

SPICER ADVENTIST UNIVERSITY, PUNE

ESTABLISHED VIDE MAHARASHTRA ACT XIV OF 2014
(A CHRISTIAN MINORITY UNIVERSITY)



Bachelor's Degree Programmes	Master's Degree Programmes
<p>Division of Arts and Social Sciences Division of Business Administration & Commerce Division of Performing Arts Division of Sciences Division of Religious Studies</p> <p>Department of Education (B.Ed) 2020 – 2021 2021 – 2022 2022 – 2023</p>	<p>Division of Arts and Social Sciences Division of Business Administration & Commerce Division of Sciences Division of Religious Studies 2020 – 2021 2021 – 2022</p>



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Arranged Alphabetically			
Administrative Assistant to the Vice Chancellor	2580 7037	Deputy Finance Officer	2580 7027
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Associate Registrar, Admissions & Eligibility	2580 7038	Director of Research and Innovation	2580 7005
Attendance Officer	2580 7035	HR office	25807002
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Dean, Division of Arts & Social Sciences	2580 7017	Officer on Special Duty	2580 7039
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Dean, Division of Education	2580 7016	Registrar	2580 7006
Dean, Division of Performing Arts	2580 7013	University Chaplain	2580 7044
Dean, Division of Religious Studies	2580 7014	Women's Warden	
Dean, Division of Sciences	2580 7018	Work Education Director	2580 7046

THE UNIVERSITY EMBLEM



The University Emblem captures the principles that are considered foundational for building of a successful life. The major themes are as follows:

The Torch:

The torch symbolizes our duty to humanity – to share with them the light we have. We are the light of the world to lead others to God (*Matthew 5:16*).

The Bible:

The Bible is accepted as God's inspired word and is useful for teaching, correcting, training, and equipping people for good works (2 Timothy 3:16). The Bible serves as a constant guide for our feet and a light for our path (*Psalms 119:105*).

The Sprigs:

The sprig is a symbol of hope and peace (Genesis 8:11). The green foliage also represents prosperity and healing of the nations (*Revelation 22:2*).

Amor Vincit Omnia:

In Latin it means, "Love Conquers All". The Bible teaches us that God is love (1 John 4:8). The Ten Commandments are founded upon the principle of love to God and love to our fellow human beings. Christ admonished His followers to love not only one's friends but also one's enemies (*Matthew 5:43,44*).

He Shall Teach You All Things (John 14:26):

God is the beginning of all true wisdom (Proverbs 1:7). As our Creator, Sustainer, and Redeemer, He is the source of all knowledge. The Holy Spirit which God the Father sends in Christ's name, is the agent of all true and enduring learning and wisdom (John 14:26). And ye shall know the truth and the truth will set you free (*John 8:32*).

MESSAGE FROM THE VICE CHANCELLOR



Greetings from Spicer Adventist University!

I am gratified to express my views through this message for the 3rd bulletin that will cover the period 2020-2023. The bulletin will contain the General Information, Rules & Regulations and Course Structure for the 24 programs offered by the University through 5 Divisions.

Ever since the University was established in 2014 "**Credit Based Choice System (CBCS).**" It has been implemented in few Divisions until now.

Based on the University Grants Commission (UGC) directives received in 2020, the University has revised the curriculum on the basis of "**Learning Outcomes based Curriculum Framework (LOCF).**" Since the goal of the University is to provide wholistic education, the University is able to do so based on the LOCF.

I am confident the bulletin will give a comprehensive information about the University and help all concerned to know more about the Academic activities and other aspects of the University.

With humility, I present bulletin 2020-2023 for use of Spicerians.

Wishing God's richest blessings,

Sanjeevan Arsud, Ph.D

Vice Chancellor

MESSAGE FROM THE REGISTRAR



I am indeed very much delighted to explain my ideology through this bulletin. Spicer Adventist University bulletin lists various departments' course offerings with general information, institutional policies, and academic and financial information for the undergraduate (UG) and postgraduate (PG) programs. Students are responsible for the degree requirement outlined in the bulletin.

