



Thakur Educational Trust's (Regd.)

**THAKUR INSTITUTE OF
MANAGEMENT STUDIES, CAREER
DEVELOPMENT & RESEARCH**

(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)

ISO 9001 : 2015 Certified • MCA Program Accredited by National Board of Accreditation, New Delhi

Thakur Educational Campus,
Shyamnarayan Thakur Marg, Thakur Village,
Kandivali (East), Mumbai - 400 101.

Tel.: 6730 8301 / 2, 2884 0484 / 91

Fax : 2885 2527

Email : timsedr@thakureducation.org

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

TIMSCDR

STUDENTS HANDBOOK

INDEX

Chapter	PARTICULARS	Page Number
Chapter-1	INTRODUCTION	3
Chapter-2	ACADEMICS	8
Chapter-3	STUDENT SUPPORT SERVICES	18
Chapter-4	TRAINING & PLACEMENT CELL	23
Chapter-5	MENTORSHIP PROGRAMME	26
Chapter-6	CO-CURRICULAR ACTIVITIES	27
Chapter-7	EXTRACURRICULAR ACTIVITIES	30
Chapter-8	CELLS AND COMMITTEES	32
Chapter-9	STUDENTS' COUNCIL	39
Chapter-10	CONDUCT RULES	41
Chapter-11	ALUMNI ASSOCIATION	43
	DECLARATION	44

CHAPTER 1: INTRODUCTION

- 1.1 *Director's Message*
- 1.2 *Thakur Education Group (TEG)*
- 1.3 *Thakur Institute of Management Studies, Career Development & Research (TIMSCDR)*
- 1.4 *Governance*
- 1.5 *Vision, Mission, Values and Quality Policy*
- 1.6 *Program Educational Objectives and Program Outcome*

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 every sector, requiring a large pool of highly qualified Information Technology professionals. TIMSCDR is one of the premier institutes providing Master in Computer Application, post graduate degree, 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 right skill sets to meet the industry expectations.

With state of the art infrastructure, right academic ambience, and a focus on overall personality development, we provide an excellent environment that facilitates and nurtures our next generation technical professionals. Our team of well qualified and experienced faculty, who are highly motivated, continuously guide our students, to have overall development from academic, technical, leadership as well as managerial skill sets point of view. With a strong management commitment and support, a very devoted and effective placement cell, we aim to provide even better opportunity to our students, so that they are successful in their future endeavors.

I am sure that the aspiring students will get the best of everything as expected from a top grade 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 then went on to set up series of educational institutions under these Trusts during the next three decades with generous financial input and equally matching determination to provide quality education. Currently the TEG is managing 18 Institutes set up in 8 sprawling campuses in green environments, catering to the needs of over 50000 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:

Kandivali, Mumbai		
1	Thakur Vidya Mandir High School & Junior College (TVM)	1990
2	Thakur College of Science and Commerce (TCSC)	1992
3	Thakur Polytechnic (TPOLY)	1998
4	Thakur College of Engineering & Technology (TCET)	2001
5	Thakur Institute of Management Studies, Career Development & Research (TIMSCDR)	2001
6	Thakur Institute of Career Advancement (TICA)	2001
7	Thakur Institute of Management Studies & Research (TIMSR)	2002
8	Thakur Public School (TPS)	2003
9.	Thakur Institute of Aviation Technology (TIAT)	2006
10	Thakur Shyamnarayan College of Education & Research (TSCER)	2007
11	Thakur International School (TIS)	2008
12	Thakur Shyamnarayan High School (TSHS)	2013
13	Thakur School of Architecture and Planning (TSAP)	2014
14	Thakur Shyamnarayan Degree College (TSDC)	2016
15	Thakur Global Business School (TGBS)	2020
16	Thakur Institute of Hotel Management (TIMH)	2020
Dahisar, Mumbai		
17	Thakur Ramnarayan College of Arts and Commerce (TRCAC)	2017
18	Thakur Ramnarayan College of Law (TRCL)	2018
19	Thakur Institute of Hotel Management (TIMH)	2020
Azamgarh, UP		
20	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 is also approved for conduct of Ph.D. (Tech.). Thakur Polytechnic is affiliated to the Maharashtra State Board of Technical Education for conduct of Diploma courses in Engineering and Technology. 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. A high level of cleanliness is maintained in the entire campus and buildings with proper security arrangements.

The TEG ensures that its Institutions fulfill the norms prescribed by the statutory, regulatory and affiliating bodies and maintain high quality of education being imparted to the students by providing state-of-the-art infrastructure and by recruiting qualified and experienced faculty members. The admissions are made as per Government Regulations by the relevant authority.

