERVICES

3.1 *Facilities for Students*

3.2 *Learning Resource Center*

3.3 *Computer Laboratories*

3.1. **Facilities for Students**

- The Institute has a secured campus, modern air-conditioned building, classrooms, computer laboratories, etc., and recreation areas having academic ambience and other relevant activities.
- Learning Resource Center with digital library, open access system, and internet facilities, spacious reading rooms etc.
- The Institute has 100 Mbps broadband internet connectivity and has Wi-Fi facility.
- Teaching, training, grooming and mentoring of the students for Holistic quality value-based education.
- The Students get Experiential learning through Industrial Visit events and competitions and personality development program.
- Language Lab training facilities.
- Entrepreneurial skill development.
- Exposure through Workshops, Conferences, Seminars etc.
- Sensitization towards social causes and participation and contribution to social upliftment.
- Assistance for Internship Program and Placements.
- Learning through certification program attendance in the events by professional bodies.
- Alumni connect.
- Hygienically maintained canteen.
- Hostel facilities for Boys and Girls.

3.2 **Library (Learning Resource Center)**

The Library (Learning Resource Center) includes an open area for access to books, journals, magazines, newspapers, Digital Library, Reading Room, Circulation counter. OPAC is provided for book search and can be accessed in the Digital Library. Students and Faculty members can recommend books for the library and get new titles as per their respective syllabus. Multimedia facilities are available and can be accessed in the

Digital Library. More than 13,000 books, 1000 reference books, 4,600 e-Books, 6 printed National/International Journals, 190 online IEEE International journals, 3 magazines and 6 newspapers are available for students.

LRC has a comfortable learning ambience. It has a printing and scanning facility.

The Key Sections of LRC are:

Book Stacking:

The collection of the Library is preserved in the cupboards. Books are arranged subject wise. Unique shelf and rack location has been provided to each subject. Shelf list is displayed at each shelf in the stack room. The Books in each shelf are classified as per 'Dewey Decimal Classification' (DDC) Scheme, an international standard. All books are with barcode and tagged.

Reading Room:

The reading room of the Library is air conditioned, spacious and well furnished. The seating capacity of the room is 100 students.

Periodicals Section:

The current issues of the periodicals including Journals and Magazines are displayed on periodical rack.

Digital Library:

Nine computer terminals with additional 4 access points for laptop are provided in the Digital Library Section for the students so that they can access online resources like IEEE e-Journal, EBSCO e-books, etc. Students can access the soft copy of syllabus, past year's question papers and projects.

Remote Access Facility:

All staff members of the Institute can access subscribed e-resources of Library through login displayed on notice board and webpage.

The following resources / facilities are available in the library:

1. Library Management System (Software – Koha)
 - Search of books through the Online Public Access Catalogue (OPAC).
 - Request for books.
 - Book issue and return are done through the barcode and manually.
2. Computing facility with internet / multimedia and Wi-Fi enabled.

3. E-resources of IEEE online International e-journals and IT core e-books are available and can be accessed remotely and in campus.
4. Book Bank facility for students.
5. Question Papers of previous years' available.
6. NPTEL/ Swayam / Shodhsindhu - lectures / Video can be accessed in the Digital Library.
7. Membership of National Digital Library of India (NDLI)
8. Reading room has seating capacity of 80 students and Digital Library for students.
9. Digital library for academic and research.
10. Access to the Internet in Multimedia PC.

Other Services:

1. CAS (Current Awareness Service) – New Arrivals display.
2. Training sessions for using e-resources and library orientation.

Library Timings: 8:30 AM to 6:00 PM from Monday to Saturday.

Rules for use of Library Facilities

1. Maintenance of silence in the library.
2. Record entry into visitor's register.
3. Wearing ID Card.
4. Consumption of food is prohibited in the Library.
5. Use of Mobile Phone is prohibited in the library.
6. Students not allowed to touch any electric installations.
7. Keep their belongings on the outside luggage racks at your own risk.
8. Students are requested to use the library materials very carefully without causing any damage.

Circulation - Book issue related rules:

1. Students should carry their Library Membership Card for using library resources.
2. Students must deposit the book card at the circulation counter before taking the book.
3. The holder of Library Card is responsible for the books borrowed against it.

4. For home lending students will get one book against library card for the period of 7 days.
5. Books can be re-issued by presenting them physically.
6. Fine for overdue: Rs.5/- per day will be charged against late return of books. Please check the due date slip.
7. Reference Books on overnight basis will be issued after 5.00 P.M., it should be returned back next day 9.30 A.M.
8. Writing or marking in library books is prohibited.
9. Question Papers, Newspapers, Project Reports, CDs, and Journal & Magazines on display are for reference purpose only.