From time to time, we receive guidelines from the University Grants Commission (UGC), and I am happy that the UGC has taken various initiatives to bring academic reforms to higher education institutions in India, especially, development and regular curriculum revision based on the Learning Outcomes Curriculum Framework (LOCF). In view of the UGC guidelines, the SAU bulletin has been prepared and implemented effective from academic years 2020 to 2023(UG), 2020 to 2022(PG).

It is hoped that this bulletin will serve as a valuable guideline to the students. I present SAU Bulletin for the use of Spicerians. I wish for God's richest blessings on all.

Simon Yesu, Ph.D.

Registrar

WILLIAM AMBROSE SPICER (1865-1952)



William A Spicer was born in 1865 and spent his early childhood on the campus of Battle Creek College, Michigan, USA, where his father, mother, and brother were among the first group of teachers. Though William was denied an opportunity for full time study in his youth, he attended evening classes in stenography and taught himself wood carving and printing.

In 1898 William moved with his family to Calcutta, as the first Editor of Oriental Watchman Publishing House, and assumed shortly thereafter the leadership of the Seventh-day Adventist work in all of India. In 1901, he returned to the world headquarters of the Seventh-day Adventist Church, the General Conference, in Maryland, USA, serving as its General Secretary from 1903-1922; and as the President from 1922-1930.

During the three decades as a leader William Spicer had travelled to many countries, and written more than 2,500 articles. As author, editor, missionary and administrator, for a long period of seventy years, he served the Seventh-day Adventist Church, and has been hailed as the most influential leader of the Church of all time.

His tenderness and tact, his unselfish love and closeness to his fellow-men, his cheerfulness and optimism, his strength of character and nobility of spirit, his deep consecration and whole-hearted devotion to duty characterized a noteworthy lifetime of service to God and man, and have eminently qualified him to be immortalized in the hearts of students, faculty and patrons of Spicer Adventist University, Pune

HISTORY OF SPICER ADVENTIST UNIVERSITY

Ashlock Education Society's Spicer Adventist University, Pune was established by the State Government of Maharashtra (vide Maharashtra Act No. XIV of 2014) on June 14, 2014, and was inaugurated on August 28, 2014. It

belongs to the Ashlock Education Society and the Southern Asia Division of the worldwide Seventh-day Adventist Church which is one of the 13 large Divisions of the Church which operates an internationally renowned global educational system comprising of over fifty universities, about one hundred colleges and seminaries and more than seven thousand schools which offer a distinctive and quality education to nearly two million students worldwide.

Though the history of Spicer Adventist University may seem brief, it is indeed the culmination of a kaleidoscopic saga nearly a century old. Its roots can be traced to two schools that were started in Coimbatore in the south and Lucknow in North India in 1915. The South India Training School at Coimbatore was started in July, 1915 with Gentry G Lowry as the Principal with 15 students, more joined later. While the "girls' dormitory" was in one wing of their house, the boys stayed in the godown at the back of the house. Due to the threat of plague, the School was moved from Coimbatore to Bangalore, near Bamboo Bazaar, in 1917. The Christian Training School at Lucknow was also started with 14 students on November 3, 1915 when a visionary H R Salisbury, an educational pioneer in England and India, invited I F Blue to establish the school, but it was closed down in 1920 and many students joined the South India Training School in Bangalore.

The institution was again moved in 1922 to a new campus at Krishnarajapuram, seven miles from the city of Bangalore. As the premier educational institution of the Seventh-day Adventist Church in the Southern Asia region, it soon attracted students from all parts of undivided India which included the present day Pakistan and Bangladesh, Myanmar (Burma) and Sri Lanka (Ceylon). In 1937, the school was reorganized and a Junior College (Intermediate) section added and the name changed to Spicer Junior College in honour of William Ambrose Spicer, an early Adventist leader in India.

After twenty years at Krishnarajapuram, when the military wanted to use the facility during the Second World War, the college was relocated to its present site in Pune (erstwhile Poona), an ideal city and famous educational and cultural hub, also known as the Oxford of the East, and renamed as Spicer Missionary College. In 1945, the college was upgraded to a Senior College offering four-year liberal arts degree courses in Business, Education, English, History and Theology. In 1955, three years after the death of W A Spicer, the name was modified to Spicer Memorial College.