The Institutes have laid down code of conduct for students, faculty and staff members. The canteen provides healthy food options for them.

ISO Certification

The Thakur Institutions are ISO: 9001:2015 certified.

Accreditation and Quality Awards

TCSC	Accredited by the NAAC with Grade A for the third cycles.
TCET	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.
TPOLY	Accredited by NBA for two cycles of three years each. AICTE-CII Industry Linked Technical Institute Survey SILVER Award.
TIMSR	AICTE-CII Industry Linked Technical Institute Survey PLATINUM Award Accredited by the NAAC in the first cycle with Grade A+.
TIMSCDR	Accredited by the NBA for Academic Year 2019-2020 to 2021-22. AICTE-CII Industry Linked Technical Institute Survey PLATINUM Award.
TSAP	Times Icons Mumbai Award as the Best Architecture College in the City. Second position secured by the students for the ISOLA (Indian Society of Landscape Architects) Trophy in Landscape Design.

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

Thakur Institute of Management Studies, Career Development & Research was established in the year 2001 with the objective of providing quality technical education in tune with international standards and contemporary global requirements. The institute offers 2 years postgraduate degree in Master in Computer Applications (MCA) approved by the DTE, AICTE and is affiliated to the University of Mumbai.

The Management's commitment to excellence is reflected in the marvelous infrastructure that is comparable to the finest institution of its type in the country. The sprawling campus with modern building, lawns, gardens, playgrounds, parking area, and hostel accommodation ensure a right academic ambience essential for a center of higher education. At TIMSCDR, importance is given to recruitment of qualified faculty with adequate experience.

Application of modern technology in teaching-learning process and day to day governance of the Institute makes TIMSCDR unique. A closely monitored quality assurance mechanism ensures proper coverage of syllabus within right time frame. The syllabus has been given a new dimension through experienced faculty and state of the art infrastructure. The overall personality development through extracurricular activities like quiz, debates and seminars to name a few have been a hallmark of the Institute. The Institute focuses on imparting knowledge to the students that persists even when they pass out and step into the corporate world. In addition to the MCA curriculum the institute encourages students for certifications in the technical domain for enhancing their skills.

With its world class infrastructure; qualified and experienced faculty members; well-equipped computer center; well stocked library with books, journals, e-journals and having research section, reading room; R & D Cell, Student Development Cell and Industry Institution Interaction, the Institute offers quality education through its program. The organization supported by dedicated 16 Mbps broadband internet connectivity and has Wi-Fi facility.

The students are given pre-placement training in relevant areas in the industry orientation sessions. The industries are invited to conduct campus interviews for short term internship and final placements. The Institute has a registered Alumni Association. The Alumni Association members share their experiences with the students and guide them about industry processes, needs etc. Also, as members of the Advisory Board, they guide on the curriculum development, Industry-Institution-Interaction processes etc and participate in the Institute activities.

The Institute has undertaken Consultancy practice with the application of IT to the domain of Medicine and Agriculture. The Institute is involved in outreach social service programs.

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 ADVISORY BOARD

The Institute has appointed an Advisory Board as per directives of the AICTE. This Board consists of members from Academics and Industry to advise the Institute on the development and implementation of curriculum and industrial practices in the emerging areas. The Board also brings in the processes of imparting skills needed by the IT industries.

1.4.3 COLLEGE DEVELOPMENT COMMITTEE (Formerly Local Managing Committee)

In accordance with the Maharashtra Public Universities Act 2016, the Institute has set up a College Development Committee (formerly known as Local Managing Committee) to oversee the academic, administrative and the day-to-day functioning of the Institute. This committee consists of members from the Trust, Faculty, Education, Industry, Research and Social Service.

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”.

QUALITY POLICY –

We, the staff, faculty and management of Thakur Institute of Management Studies, Career Development & Research are committed to offer excellence in software education, conducive academic environment and state of-the-art infrastructure to our students. We work as a team and interact with students in pro-active manner to achieve our Quality Objectives and fulfill all academic, statutory and regulatory requirements to entire satisfaction of our students as well as for continual improvement of QMS.

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 has been reduced from 3 years to 2-years from the Academic Year 2020-21 and the University has prescribed the revised curriculum. Admission to the MCA Program is carried out as per the guidelines of Govt. of Maharashtra, DTE, through Common Entrance Test conducted by CET Cell and ARA - Admission Regulating Authority.

The Curriculum of 2 year MCA program is available in the Library and has been displayed on the Institute website.