Rules for use of Digital Library

1. Make entry in the register for using the digital resources.
2. CDs not allowed to be taken out.
3. Students can access electronic resources like IEEE e-Journal, EBSCO E-Books, NDLI, NPTEL, SWAYAM and such other educational Websites as mentioned on the institute's website under (Library) e-resources.

3.3 COMPUTER LABORATORY

Facilities in the Computer Laboratory

Number of Labs	Three
Number of computers	123 Desk Top
Software /application available	Windows 7/win11/office2007/Office 365

Internet and Wi-Fi:

Institute has internet broadband connection of 100 MBPS with Firewall set up to avoid unnecessary internet traffic. Authentication driven Wi-Fi is setup with 6 access points strategically located across the campus and has restrictions as per user level for maximum security.

Rules for use of Computer Laboratories

1. Follow instructions pertaining to the lab submission through online / offline mode as explained by the instructor.
2. All computers and accessories are to be handled with care and any rough handling or misuse will be liable for a penalty
3. Do not copy another students' code.

4. Enter all details of faulty equipment in the Lab Maintenance Register.
5. Eatables are not allowed within the lab
6. Visit only those sites on the Internet which are permitted.
7. Do not change the settings of the terminal you are working on – or set passwords.
8. Follow the instructions given during the lab session – downloading of contents without the permission of the instructor / lab staff is not allowed.
9. Refrain from online games etc.
10. Work within your own folder only.
11. After work shutdown the system and make sure all electrical connections are switched off before exiting the lab.

CHAPTER 4: TRAINING & PLACEMENT CELL (TPC)

- 4.1 *Training and Placement Policy*
- 4.2 *Eligibility*
- 4.3 *Registration for Placement Assistance*
- 4.4 *Instructions for Interview*
- 4.5 *Placement Process*
- 4.6 *Final Selection*

4. TRAINING & PLACEMENT CELL (TPC)

4.1 Training and Placement Policy

The institute has laid down a student friendly placement policy to ensure opportunity for all the final year MCA students, who are desirous of taking part in the campus placement. The institute has maintained contacts with industry to conduct campus interview of our passing out post graduates to opportunity for training and employment. The students are required to follow the instructions.

4.2 Eligibility

The students are sponsored for interviews based on their eligibility as per criteria set by the company. The students are therefore advised to keep all documents ready at the time of interview.

4.3 Registration for Placement Assistance

1. The students seeking Placement Assistance are required to register for the same by providing information as required by placement cell.
2. The Students, who wish to be entrepreneur, self-employed or go for further studies should opt out of Placement assistance and must submit written communication to the Training & Placement office.

4.4 Instructions for Interview

1. The campus placement process for Training & Placement is displayed on Notice Board.
2. The resume should be filled up carefully to be submitted to the Placement Office for placing before the interviewing team.
3. The resume should include personal details and achievements during the program.

4. After Interview, the result is required to be recorded in the Placement Card maintained in the placement office, which should be kept updated.
5. The Training & Placement office should be contacted for any enquiry.

4.5 Placement Process

1. The Company/Industry inform in advance about the date and time of the campus interview, which is displayed on Notice Board and students are informed via email.
2. The student should follow the instructions for the campus placement process:
 - a. Be present 30 minutes before commencement of process
 - b. Be dressed in formals for interview.
 - c. Carry the following for eligibility for Interview -
 - i. ID card.
 - ii. Aadhar card
 - iii. Copy of updated resume.
 - iv. Photocopy of mark sheets (SSC, HSC, Graduation and MCA).
 - v. Two Passport Size Photographs.
 - vi. Synopsis of projects done.
 - vii. Other documents required by the company.
3. Students who register for interview with a company are expected to appear for the entire recruitment process of that company and accept the offer given by the company.
4. At the time of interview students should not negotiate with the employer about salary and terms announced by the company.

4.6 Final Selection

1. The student selected by a company will be treated as finally placed and cannot take part in the further placement process.
2. Students shall not request any organization to keep an offer pending or extension of deadline for communication of their decision regarding offers made by an organization.
3. If a student, once selected, fails to join the company for whatever reasons, will not be allowed to sit for further placement processes.
4. All communications with the recruiter shall be routed through the Placement Cell only.
5. A copy of the Offer/Appointment letter should be submitted to the Training & Placement Cell.

Chapter 5: MENTORSHIP

5.1 MENTORING ACTIVITY

5.1 Mentoring Activity

The Institute provides opportunity for students to make continuous improvement in her/his knowledge and abilities. For this purpose the students are guided and assisted in their educational and learning activities and improve their behavior, conduct etc.

With this in mind, the institute conducts the Mentorship program for Students. The faculty members are allotted groups of students for guidance under this program. Thus, each student has a Faculty mentor who focuses on the overall development of the student during the course. This covers emotional, psychological as well as the academic well being of the students. This system ensures the Holistic Development of the students.