In 1966, the College Board of Trustees authorized the establishment of the School of Religious Studies by reorganizing the academic divisions of Christian Theology and Philosophy. This was followed by a decision to introduce the fifth-year degree programmes in secondary education and theology. In 1970, the Schools of Business and Education were added. With the introduction of the Plus-Two educational pattern in the country, Spicer Memorial College re-organized its courses in 1978 to accommodate the Plus-Two programme followed by a three-year degree curriculum.

In 1980, the College Board approved the introduction of Post Graduate Studies in Business Administration, Education, and Religious Philosophy. Accordingly, in 1981, the School of Business, the School of Education and the School of Religion have been set up and master's programmes introduced offering the master's diplomas, MBA, MEd and MTh respectively. In 1983, a review of the academic programme in the context of the Plus Two and Three-Year Studies was made and it was felt by the College Board that the three-year college programme does not adequately meet the needs of a liberal arts education, nor does it equip the student sufficiently to meet the needs and demands of present day life. Therefore, beyond the Plus Two programme, a four-year college programme was authorized and initiated. This meant that a student received a bachelor's degree after a minimum of sixteen (10+2+4) years of schooling. The same year affiliation was confirmed from Andrews University, Michigan, USA, for the three postgraduate programmes in Business Administration (M.B.A), Education (M.A) and Religion (M.A). However, due to some technical reasons, affiliation to M.B.A programme was withdrawn in 1992 and the programme was wound up in 1997.

In 1996, the College and the Board of Trustees felt the need to offer a doctoral degree in ministry and a four-year cohort of Doctor of Ministry (D.Min) programme from Andrews University, USA, was introduced. About 24 candidates enrolled in this programme and earned this degree in 2000 or soon after. In 1997, Southern Adventist University, Collegedale, Tennessee, USA, offered off-site B.B.A programme, followed by M.B.A two years later.

In order to strengthen its educational infrastructure and offer marketable degrees, the college further sought affiliation with University of Pune. In 2001 the Government of Maharashtra granted affiliate status to the college giving rise to the establishment of Spicer Memorial College of Arts, Commerce and Science. Under this affiliation, a broad spectrum of degree courses (with three-year curricula) in Arts (B.A), Commerce (B.Com) and Sciences (B.Sc) like biotechnology, microbiology, etc

and Computer Applications (B.C.A) Degrees programmes were offered. Later M.Com (2007), M.A English (2008) and M.C.A (2009) were also added.

In 2003, due to some unforeseen circumstances, Southern Adventist University had to withdraw its affiliation to B.B.A and M.B.A programmes. Fortunately a year later, in 2004, Griggs University, Maryland, USA, stepped in its place and launched its own B.B.A programme, and in 2006, the M.B.A programme also.

In 2006, with the introduction of the B.Ed. programme, Spicer Memorial College of Education came into existence on the campus. The flourishing Spicer Higher Secondary School in the adjacent campus with its state-of-the-art buildings and infrastructure and an enrolment of over 4,000 students serves also as one of the best demonstration schools for the B.Ed. students. However, due to the accumulation of some technical problems with the University of Pune programmes, the affiliation was withdrawn from the university in 2012.

In 2009 a one-year M.Ed programme affiliated to Andrews University, USA, was introduced. Simultaneously the College was negotiating with Andrews University, USA, with whom it already has affiliated graduate programmes in Education (M.A and M.Ed) and Religion (M.A) to start a few undergraduate programmes in lieu of those closed down with Pune University. Finally Andrews University-affiliated bachelors programmes, (B.A) in Economics, English, History and Sociology and (B.S) in

Biotechnology were started during the academic year 2013-2014. Apart from running various programmes affiliated to other universities, Spicer continued to excel in its 4 autonomous 4-year degree programmes: Elementary Education (B.E.Ed), Office Administration (B.A.A), Theology (B.Th) and Western Music (B.Mus).

In the meanwhile, the Board of Trustees of the College, in response to the notification issued by Maharashtra State

Government, for establishing Self-Financed University applied for the self-financed private university in July, 2013. After a herculean task of submitting the government various reports, documents and undertakings, Ashlock Education Society was finally rewarded with the much looked-forward to Charter for Spicer Adventist University, Pune, issued by the Government of Maharashtra vide Maharashtra Act No XIV of 2014 in June, 2014. The new Spicer Adventist University, Pune was finally formally inaugurated on August 28, 2014.