The eligibility criteria for the Curriculum of 2 year MCA program is available in the Library and has been displayed on the Institute website. This Program is qualifying bachelor's degree course 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 MCA CURRICULUM

Program Structure for First Year Master in Computer Applications UNIVERSITY OF MUMBAI (With Effect from 2020-2021) Semester I

Course Code	Course Name	Teaching Scheme (Contact Hours)			Credits Assigned			
		Theory	Pract.	Tut.	Theory	Pract.	Tut.	Total
MCA11	Mathematical Foundation for Computer Science 1	3	-	1	3	-	1	4
MCA12	Advanced Java	3	-	-	-	3	-	3
MCA13	Advanced Database Management System	3	-	-	3	-	-	3
MCA14	Software Project Management	3	-	1	3	-	1	4
MCAL11	Data Structures Lab with C and / C++	-	4	-	-	2	-	2
MCAL12	Advanced Java LAB	-	2	-	-	1	-	1
MCAL13	Advanced Database Management System LAB	-	2	-	-	1	-	1
MCAL14	Web Technologies	-	4	-	-	2	-	2
MCAP11	Mini Project – 1 A	-	2	-	-	1	-	1
	Total	12	14	2	12	07	2	21

		Examination Scheme							
		Theory				Term Work	Pract & oral	Total	
Course Code	Course Name	Internal Assessment			End Sem. Exam	Exam. Duration (in Hrs)			
		CA	Test	Avg					
MCA11	Mathematical Foundation for Computer Science 1	20	20	20	80	3	25	-	125
MCA12	Advanced Java	20	20	20	80	3	-	-	100
MCA13	Advanced Database Management System	20	20	20	80	3	-	-	100
MCA14	Software Project Management	20	20	20	80	3	25	-	125
MCAL11	Data Structures Lab with C and / C++	-	-	-	-	-	50	50	100
MCAL12	Advanced Java LAB	-	-	-	-	-	25	50	75
MCAL13	Advanced Database Management System LAB	-	-	-	-	-	25	50	75
MCAL14	Web Technologies	-	-	-	-	-	50	50	100
MCAP11	Mini Project – 1 A	-	-	-	-	-	50	-	50
	Total	-	-	80	320	-	250	200	850

**Program Structure for First Year Master in Computer Applications
UNIVERSITY OF MUMBAI (With Effect from 2020-2021)**

**Semester II
Teaching Scheme**

Course Code	Course Name	Teaching Scheme (Contact Hours)			Credits Assigned			
		Theory	Pract.	Tut.	Theory	Pract.	Tut.	Total
MCA21	Mathematical Foundation for Computer Science 2	3	-	1	3	-	1	4
MCA22	Artificial Intelligence and Machine Learning	3	-	-	3	-	-	3
MCA23	Information Security	3	-	-	3	-	-	3
MCAE24	Elective – 1	3	-	-	3	-	-	3
MCAE25	Elective – 2	3	-	1	3	-	1	4
MCAL21	Artificial Intelligence and Machine Learning Lab	-	2	-	-	1	-	1
MCAL22	Soft Skill Development Lab	-	2	-	-	1	-	1
MCALE23	Elective 1 Lab	-	2	-	-	1	-	1
MCAL24	Skill based Lab Course AWT Lab	-	4	-	-	2	-	2
MCAL25	Skill based Lab Course User Interface Lab	-	2	-	-	1	-	1
MCAL26	Skill based Lab Course Networking with Linux Lab	-	2	-	-	1	-	1
MCAP21	Mini Project 1-B	-	2	-	-	1	-	1
	Total	15	16	2	15	8	2	25

**Program Structure for First Year Master in Computer Applications
UNIVERSITY OF MUMBAI (With Effect from 2020-2021)**

Semester II

Course Code	Course Name	Examination Scheme							
		Theory					Term Work	Pract & oral	Total
		Internal Assessment			End Sem. Exam	Exam. Duration (in Hrs)			
CA	Test	Avg							
MCA21	Mathematical Foundation for Computer Science 2	20	20	20	80	3	25	–	125
MCA22	Artificial Intelligence and Machine Learning	20	20	20	80	3	–	–	100
MCA23	Information Security	20	20	20	80	3	–	–	100
MCAE24	Elective – 1	20	20	20	80	3	–	–	100
MCAE25	Elective – 2	20	20	20	80	3	25	–	125
MCAL21	Artificial Intelligence and Machine Learning Lab	–	–	–	–	–	25	50	75
MCAL22	Soft Skill Development Lab	–	–	–	–	–	50	–	50
MCALE23	Elective 1 Lab	–	–	–	–	–	25	50	75
MCAL24	Skill based Lab Course AWT Lab	–	–	–	–	–	50	50	100
MCAL25	Skill based Lab Course User Interface Lab	–	–	–	–	–	25	50	75
MCAL26	Skill based Lab Course Networking with Linux Lab	–	–	–	–	–	25	50	75
MCAP21	Mini Project 1-B	–	–	–	–	–	50	–	50
	Total	–	–	100	400	–	300	250	1050