The Faculty Mentors conduct meetings with the students to keep in touch with individual student as and when required. The difficulties being faced by the students in learning are discussed and resolved. Guidance on career planning and other relevant issues is also done during the meeting. The records of the interactions during the mentoring sessions and the overall academic and co-curricular and extra-curricular activity of the mentee is maintained in the Mentorship Handbook.

The mentees are expected to keep their Faculty mentors informed about the difficulties and problems experienced for timely advice and/or action required for satisfactory progress.

Chapter 6: CO-CURRICULAR ACTIVITIES

- 6.1 *SYNAPSE*
- 6.2 *ICAIM – Conference*
- 6.3 *Consultancy Projects*
- 6.4 *Convocation*
- 6.5 *IoT Excellence Lab*
- 6.6 *Tech-Tonics – Research Journal*
- 6.7 *Coding Club*
- 6.8 *Industrial Visit*

6.1 SYNAPSE

SYNAPSE is an unique, theme based, innovation event in the Institute. Students submit innovative IT solutions to solve live problems which are inline with the theme of the event. Students are expected to submit a prototype of their solution. The projects are finally presented in front of Industry experts. The winners are awarded cash prizes. The projects are published in the SYNAPSE Booklet.

6.2 ICAIM – CONFERENCE

Institute has been conducting annual International Conference – ICAIM – *International Conference on Advances in Information Technology and Management* since 2015. The Conference focuses on research and deliberation on the applications of Information Technology particularly in the domains of Medicine and Agriculture. The Conference encourages the participants to contribute research work in line with the theme of ICAIM, which is published in the Conference proceedings. The weeklong Conference has following events:

- Pre-Conference Sessions
- Technical workshops
- Research Paper presentations
- Expert Talks

The research papers submitted by the students are scrutinized for quality and also using anti Plagiarism software – Urkund. The verified research papers are published in the ICAIM Proceedings. The Editorial committee of ICAIM Proceedings comprises of Faculty and Students members.

Selected research papers are also published in recognized Journals.

Students present their research work in front of domain experts during the Conference.

ICAIM provides a platform for the students to:

- Interact with Experts from the use of Information Technology in the domains of Medicine and Agriculture.
- Research on live problems pertaining to these domains.
- Write and publish research papers in recognized National and International Journals.
- Present research work before experts members.
- Attend technical workshops on latest Technologies.

6.3 CONSULTANCY PROJECTS

Institute Consultancy Cell – IGNOVISION provides students with Internship opportunities during the Semester II of their MCA Program to work on live projects of the Institute Consultancy cell.

This provides students :

- An exposure to live projects
- Opportunity to work on latest technology
- Interaction with client
- Improvement in Communication Skill
- Work in a team

6.4 CONVOCATION

The Degree Distribution Ceremony of the Institute is conducted as per the notification of the University of Mumbai, is the final exit for the student for the MCA Program. Student who have cleared the MCA Program are awarded their Degree Certificate during this ceremony. The ceremony is presided by stalwarts from Industry and Academic with is attended by the passing graduates and their parents. Students are required to dress in the Convocation Gown which makes the event memorable.

6.5 IoT EXCELLENCE LAB

Institute has an IoT Excellence Lab with Faculty and Student members. The IoT Lab has the following devices :

- Raspberry Pi
- Arduino
- Sensors (Moisture, Light, Movement)

The IoT Excellence Lab provides:

- Hands-on training session on Basic IoT and Advanced IoT for its students and outside participants.
- Training session for school children conducted by the students members of the IoT Lab.
- Facility for Faculty and Student members to work on IoT Projects.

6.6 RESEARCH JOURNAL – *TECH-TONICS*

The Institute publishes a Research Journal – *TechTonics* which is a biannual Journal containing Research Papers and Articles authored by students on various IT related topics. The Students along with Faculty members comprise the Editorial team of the Journal. The Journal contents are scrutinized by the Editorial Team before publication.

6.7 CODING CLUB

The Coding Club is organizing the first official coding challenge for FY MCA students titled “Code It Out.” This challenge aims to help the student to apply their technical knowledge and gain practical experience.

6.8 INDUSTRIAL VISIT

1. Prior permission from the Management should be taken before approaching the industry.
2. The norms for visit laid down by the statutory bodies should be followed.
3. The visit to industry should be arranged by prior appointment.
4. The tour/visit manager in the industry should be informed in advance about the purpose of the visit in order that he/she can arrange the visit to relevant department.
5. The decorum of the industry should be maintained while visiting as par with their employees.
6. Proper dress codes should be maintained along with ID.