Today, the Charter of Spicer Adventist University allows offering of almost any programme except the medical and allied courses under its banner. Indeed, Spicer Adventist University with its distinctive philosophy and programme of education and enviable experience of a nearly century old, is poised to attract students from all parts of the world.

An Amazing Journey of an Ideal

Period	Institution Name	Programmes
1915-1917 (Location Coimbatore)	South India Training School	High School
1917-1922 (Location Bangalore)	South India Training School	High School
1922-1937 (Location Krishnarajapuram)	South India Training School	High School
1937-1942	Spicer Junior College	2-yr Jr College
1942-1945 (Location Pune)	Spicer Missionary College	2-yr Jr College
1945-1955	Spicer Missionary College	4-yr Jr College
1955-1966	Spicer Memorial College	4-yr Jr College
1966-1970	Spicer Memorial College	5-yr. Sr. Coll (BTh.SE)
1970-1978	Spicer Memorial College	Schools of Bus. & Edu.
1978-1983	Spicer Memorial College	+2 and 3-yr programme
1981-1983	Spicer Memorial College	2-yr Grad School (Bus. Edu.Rel.) added
1983-2014	Spicer Memorial College	+2, 4-yr programme & 2yr GradSchool
1983-2014	Spicer Memorial College	2-yr AU MA (Edu & Rel) added
1983-1992	Spicer Memorial College	2-yr AU MBA (Bus Adm) added
1996-2000	Spicer Memorial College	4-yr AU DMin cohort added
1997-to date	Spicer Memorial College	AU MBA wound up
1997-2002	Spicer Memorial College	4-yr SAU BBA added
1997	Spicer Memorial College	SMC +2program dropped
1991-2002	Spicer Memorial College	2-yr SAU MBA added
2001-2012	Spicer Memorial College of	3-yr Pune Univ. courses added
	Arts, Commerce & Science (added)	
2002-2003	"	SAU BBA & MBA wound up

2004-2014	"	4-yr Griggs Univ. BBA added
2006-2014	"	2-yr Griggs Univ. MBA added
2006-2012	Spicer Memorial College of	1-yr Pune Univ. B.Ed. added
	Education (added)	
2007-2012	"	2-yr Pune Univ. MCom added
2008-2012	"	2-yr Pune Univ. MA(Eng) added
2008-2014	"	1-yr AU Med Programme added
2009-2012	"	3-yr Pune Univ. MCA added
2013-2014	"	4-yr AU UG Programme added
2014-2015	Spicer Adventist University	Spicer Centennial Year Addition
2014-2017(UG)	Spicer Adventist University	Division of Arts and Social Sciences B A : Economics, B A : English, M.A. : English, B A : Geography B A : History, M.A. : History, BA Political Science B A : Psychology, B A : Sociology Division of Business Administration B B A: Regular MBA : Master of Business Administrator BBA: Office Administration Division of Commerce B Com: Bachelor of Commerce M Com : Master of Commerce Division of Education BA: Education Division of Fine Arts BFA : (Music) Division of Religious Studies B A: Religious Studies M A: Religious Studies Division of Sciences BCA: Computer Applications B Sc: Biotechnology B se: Environmental Studies B sc: Mathematic B Sc: Botany B sc: Chemistry B Sc: Computer Science B Sc: Microbiology B sc: Physic B sc: Zoology
2017-2020 (UG)		Division of Business Administration BBA: International Accounting Division of Education

		B Ed Programme Division of Sciences M Sc : Botany, Bsc: Physic M Sc : Biotechnology
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VISION, MISSION, PHILOSOPHY AND OBJECTIVES OF THE UNIVERSITY

The objectives of Spicer Adventist University (SAU) are founded upon the philosophy: "True Education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come."

Mission Statement:

"Spicer Adventist University, a Seventh-day Adventist Christian institution of higher learning, provides its students a distinctive and quality education to pursue excellence in knowledge, faith, service and well being.

Vision Statement:

Spicer Adventist University considers itself the flagship of Christian higher education preparing graduates with commitment to unselfish service toward God and fellow human beings.