Elective 1

Sr. No.	Course Code	Course Name	Lab Course Code
1	MCAE241	Image Processing	MCALE231
2	MCAE242	Internet of Things	MCALE232
3	MCAE243	Robotic Process Automation	MCALE233
4	MCAE244	Computer Vision	MCALE234
5	MCAE245	Embedded Systems	MCALE235

Elective 2

Sr. No.	Course Code	Course Name
1	MCAE251	Natural Language Processing
2	MCAE252	Geographic Information System
3	MCAE253	Design and Analysis of Algorithm
4	MCAE254	Digital Marketing and Business Analytics
5	MCAE255	Research Methodology

Program Structure for Second Year Master in Computer Applications UNIVERSITY OF MUMBAI (With Effect from 2021-2022)

Semester III

Course Code	Course Name	Teaching Scheme (Contact Hours)			Credits Assigned			
		Theory	Pract.	Tut.	Theory	Pract.	Tut.	Total
MCA31	Big Data Analytics and Visualization	3	–	–	3	–	–	3
MCA32	Distributed System and Cloud Computing	3	–	–	3	–	–	3
MCAE33	Elective - 3	3	–	–	3	–	–	3
MCAE34	Elective - 4	3	–	1	3	–	1	4
MCAL31	Big Data Analytics and Visualization Lab	–	2	–	–	1	–	1
MCAL32	Distributed System and Cloud Computing Lab	–	2	–	–	1	–	1
MCALE33	Elective 3 Lab	–	2	–	–	1	–	1
MCAL34	Skill based Lab Mobile Computing Lab	–	4	–	–	2	–	2
MCAL35	Software Testing Quality Assurance Lab	–	2	–	–	1	–	1
MCAP31	Mini Project: 2 A	–	2	–	–	1	–	1
	Total	12	14	1	12	07	1	20

Program Structure for Second Year Master in Computer Applications
UNIVERSITY OF MUMBAI (With Effect from 2021-2022)
Semester III

		Examination Scheme							
		Theory					Term Work	Pract & oral	Total
Course Code	Course Name	Internal Assessment			End Sem. Exam	Exam. Duration (in Hrs)			
		CA	Test	Avg					
MCA31	Big Data Analytics and Visualization	20	20	20	80	3	–	–	100
MCA32	Distributed System and Cloud Computing	20	20	20	80	3	–	–	100
MCAE33	Elective - 3	20	20	20	80	3	–	–	100
MCAE34	Elective - 4	20	20	20	80	3	25	–	125
MCAL31	Big Data Analytics and Visualization Lab	–	–	–	–	–	25	50	75
MCAL32	Distributed System and Cloud Computing Lab	–	–	–	–	–	25	50	75
MCALE33	Elective 3 Lab	–	–	–	–	–	25	50	75
MCAL34	Skill based Lab Mobile Computing Lab	–	–	–	–	–	50	50	100
MCAL35	Software Testing Quality Assurance Lab	–	–	–	–	–	25	50	75
MCAP31	Mini Project: 2 A	–	–	–	–	–	50	–	50
	Total	–	–	80	320	–	225	250	875

Elective 3

Sr. No.	Course Code	Course Name	Lab Course Code
1	MCAE331	Blockchain	MCALE331
2	MCAE332	Deep Learning	MCALE332
3	MCAE333	Game Development	MCALE333
4	MCAE334	Ethical Hacking	MCALE334
5	MCAE335	Quantum Computing	MCALE335

Elective 4

Sr. No.	Course Code	Course Name
1	MCAE341	Intellectual Property Rights
2	MCAE342	Green Computing
3	MCAE343	Management Information System
4	MCAE344	Cyber Security and Digital Forensics
5	MCAE345	Entrepreneurship Management

Program Structure for Second Year Master in Computer Applications
UNIVERSITY OF MUMBAI (With Effect from 2021-2022)
Semester IV

Course Code	Course Name	Teaching Scheme (Contact Hours)		Credits Assigned		
		Theory	Pract.	Theory	Pract.	Total
MCAI41	Internship	–	40	–	15	15
MCAR42	Research Paper	1	–	1	–	1
MCAM43	Online Course- (MOOC)	4#	–	4	–	4!
MCAS44	Institute Social Responsibility*	–	–	–	–	2*
	Total	5	40	5	15	20+2*

Course Code	Course Name	Examination Scheme				Total
		Internal Assessment		University Assessment	Total	
		Mid term Presentation I	Mid term Presentation II	Final Presentation		
MCAI41	Internship	25	25	200	250	
MCAR42	Research Paper	25	25	–	50	
	Total	50	50	200	300	

Work load only for students

! Credits transferred from MOOC courses

* Credits allotted in semester IV based on the (ISR) work done in semesters I II III

Note: Internal assessment of Tutorials to be done separately and term work marks to be given out of 25 for those courses where tutorial is mentioned.