Chapter 7: CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

- 7.1 *ECell*
- 7.2 *VISTA*
- 7.3 *DLLE*
- 7.4 *Sports*
- 7.5 *Unnat Bharat Abhiyan UBA*
- 7.6 *Social Events*
- 7.7 *Green Club*

7.1 ECELL

The Institute ECELL – AYAN has student and faculty members. The ECELL conducts following activities to inculcate entrepreneurship spirit amongst the young IT graduates of the Institute:

- **Business Mela** – Students put up stalls to undertake basic business operations like – Marketing, Inventory, Accounts, etc. The Best stall is awarded prize at the end of the event.
- **E-Summit** – Entrepreneurs from outside and within the Institute are invited to share their entrepreneurial experiences to encourage students to take up entrepreneurship.
- **E-Week** – Several events relating to entrepreneurship are organized in a week long activity.

7.2 VISTA

Institute technical fest – VISTA is an annual intercollegiate event. The event is planned and conducted by the students. The Student Council members play a prime role in conduct of VISTA.

More than 300 students from various Technical Institutes and Departments participate in the two days event. VISTA comprises of several Technical and Cultural events and culminates with awarding of the Rolling Trophy to the winning participating College.

7.3 DLLE

DLLE Cell of TIMSCDR is established under the Department of Life Long Learning of UoM. DLLE provides students to:

- Work on Extension Projects given by DLLE University of Mumbai.
- Work with communities which are downtrodden and deprived

- Create awareness and educate women from deprived communities about Health and Cleanliness
- Participate in intercollegiate competitions – UDAAN – Poster making and Street Play.

Students are required to be members of the DLLE Cell to participate in the activities. On successful completion of the prescribed hours of Community service students are awarded additional 10 marks.

TIMSCDR is proud winner of the intercollegiate competition Street Play competition for the last five years.

7.4 SPORTS

Annual Sports Day is organized to encourage students to participate in indoor and outdoor sports events. The two days event comprises of semi-final and finals on first and second day respectively. The Division winning the maximum numbers of trophies and certificates is awarded the Rolling Trophy.

7.5 Unnat Bharat Abhiyan (UBA)

Unnat Bharat Abhiyan by the Govt. of India is an initiative that provides Institutes an opportunity to work with villages. The Institute has adopted the following villages as part of UBA:

- Vasai
- Bendshil
- Dahanu
- Palghar
- Jambhulpada

UBA Cell at the Institute conducts activities to create awareness amongst the villagers about waste management, cleanliness, health and COVID -19, etc.

Faculty and Student members of UBA Cell of the Institute pay visits to villages to understand the problems faced by villagers and work on the same.

7.6 SOCIAL EVENTS

Following Social events are conducted with student participation

- **Swatch Bharat Abhiyan** – Students participate in cleanliness drive in locality near of the Institute and create awareness about cleanliness.
- **Green Environment** – Students create awareness amongst school children about creating Green Environment and participate in Tree plantation drive
- **School Visits** – Students visit the Municipal schools in Samata Nagar and conduct activity classes for the school children. They also distribute stationary material.
- **Blood Donation** – Students and Faculty members participate in the Blood Donation drive.

7.7 GREEN CLUB

The Institute's Green Club actively involves students in a diverse range of eco-conscious activities aimed at promoting sustainability, environmental awareness, and social responsibility. These initiatives foster hands-on learning and encourage students to contribute meaningfully to both campus and community welfare.

To integrate sustainability with skill development, the Institute facilitates environmental certification programs and courses such as MYCA , which empower students with theoretical and practical knowledge in green practices and community development.

The Institute's Green Club promotes large-scale student engagement through eco-friendly initiatives, including Seed Ball Throwing Activities to encourage biodiversity and afforestation, and Plastic Waste Collection Drives to collect recyclable plastic. These activities foster hands-on learning, environmental awareness, and social responsibility, encouraging students to contribute to campus and community welfare while promoting sustainability and green cover.

Through all these initiatives, the Green Club continues to create awareness, impart practical skills, and promote sustainable habits among students. The Institute remains committed to environmental stewardship and community development through consistent engagement in green practices.

CHAPTER-8: CELLS & COMMITTEES

- 8.1 *Grievance Redressal Cell*
- 8.2 *Anti-Ragging Committee and Anti-Ragging Squad*
- 8.3 *Internal Complaint Committee*
- 8.4 *Women Development Cell*
- 8.5 *Library Committee*
- 8.6 *Research and Development Cell*
- 8.7 *Student Interaction Cell*

8.1 Grievance Redressal Committee

In case students want to express their grievances, they can visit the Institutes official website and register their grievances through an online format. The committee for Grievance Redressal will look into the matter to resolve it.

The following Grievance Redressal Committee is constituted in the Institute for the purpose of Redressal grievance of the students, parents & other stakeholders, as per Directive of the AICTE.

Sr. No.	Name of Committee Members	Designation	Position as per AICTE
1.	Dr. Pravin Gundalwar	Director	Chairperson
2.	Ms. Rupali Jadhav	Assistant Professor & HOD-ACA	Member
3.	Ms. Kinjal Doshi	Assistant Professor, Exam In charge	Member

Ms. Sonu Gupta is also be the “**Ombudsman**” of the Institute.