Core Values:

The core values are formulated from the mission and vision of the university and reflect the theme of harmony and multi-faceted development of the individual which is the need of the present world as given below.

Intellectual Excellence:

Spicer Adventist University (SAU) provides harmonious education and exemplary services to its students to possess knowledge, attitudes, values and skills necessary for service in this world. In focusing on the intellectual excellence, faculty are encouraged to sustain high standards and total commitment in inquiry, teaching and research.

Leadership

SAU promotes strong curricular, co-curricular and extra-curricular activities to develop leaders for the community. Graduates as leaders will treat all individuals with dignity, respect and fairness.

Faith

SAU nurtures spiritual sensitivity and awareness in the constituents. The university will provide a spiritual atmosphere through various purposeful activities.

Service

SAU desires every member of the institution be involved in community services which are incorporated through its academic programmes.

Well Being

SAU provides opportunities for the holistic development of its community in the following areas:

Physical

Lead students to a greater understanding of their physical self, and appreciate the values of physical fitness.

Social

Achieve awareness among students about the current human situation, the crucial problems within contemporary society and to develop a concern for finding solutions through a character motivated by love and controlled by steadfast principles.

Aesthetic

Inculcate artistic qualities of unity and variety expressed in harmony, balance, variation, rhythm, and contrast to reflect the order and unity of an integrated universe.

Vocational

Ensure broad options in lifework through quality preparation for careers in arts, business, industry, public service, etc.

The objects of Spicer Adventist University are delineated from the core values. They are expressed as follows:

1. Develop a holistic individual - mature in various aspects of life; physical, intellectual, emotional, social, aesthetic, moral, spiritual and vocational, according to the Adventist philosophy of education.
2. Promote pedagogical and technological innovations in various programmes by providing discipline, instruction, teaching and training in higher and technical education and provisions for research.
3. Foster intellectual excellence by creating higher levels of intellectual capabilities in order to develop in its students the ability to do independent and creative thinking to understand the basic facts and principles of their fields of study which will develop a continued intellectual curiosity.

4. Ensure intellectual excellence by establishing academic departments, centres, faculties and institutions of excellence through the state-of-the-art facilities to train professionals of high competence and commitment and be at par with the best educational institutions world-wide.
5. Create centres of excellence for research and development and for sharing knowledge and its application.
6. Ensure that the standard of the degrees, diplomas, certificates and other academic distinctions conferred are not lower than those laid down by the Architecture Council of India (ACI), Bar Council of India (BCI), All India Council for Technical Education (AICTE), National Assessment and Accreditation Commission (NAAC), The National Council for Teacher Education (NCTE), Universities Grants Commission (UGC) or any other statutory body.
7. Carry out teaching and research and other continuing education programmes.
8. Institute degrees, diplomas, certificates and other academic distinctions on the basis of examinations and other comprehensive methods of evaluation.
9. Pursue any other objectives as may be suggested or directed by the Government.
10. Provide consultancy to the industry and public organizations.
11. Ensure the compliance of the directions or guidelines issued,
from time to time, by the University Grants Commission and other concerned statutory bodies.
12. Lead its students to accept and practice those ethical and moral concepts, which are approved by the enlightened conscience of mankind; to develop tolerance towards the rights and opinions of others; to develop acceptance of the social obligations of serving humanity and striving for its welfare.
13. Guide its students to develop into attractive personalities and find acceptance in the society, resulting in the community's
active and enthusiastic participation in their activities; to encourage participation in recreation activities, which contribute to well-balanced personalities.
14. Give its students an intelligent understanding of the principles of government; to develop in them a willingness to accept the responsibilities and principles of citizenship and recognition of the basic rights of the other individuals and social groups; to give a well-founded understanding of the leading domestic and international issues of the time; to develop a sincere love for their government and country and a willingness to co-operate in bringing about improvement in the communities.
15. Develop in its students an appreciation of the dignity of labour, and to give the requisite knowledge and understanding to enable them to choose their vocations intelligently and in harmony with their individual abilities and aptitudes.
16. Give its students an understanding of the functions and proper care of the body and to establish a consistent observance of habits and practices, which foster maximum physical vitality and health; to

emphasize the intelligent recreational use of leisure time and co-operation with others in the improvement of the physical well-being of society.