Program Structure for Bridge Course (With Effect from 2020-2021)

For the graduates, not having graduation in Computer Science/Information Technology/ Computer Application, need to complete the bridge course in first year of MCA along with the semester I and II of MCA

Course Code	Course Name	Group	Teaching Scheme			Credits Assigned			
			(Contact Hours)			Theory	Pract.	Tut	Total
			Theory	Pract.	Tut.				
MCABR1	Programming with C++	ICT	3	–	–	–	–	–	–
MCABR2	Data Structures	ICT	3	–	–	–	–	–	–
MCABR3	Operating Systems	ICT	3	–	–	–	–	–	–
MCABR4	Computer Networks	ICT	3	–	–	–	–	–	–
MCABR5	Discrete Mathematics	M	3	–	–	–	–	–	–
	Total		15	–	–	–	–	–	–

Course Code	Course Name	Group	Examination Scheme							
			Theory					Pract		
			Internal Assessment			End Sem.	Exam. Duration	Pract	Oral	Total
			CA	Test	Avg.					
MCABR1	Programming with C++	ICT	20	20	20	80	3	–	–	100
MCABR2	Data Structures	ICT	20	20	20	80	3	–	–	100
MCABR3	Operating Systems	ICT	20	20	20	80	3	–	–	100
MCABR4	Computer Networks	ICT	20	20	20	80	3	–	–	100
MCABR5	Discrete Mathematics	M	20	20	20	80	3	–	–	100
		Total								500

2.3 PEOs and POs

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.

PO-1:	Computational Knowledge - Apply domain specific knowledge of computing and mathematics for designing of software solutions for defined problems and requirements.
PO-2:	Problem Analysis - Understand and analyze a problem and suggest feasible solutions.
PO-3:	Design / Development of Solution - Design, evaluate, and develop effective solutions for complex computing problems to meet desired needs.
PO-4:	Conduct investigation of complex computing problems - Design and conduct experiments and use research-based methods to investigate complex computing problems.
PO-5:	Modern tools usage - Use appropriate techniques and software tools for computing activities.
PO-6:	Professional Ethics - Understand and commit to professional norms, regulations and ethics.
PO-7:	Lifelong Learning - Recognize the need for and have the ability to engage in independent learning for continual professional development.
PO-8:	Project management and finance - Understand and apply project management principles, as a member or leader in multidisciplinary environments.
PO-9:	Communication Efficacy - Effectively communicate technical information, both oral and written with range of audience.
PO-10:	Societal & Environmental Concern - Analyze societal, environmental, cultural and legal issues within local and global contexts when providing software solutions.
PO-11:	Individual and Team Work - Work as a member or leader in diverse teams in multidisciplinary environments.
PO-12:	Innovation and Entrepreneurship - Use Innovation and Entrepreneurship for creation of value and wealth.

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 O.6086.

Students are expected to attend all the classes, labs and activities etc. 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 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 their 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.

2.7 Assessment & Evaluation

The evaluation and assessment criteria and process is designed to include continuous assessment, internal examinations and University exams. There is only 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

- State-of-the-art infrastructural facilities, academic ambience and other relevant activities. The Institute has secured campus, modern air-conditioned building, classrooms, computer laboratories, etc., for learning and recreation areas.
- Learning Resource Center with digital library, open access system, and internet facilities, spacious reading rooms etc.
- Experienced faculty members for teaching, training, grooming and mentoring students for Holistic quality value-based education.
- Experiential learning through events and competitions, personality development program, Language Lab training facilities etc.
- 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 and events by professional bodies.
- Strong Alumni connect.
- Hygienically maintained canteen with quality products.
- Hostel facilities.

3.2 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 and cupboards for books. 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 13,233 books, 800 reference books, 3,777 e-Books, 18 printed National Journals, 18 printed 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 fully air conditioned, ventilated, 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 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.
 - Overnight issue of 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 given to all students in each semester.
5. Question Papers of previous year's 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 of 13 student's.
9. Digital library for research and academic needs provides access to the Internet in Multimedia PC and separate points are given for Laptop use.

Other Services:

1. CAS (Current Awareness Service) – New Arrivals display.
2. Overnight Issue – Current Issue of Journals / Magazines can be borrowed on Library cards overnight.
3. Time to time training sessions for using e-resources and library orientation during induction given to users.