Procedure for handling grievances

Students, who have any issue, query or grievance, should first discuss it with their teachers and departmental incharge. In case the student is not satisfied with the outcome of this discussion or desires to have further clarification, then he/she should contact the Director for redressal. If the grievance cannot be resolved by the Director, the student should submit his / her grievance to the GR Cell.

8.2 Anti-Ragging Committee and Anti-Ragging Squad

The Anti-Ragging Committee and Anti-Ragging Squad are formed as per notification of the All India Council for Technical Education (AICTE) in connection with prevention and prohibition of ragging in technical institutions :

“All the concerned persons are requested to make note that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.”

The Maharashtra Prohibition of Ragging Act 1999 has the provisions for Action against Ragging.

Anti – Ragging Committee

The “Anti Ragging Committee” is constituted with the following members.

Sr. No.	Name of Committee Members	Designation	Position as per AICTE
1.	Dr. Pravin Gundalwar	Director	Head of the Institute
2.	Mr. Narayan Patil	Head Constable, Mumbai Police	Police Administration
3.	Mr. Wasim Sheikh	Journalist (HT)	Local Media
4.	Dr. Sangeeta Shirname	Socialist (Inseed)	Non Government Organization
5.	Ms. Rupali Jadhav	Asst. Professor & IQAC Co-ordinator	Faculty Member
6.	Mr. Shirshendu Maitra	Asst. Professor & HOD-ACA	Faculty Member
7.	Mr. Ramkrishna Sawant	Retd. Assistant Sub Inspector	Parent
8.	Mr. Ashok Salunkhe	Creative Manager, Ascent Meditech	Parent
9.	Mr. Vikas Shelar	Student	Student
10.	Ms. Sanjana Redkar	Student	Student
11.	Mr. Alok Singh	Hostel Warden	Hostel
12.	Mr. Shailesh Sharma	Office Superintendent	Non Teaching Staff
13.	Mr. Prashant Satam	Senior Clerk	Non Teaching Staff

Anti – Ragging Squad

Sr. No.	Name of Committee Members	Designation	Status in the Committee
1.	Dr. Pravin Gundalwar	Director	Chairperson
2.	Mr. Shirshendu Maitra	Asst. Professor & HOD-ACA	Faculty Member
3.	Ms. Rohini Bagul	Asst. Professor	Faculty Member
4.	Mr. Shailesh Sharma	Office Superintendent	Member
5.	Mr. Priyanshu Chouhan	1st year student	Member
6.	Ms. Achala Pal	1st year student	Member

What constitutes Ragging: Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Steps to Prevent Ragging at TIMSCDR

1. Anti-ragging squad is constituted as per AICTE norms
2. Any complaint related to ragging is forwarded to the Anti-ragging squad which investigates and takes appropriate action.
3. Necessary counseling is done by the Director and other committee members from time to time.
4. Routine and surprise visit to hostel is made by the committee members.
5. The provisions laid down by Maharashtra Prohibition of Ragging Act, 1999 are followed by the Institute which is displayed on the notice board.

8.2 Women's Grievances Redressal Committee

Women's Grievances Redressal Committee for the academic year 2021-22 has been constituted with following members in the team:

Sr. No.	Name of the Faculty	Designation	Status in the Committee
1	Dr. Pravin Gundalwar	Director	Chairperson
2.	Ms. Rupali Jadhav	Assistant Professor	Member
3.	Mr. Brijesh Pandey	Assistant Professor	Member
4.	Ms. Kinjal Joshi	Assistant Professor	Member
5.	Ms. Pritam Rane	Sr. Clerk	Member
6.	Mr. Mayur Pawar	Placement Coordinator	Member
7.	Dr. Sangeeta Shriname	NGO Member, Inseed	Member

8.3 Internal Complaint Committee (ICC)

Internal Complaint Committee is established as per All India Council for Technical Education for Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions.

The ICC is responsible for organizing Training Programs or workshops for Staff, Faculty members and Students to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under the regulations.

The ICC has the following members:

Sr. No.	Name of the Faculty	Designation	Position as per AICTE
1	Dr. Ashwini Renavikar	Professor	Presiding Officer
2	Mr. Shirshendu Maitra	Asst. Prof. & HOD-ACA	Member
3	Ms. Rupali Jadhav	Asst. Prof. & IQAC Coordinator	Member
4	Mr. Shailesh Sharma	Office Superintendent	Member
5	Ms. Pritam Rane	Sr. Clerk	Member
6	Mr. Ayush Dubey	Student	Member
7.	Ms. Anuja Shinde	Student	Member
8.	Mr. Vikas Yadav	Student	Member
9.	Dr. Sangeeta Shirname	Inseed NGO Member	Non-Government Organization