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

Rules for use of Library Facilities

1. Students have to maintain silence in the library.
2. Students have to make entry into visitor's register.
3. Wearing ID Card is compulsory.
4. Consumption of food, except drinking water, is strictly prohibited.
5. Use of Mobile Phone is strictly prohibited in the library.
6. Students should not touch any electric equipment without permission of the librarian.
7. Students must keep their belongings on the luggage racks after entering the library. Library is not responsible in case of any damage or theft of the belongings, kept in the library.
8. Students are not allowed to sit in the Library while lectures and events are in session.
9. 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. Students should check the books while taking/receiving them from the library.
5. For home lending students will get one book against one library card for the period of 7 days.
6. Books can be re-issued by presenting them physically.
7. Fine for overdue: Rs.5/- per day will be charged against late return of books. Please check the due date slip.
8. Books on overnight basis will be issued after 5.00 P.M., it should be returned back next day before 9.30 A.M.
9. Writing or marking in library books is strictly prohibited.
10. Question Papers, Newspapers, Project Reports, CDs, and Journal & Magazines on display are meant for reference purpose only.

Rules for use of Digital Library

1. Students must make entry in the register before using the digital resources.
2. Students are not allowed to take CDs outside the digital library.
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	3
Number of computers	123 (HP +Dell desktop)
Software /application available	Windows 7/win10/office2007/Office 365 including software as per curriculum of the MCA Program

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 all 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 make you 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 disallowed 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 disallowed.
9. Refrain from any online activity other than the practical – online games or other browsing is not permitted.
10. Do not delete the work of your fellow students – work within your folder only.
11. 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 *Placement Process*

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 over the years established and developed contacts with leading industry to conduct campus interview so that all our passing out post graduates get full opportunity for gainful employment. The students are required to go through the policy and follow the instructions.

General instructions

1. Read the Training & Placement Notice Board every day carefully and thoroughly to follow the campus placement process.
2. For any enquiry contact the Training & Placement office.
3. Submit your resume to the Placement Office which should include your achievements during the program and keep it updated.
4. The progress of appearing in the campus interview is required to be recorded in the Placement Card maintained with the placement office, which should be updated promptly.
5. The data and information about the students are required to be submitted to the interviewing team, hence it should be filled up carefully as any error in the same can lead to rejection by the team.

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. All 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 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 before appearing 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 -
 - i. Institute ID card.
 - ii. Hard copy of updated resume.
 - iii. Photocopy of mark sheets (SSC, HSC, Graduation and MCA).
 - iv. 2 Photographs.
 - v. Synopsis of projects done in the recent past.
 - vi. Aadhar card
 - vii. Other documents required by the company.

The Student not complying with above instructions can lead to rejection by the team.

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.

4.5 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. Such a job offer shall be treated as a final offer.
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

Mentorship is a unique feature of TIMSCDR. The institute believes that every student deserves an opportunity to make optimum use and continuously improve her or his knowledge and abilities. However, at times, the students are required to be guided and assisted in their problems or confusion relating to their activities, behavior, conduct etc.

With this in mind, the institute conducts the Mentorship. Each faculty member is allotted a certain group of students under this program. Thus, each student has a Faculty mentor who will focus on the overall development of the student during the course. The purpose of the Student Mentoring is to look after the emotional, psychological as well as the academic well being of the students. This system is in place to ensure for the Holistic Development of the students.

The Faculty Mentors conduct meetings on working Saturdays with the students to keep in touch and more often with individual student if so required. The difficulties being faced by the students in learning are discussed and resolved in the best possible way. Guidance on career planning and other relevant issues is also done during the meeting. The details of the interactions during the mentoring sessions and the overall academic and co-curricular and extra-curricular activity record of the mentee is maintained in the Mentorship Handbook.

The mentees is expected to keep their respective Faculty mentors informed about difficulties or problems experienced so that timely advice is given and/or timely action can be taken 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*

6.1 SYNAPSE

SYNAPSE is an unique, theme based, innovation event at TIMSCDR. Students submit innovative IT solutions to solve day-to-day 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 prize. The top 10 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 is unique as it focuses on research and deliberation on the applications of Information Technology in the domains of Medicine and Agriculture. The Conference is theme based and 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 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.

Few 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 domains of Information Technology, 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 in front of domain experts.
- 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 to improve their communication skills
- Work in a team

6.4 CONVOCATION

The Degree Distribution Ceremony of the Institute conducted as per the notification of the UoM, 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 Industry and Academic stalwarts and attended by the passing graduates and their parents. Students dress in the Convocation Gown which makes the event memorable.