8.4 Women Development Cell

Sr. No.	Name of the Committee Member	Designation
1.	Dr. Pravin Gundalwar	Director
2.	Ms. Rashmi Vipat	Asst. Prof., In-charge Examinations
3.	Ms. Rupali Jadhav	Asst. Prof.
4.	Ms. Anushri Mukhopadhyay	Asst. Prof.
5.	Ms. Vanshika M.	Steno typist
6.	Ms. Pritam Rane	Sr. Clerk

Objectives of WDC :

- Creating awareness about importance of Women's Health
- Providing opportunities and platform for Women's Entrepreneurship
- Creating self-confidence and fearless attitude through Self Defense initiatives
- Empowering Women

8.5 Library Committee

The Library Committee meets twice in the AY to discuss on enhancement in the Learning Resource Center and to facilitate the use of resources by the Faculty members and Students.

Following are the members of the Library Committee:

Sr. No.	Name	Designation	Role
1	Dr. Pravin Gundalwar	Director	Chairperson
2	Ms. Kiran Dubey	Librarian	Member - Secretary
3	Mr. Shirshendu Maitra	Asst. Professor & HoD - ACA	Member
4	Ms. Rupali Jadhav	Asst. Professor	Member
5	Ms. Kinjal Doshi	Asst. Professor	Member
6	Mr. Ankit Dhotre	Sem III Batch A	Student Representative
7.	Ms. Riya Maurya	Sem III Batch B	Student Representative
8.	Ms. Purna Sharma	Sem III Batch C	Student Representative
9.	Mr. Amit Tiwari	Sem III Batch D	Student Representative

8.6 Research and Development (R&D) Committee

Research and Development activity of TIMSCDR is for promoting research culture within the Institute. It consists of investigative activities with the intention of making a discovery that can either lead to the development of new products or procedures, or to improvement of existing products or procedures. Research and Development is one of the means by which Institute can experience future growth by developing new products or processes to improve and expand their operations.

TIMSCDR aims to conduct research to meet the corporate demands and to address their needs appropriately. TIMSCDR has a full fledged research team where researchers exhibit creativity and also ensuring accountability for the research projects undertaken.

TIMSCDR is pursuing interdisciplinary research work in the domains of Agriculture and Medicine (Healthcare) in association with renowned Institutes like KEM Hospital and Sion Hospital (LTMGH & LTMMC) and professional bodies - MACCIA (Maharashtra Chamber of Commerce, Industry & Agriculture) and AMC (The Association of Medical Consultants).

The institute conducts R&D activities under the Research Cell. The Research Cell has the following objectives:

1. To encourage Research culture amongst the Students and Faculty of the Institute by organizing and attending Conferences and Workshops, publishing research papers in UGC recognized Journals and peer reviewed Journals with high impact factor.
2. Acquiring and working on Funded Research Projects.
3. To perform research in the selected domains.
4. To study the role of Information Technology applications in various domains.
5. To develop interdisciplinary network with industry, government, professionals for research collaborations.

The Research Committee comprises of experts from inter-disciplinary domains. The Research Committee consists of the following members:

Sr. No.	Name	Designation	Research Committee Position
1	Dr. Pravin Gundalwar	Chairman	Chairperson
2	Dr. Padma Mishra	Convenor	Member
3	Dr. Ashwini Renavikar	Member – Finance & Infrastructure Committee	Member
4	Dr. Sonal Sharma	Member – Research Program, Policy Development Committee	Member
5	Ms. Kinjal Doshi	Member – Collaboration & Consultancy Committee	Member
6	Mr. Shirshendu Maitra	Member – IPR, Legal & Ethical Matters	Member
7	Dr. Shiksha Dubey	Member – Product Development, Monitoring and Commercialization	Member
8	Prof. Sonu Gupta	Asst. Prof., Dy. Director	Member
9	Dr. Seema Bansode Gokhe	Prof. & Head – PSM Dept., LTMMC & LTMGH	Member
10	Mr. Dinesh Kumar Singh	TCS Innovation Lab	Member
11	Dr. Mukesh Gupta	Founder – Le’Nest Hospital	Member
12	Dr. Vilas Jadhav	Principal, KVK Kosbad, Palghar	Member
13	Mr. Makrand Churi	Agro Consultant	Member

The Research Committee provide inputs for enhancement of Research in the Institute.

8.7 Student Interaction Committee

Institute has constituted the Students Interaction Committee to encourage Student centric approach for conduct of the MCA Program. The Committee consists of Students and Faculty members.

The Committee focuses on resolving inputs provided by the students for improving the delivery of the MCA Program and ensuing overall Holistic development of the students.

Following are the committee members of the Student Interaction Committee:

Sr. No.	Name	Designation
1	Dr. Pravin Gundalwar	Director
2	Ms. Sonu Gupta	Deputy Director, Asst. Professor, TPO
3	Mr. Shirshendu Maitra	HOD, Asst. Professor
4	Ms. Rashmi Vipat	Asst. Professor
5	Ms. Aprajita Singh	Asst. Professor, IC
6	Ms. Netra Dhulap	Student
7.	Mr. Omkar Gupta	Student,
8.	Mr. Saravanan	Student,
9.	Ms. Nikita Shukla	Student
10.	Ms. Jyoti Yadav	Student
11.	Mr. Suraj Yadav	Student,
12.	Jha Ayushi	Student,
13.	Chouhan Priyanshu Kailash	Student
14.	Arjoo Khan	Student
15.	Hitesh Mhatre	Student,
16.	Shruti Rajkumar Prajapati	Student,
17.	Prem Sahu	Student
18.	Muskan Singh	Student,
19.	Prince Tiwari	Student

Chapter-9: STUDENTS' COUNCIL

9.1 *Background*

9.2 *Constitution*

9.3 *Objectives*

9.4 *Functions and Activities*

9.5 *Duties of Council Members*

9.1 Back ground

As per clause 99 of Maharashtra Act No. VI of 2017 and Maharashtra Public Universities Act, 2016, there shall be a Students' Council for each affiliated College/Institution, to look after the welfare of the students and to promote and co-ordinate the extracurricular activities of the students.

9.2 Constitution

Student Council members are the representatives of the Student Body. It consists of student Incharge for various activities such as Cultural, Sports, Entrepreneurship, Social, Co-Curricular etc. Students who are interested in leadership, event planning and execution are invited to this council.

9.3 Objectives

1. To provide exposure and experience to students, through various activities conducted during academic year.
2. To develop skill sets of students by involving them in planning & implementation of academic, social and co-curricular activities.
3. To give students an opportunity to develop leadership and team work by organizing various activities.
4. To take inputs from the students regarding academic and placements related activities, thus enabling Institute to improve curricular, co-curricular and extra-curricular activities.

9.4 Functions and Activities

1. The student council of TIMSCDR functions in a cordial and responsible manner to manage, organize and conduct all student related events and activities in and outside the campus.
2. The Council Office bearers are responsible for organizing various events and for ensuring participation of TIMSCDR students in inter college events.

3. The Council organizes and conducts Technical fest, sports, entrepreneurship activities and CSR activities.
4. The Council assists in the indoor and outdoor recreation activities.

9.5 Duties of Council Members

1. To conduct council meeting.
2. Responsible for making announcement about various events which are external and internal.
3. To conduct regular meeting with the Director and the Student council faculty team for deciding and executing various events.
4. To record and make minute of the meeting and place a copy of the same in the student council file.
5. To maintain the attendance of every student council meeting.
6. To consider reports from CRs are also responsible for class room discipline and management.
7. To ensure that the Institute Students attendeing Indoor and Outdoor activities and maintain discipline.

CHAPTER-10: CONDUCT RULES

10.1 Code of Conduct for Students

To achieve high ethical and academic standard, students are instructed to follow the Code of Conduct prescribed by the institute.

ACADEMIC CONDUCT

- As a part of academic work, time to time submissions are scheduled for assessment of respective subjects. It is mandatory for the students to follow the schedule and submit the work complete in all respects on time.
- Any research paper/ project/ report submitted by the students has to be original work of the student. Plagiarism shall not be accepted.

REGULAR ATTENDANCE

Subject-wise attendance is taken every day. Students should have 75% attendance in all subjects and in developmental programs like guest lectures, training programs, field visits etc as per University of Mumbai Ordinance O.6086.

GENERAL CONDUCT

1. Wearing ID-Card on campus is compulsory.
2. Formal and decent dress code should be maintained (half-pants, Capris, three-fourths, are not allowed).
3. Only English language shall be used for oral / written communication on campus.
4. Students should not talk amongst themselves whenever anyone is addressing the class as a whole. If students are found disturbing the class with notorious activities, necessary disciplinary action will be taken.
5. Loitering in the corridors and making noise on the premises is strictly prohibited.
6. Consumption of alcohol, tobacco, drugs, cigarette, and smoking is prohibited in the institute. Students should refrain from visiting smoking joints in the vicinity of the campus.
7. Access will not be allowed into lectures, computer labs, seminars after the start of the session. Late comers will be refused entry and should leave immediately, if requested.
8. In the event that a student wishes to leave a lecture, seminar or computer lab before its scheduled finish time, the prior permission of the Professor concerned should be obtained except in the case of departure necessitated by reason of illness or other unforeseen circumstances.