6.5 IoT EXCELLENCE LAB

Institute has the IoT Excellence Lab constituted in 2017. The Lab has 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 TIMSCDR students and outside participants.
- Training session for school children delivered by the students members of the IoT Lab.
- Facility for Faculty and Student members to work IoT Projects.

6.6 TECH-TONICS – RESEARCH JOURNAL

The Institute research journal – TechTonics is biannual Journal which publishes 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 thoroughly scrutinized by the Editorial Team before publication.

Chapter 7: EXTRA-CURRICULAR ACTIVITIES

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

7.1 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.

7.2 ECELL

The Institute ECELL – AYAN constitutes 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 understand 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 TIMSCDR 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.

7.3 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 few Cultural events and culminates with awarding of the Rolling Trophy to the winning participating College.

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. TIMSCDR has adopted the following villages as part of UBA:

- Vasai
- Bendshil
- Dahanu
- Palghar
- Jambhulpada

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

Faculty and Student members of UBA Cell of TIMSCDR 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 near locality 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.

CHAPTER-8: CELLS & COMMITTEES

- 8.1 *Grievance Redressal Committee*
- 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 Committee*
- 8.7 *Student Interaction Committee*

8.1 Grievance Redressal Committee

In case students want to express their grievances, they can visit the Institutes official website and can 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.

Sr. No.	Name of Committee Members	Designation	Position as per AICTE
1.	Dr. Vinita Gaikwad	Director	Chairperson
2.	Ms. Sonu Gupta	Assistant Professor, TPO	Member
3.	Ms. Rashmi Vipat	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 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 COO.

8.2 Anti-Ragging Committee and Anti-Ragging Squad

As per the notification of All India Council for Technical Education (AICTE) dated 01.09.2009 in connection with prevention and prohibition of ragging in technical institutions imparting technical education, (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009) :

“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 which is in effect from 15th May 1999 has the provisions for Action against Ragging.

Anti – Ragging Committee

The “Anti Ragging Committee” is constituted with the following members for the academic year 2020-21

Sr. No.	Name of Committee Members	Designation	Position as per AICTE
1.	Dr. Vinita Gaikwad	Director	Head of the Institute
2.	Mr. Machindranath Chavan	Sr. Police Inspector (Crime Branch)	Police Administration
3.	Mr. Washim shekh	Journalist (HT)	Local Media
4.	Ms. Snehali Vaidya	Socialist (Swadhar NGO)	Non Government Organization
5.	Ms. Rupali Jadhav	Assistant Professor	Faculty Member
6.	Mr. Shirshendu Maitra	Assistant Professor	Faculty Member
7.	Mr. Hemant Kale	Mumbai Police Inspector	Parents
8.	Ms. Sunetra Prabhu	Service (MTNL)	Parents
9.	Mr. Archin Joshi	Student (2nd year)	Student
10.	Mr. Anurag Singh	Student (3rd year)	Student
11.	Mr. Rajesh Singh	Hostel warden	Hostel
12.	Ms. Shailesh Sharma	Head Clerk (Secretary)	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. Vinita Gaikwad	Director	Head of the Committee
2.	Mr. Pankaj Mudholker	Assistant Professor	Member
3.	Ms. Aprajita Singh	Assistant Professor, MR	Member
4.	Mr. Shailesh Sharma	Head Clerk	Member
5.	Mr. Archin Joshi	Student (2nd year)	Member
6.	Mr. Anurag Singh	Student (3rd year)	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. Vinita Gaikwad	Director	Chairperson
2	Ms. Sonu Gupta	Assistant Professor, TPO	Member Secretary
3.	Ms. Rashmi Vipat	Assistant Professor, Exam In charge	Member
4.	Ms. Aprajita Singh	Assistant Professor, MR	Member
5.	Ms. Rupali Jadhav	Assistant Professor	Member
6.	Ms. Mira Gohil	Assistant Professor, HoD ACA	Member
7.	Ms. Pritam Rane	Senior Clerk	Member
8.	Ms. Snehali Vaidya	NGO Member, Swadhar Kendra	Member

8.3 Internal Complaint Committee (ICC)

Internal Complaint Committee is established as per Section 4 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 (Regulations, 2016 vide No. F.AICTE/WH/2016/01dated 10th June, 2016).

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	Ms. Rashmi Vipat	Assistant Professor	Presiding Officer
2	Ms. Rupali Jadhav	Assistant Professor	Member
3	Mr. Pankaj Mudholkar	Assistant Professor	Member
4	Mr. Shailesh Sharma	Head Clerk	Member
5	Ms. Pritam Rane	Senior Clerk	Member
6	Mr. Manthan Mrigal	Student (3rd Year)	Member
7.	Ms. Ana Gadala	Student (3rd Year)	Member
8.	Mr. Aditya Divedi	Student (2nd Year)	Member
9.	Ms. Rohini Kulkarni	Socialist (Swadhar NGO)	Govt. Organization

8.4 Women Development Cell

Sr. No.	Name of the Committee Member	Designation
1.	Dr. Vinita Gaikwad	Director
2.	Ms. Mira Gohil	HoD-ACA
3.	Ms. Rupali Jadhav	Assistant Professor
4.	Ms. Megha Mudholkar	Assistant Professor
5.	Ms. Pritam Rane	Senior 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. Vinita Gaikwad	Director	Chairperson
2	Ms. Kiran Dubey	Librarian	Member - Secretary
3	Ms. Mira Gohil	HoD-ACA	Member
4	Mr. Pankaj Mudholkar	Assistant Professor	Member
5	Ms. Aprajita Singh	Assistant Professor, MR	Member
6	Ms. Rupali Jadhav	Assistant Professor	Member
7.	Mr. Rahul Kewat	Student	Member
8.	Ms. Himani Salvi	Student	Member

8.6 Research and Development (R&D) Committee

Research and Development of TIMSCDR is responsible 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 properly and promptly and to address their needs appropriately. TIMSCDR has a full fledged research team where researchers can give full play to their creativity, 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 of Medicine and Agriculture.
4. To study the role of Information Technology applications in Medicine and Agriculture but not limited to other domains.
5. To develop interdisciplinary network with industry, government, professionals and experts from research fields 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. Vinita Gaikwad	Director - TIMSCDR	Chairperson
2	Dr. Seema Bansode Gokhe	Professor & Head – PSM Dept – LTMGH & LTMMC	Member
3	Mr. Pankaj Mudholkar	Assistant Professor – TIMSCDR	Member
4	Mr. Dineshkumar Singh	TCS Innovation Lab – Group Leader	Member
5	Dr Gajanan D Velhal	Professor & Head, Dept of Community Medicine, Seth G S Medical College & KEM Hospital	Member
6	Mr. Milind Prabhu	Independent Farmer, Agro Consultant	Member
7.	Mr. Shirshendu Maitra	Assistant Professor – TIMSCDR	Member
8.	Mr. Sachin More	Assistant Professor – TIMSCDR	Member
9.	Ms. Rasika Phatak	Independent Farmer, Agro Consultant	Member

The Research Committee meets twice in the year and is instrumental in providing 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 twice during the AY and 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. Vinita Gaikwad	Director
2	Ms. Aprajita Singh	Assistant Professor, MR
3	Mr. Pankaj Mudholkar	Assistant Professor
4	Ms. Sonu Gupta	Assistant Professor, TPO
5	Ms. Mira Gohil	Assistant Professor, HoD Academics
6	Mr. Shirshendu Maitra	Assistant Professor
7.	Mr. Shailesh Sharma	Head Clerk
8.	Ms. Tanvi Chavan	TY Student, Batch 2022
9.	Ms. Ankita Patil	TY Student, Batch 2022
10.	Ms. Mayur Chauhan	TY Student, Batch 2022
11.	Ms. Pratiksh Soni	TY Student, Batch 2022
12.	Ms. Akshay Shetty	TY Student, Batch 2022
13.	Ms. Poojadevi Kewat	SY Student, Batch 2022
14.	Mr. Kevin Emmatty	SY Student, Batch 2022
15.	Ms. Nisha Mishra	SY Student, Batch 2022
16.	Ms. Jenisha	SY Student, Batch 2022
17.	Ms. Dhanesha Naik	SY Student, Batch 2022
18.	Mr. Malav Shah	SY Student, Batch 2022
19.	Ms.Sandhya Santhosh	SY Student, Batch 2022

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 practical 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. CRs are also responsible for class room discipline and management.

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	Mr. Apurb Sinha, Alumni	President
2	Mr. Pankaj Mudholkar, Assistant Professor, TIMSCDR	Secretary
3	Ms. Rashmi Vipat, Assistant Professor, TIMSCDR	Treasurer
4	Mr. Viral Sanghavi, Alumni	Member
5	Mr. Sandeep Singh, Alumni	Member
6	Mr. Gaurav Singh, Alumni	Member
7.	Ms. Saloni Sharma, Alumni	Member

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 Sarvajanic 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 2021-22) hereby declare that I have read the Student Handbook (2021-22) 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

(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)

ISO 9001 : 2015 Certified • MCA Program Accredited by National Board of Accreditation, New Delhi

Thakur Educational Campus, Shyamnarayan Thakur Marg, Thakur Village, Kandivali (E), Mumbai - 400 101

•Tel: 6730 8301, 02, 28840484/91 • Telefax: 28852527