9. Laptops and other auxiliary aids can be used, in classroom & Labs with permission from the Professor concerned.
10. No audio or video recording of any session should take place without the permission of the Professor/ Speaker concerned.
11. Food & Beverages shall be consumed only in refreshment room or canteen.
12. Misuse or damage to any learning materials including collar mikes, computers, sound systems or LCD Projectors, furniture, fittings, or any other property belonging to the institute will not be tolerated and will lead to disciplinary action, and the entire class will be held responsible for it and shall be liable to pay fine as applicable.
13. Seating arrangement in the classroom should not be disturbed.
14. Caution Money will be refunded as per the refund policy of the institute.
15. Library books and Card should be returned as per the Library policy.
16. Comply with all important dates provided by examination section without fail.
17. Provide faculty teaching feedback unbiasedly and fearlessly to facilitate positive changes in teaching / training system and help to improve its efficiency and effectiveness.
18. Participate in departmental and institutional activities/ programmes individually and in groups to enhance your learning and help to increase the brand value of the Institute.
19. Encourage and share best practices and innovations at all levels to set new standards and benchmark for the Institute.
20. Avoid gossip and false propaganda.
21. Be vigilant and report any incidences that need immediate attention and corrective action.
22. Ragging is prohibited under the Maharashtra State Act of 1999 within or outside of education premises and any act by participant is punishable.
23. Learn and notice the drills during any emergency / accident like fire, flood, electrical shocks, etc.
24. Read notice board and visit college website regularly for latest updates to be well informed at all times.
25. Do not use cell phones within the Classroom and Labs.
26. Be in regular touch with the Mentor-Faculty and bring to her/his notice difficulties if any.
27. Any illegal activity within the college premises is strictly prohibited.

CHAPTER 11-ALUMNI ASSOCIATION

11. Alumni Association

The following are the members, their addresses and designation, age, occupation and nationality who are the member of the Governing Body of above society. And they are entrusted the work and management of the society as per Rules and Regulations of the Society.

Sr. No.	Name & Designation of the Member	Designation in the Committee
1	Ms. Sonu Gupta	Dy. Director
2	Mr. Brijesh Pandey	Asst. Prof. & TPO
3	Mr. Santosh Jain	Asst. Prof.
4	Mr. Apurb Sinha	Alumni, TIMSCDR
5	Mr. Nitin Singh	Alumni, TIMSCDR
6	Mr. Prashant Nair	Alumni, TIMSCDR
7.	Mr. Prasahant Tiwari	Alumni, TIMSCDR
8.	Mr. Malav Shah	Alumni, TIMSCDR

The Objectives of this Society (Alumni) are as given below:

1. To foster, promote and contribute towards strong association between TIMSCDR and its alumni.
2. To build a strong Alumni Network amongst the Alumni Community.
3. To create common interest groups and provide a forum for discussion.
4. To involve Alumni in Institutional development activities.
5. To organize alumni meets, reunions and other development activities for the Alumni Community.
6. To organize and promote welfare activities to support the alumni members.
7. To pursue any other activities consistent with the above aims and objectives of the Association for the mutual growth.
8. To create unity, brotherhood etc. amongst the Members & General Public.
9. To celebrate Sarvajanik Utsavas, Religious Festivals.
10. To arrange and organize cultural programs.
11. To arrange and organize different types of Arts, Sports Competitions.
12. To run, conduct, maintain and manage Educational Institutions.
13. To give Educational help to the poor and deserving peoples.

14. To run, conduct, maintain and manage Charitable Clinic.
15. To give Medical help to the poor and deserving people.
16. To provide Ambulance services to the General Public.
17. To try to keep area clean and green.
18. To help the General Public by providing free legal aid and assistance to them.
19. To run and organize social activities and programs for the benefit of General Public.
20. To create Social, Cultural, Educational awakening amongst the General Public.
21. To work for the welfare and development of the members and General Public through various programs, lectures, demonstration and other activities.
22. To give the information of Scheme of Government, Semi Government and Municipal Corporation to the General Public.
23. To provide relief to the people who came affected by Natural Calamities.
24. To do such other things which are incidental conducive to attainment of above objects.

DECLARATION

I, Mr./Ms. _____ student of MCA (Batch 20__ - 20__) hereby declare that I have read the Student Handbook (Batch 20__ - 20__) thoroughly and have understood the instructions/rules/norms mentioned in it in its true sense. I, hereby undertake to follow all the rules mentioned therein and will abide by it. I am aware that in case of failure to follow the rules, disciplinary action will be taken against me.

Date:

Place:

(Signature of the student)

Name: _____

Class: _____

Roll No.: _____



Thakur Educational Trust's (Regd.)

Thakur Institute of Management Studies, Career Development & Research

Autonomous Institute Affiliated to University of Mumbai, Approved by AICTE, DTE and Govt. of Maharashtra

ISO 21001 : 2018 Certified • MCA Program Accredited by National Board of Accreditation (NBA)

Institute Accredited with A+ Grade by National Assessment and Accreditation Council (NAAC)

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