17. Nurture, spiritual sensitivity and awareness and emphasize the role of personal religion in the lives of its students, to present a moral and ethical philosophy of life as a basis for the solution of both personal and social problems.
18. Promote the concept of servant leadership and assist students to develop their skills and become leaders who will reflect the love of God and treat and serve all individuals with dignity, respect and fairness.
19. Pave a pathway for total commitment, on an ongoing basis, in the stewardship of physical, financial and human resources aligned with support of its core academic mission.
20. Ensure harmonious development of the physical, intellectual, social, and spiritual powers of the students according to their individual and social needs with the union of the student with his Creator as the final end.

ACCREDITATION

Spicer Adventist University, Pune is established by the Government of Maharashtra vide Maharashtra Act No. XIV of 2014 (also called as the Spicer Adventist University Act, 2014). It is a member of the Adventist Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities (AAA) which is instituted by the Board of Regents of the General Conference of Seventh-day Adventists. Academic credits from Spicer Adventist University are therefore accepted by any member institution of AAA. This automatically embraces several universities and colleges worldwide.

LOCATION

The university is situated in the heart of the well-known educational and cultural city of Pune in Maharashtra State, known as the Oxford of the East. The city's salubrious climate, its adequate network of roads and railways, proximity to international airports, a developed world-standard expressway between Mumbai and Pune, as well as its impressive electronic mass communication system provide a natural attraction to scores of multinational companies, making the city one of the country's major IT hubs, and a lucrative job market as well. Spicer's strategic location provides the students an opportunity to obtain a university education in very favourable surroundings. Students can likewise make use of the facilities of a number of well-known libraries and research centres in the vicinity and visit many places of cultural and historical interest in and around Pune.

Geographically, the University is bordered by the Mulla River towards its north and by the sprawling estate of the University of Pune towards the south. Bordering the east are the government botanical gardens and on the west side, lies the rapidly growing Aundh.

PHYSICAL INFRASTRUCTURE

Spicer Adventist University is set on a 16.31-acre plot of a 70-acre country estate blessed with natural beauty, farmland, large shady trees interspersed with paved roads, framed by green hedges, a plethora of elegant seasonal flowers and perennials that recess into a quiet and peaceful ambience. To drive back from the city to Spicer's campus is to drive into a lung of fresh air and open space.

The University owns several clusters of buildings. Prominent among them are the administrative block, Arts and Commerce block, Education block, Religion block, Science block, Library, Men's and Women's hostels, Faculty and Staff houses, Married Student quarters, House of Prayer, and the Student Centre. In the vicinity are the utility & service outlet buildings and Spicer's products & services building, the three new higher secondary school structures, and the new faculty quarters containing 12 flats. Latest addition is the recently completed massive structure-the Management and Computer Science building inaugurated on February 1, 2015.

OTHER FACILITIES

Library

The lifeblood of any institution is its library. As the repository of knowledge it serves as the intellectual hub of all academic activities. Spicer Adventist University can boast of a large central library with its huge collection of books, encyclopaedia, magazines, newspapers, periodicals, research projects and other holdings. There are spacious reading rooms where students can study peacefully on all working days and nights including Sundays. In addition to this there are separate departmental libraries for the Divisions of Arts and Social Sciences, Business Administration, Commerce, Education, Fine Arts, Religious studies and Sciences.

Research and Innovation

Academics in any university is incomplete if it does not include research. Spicer Adventist University (SAU) is a firm believer in recognizing and appreciating research activities for the growth of the students and for the advancement of the university in academia. For this reason, the University has established the Office of Research and Innovation to foster and cultivate research related activities. A well thought out research policy is in place for the same. Each year several seminars, webinars, and workshops are organized by the Office of Research and Innovation for which many National and international research scholars, professors and administrators were invited to present.

Human Resource Development (HR)

The Office of Human Resources serves and supports the various academic and non-academic departments on the university campus, delivering effective human resource management. Before the start of the academic year, the HR department assists the Deans and HoDs of various departments to recruit qualified faculty and staff through a rigorous selection procedure. The entire paperwork for this process is

meticulously recorded for future reference. Through orientation, new employees are given an opportunity to integrate and learn about the institution's values and work ethics.

During the academic year, the office methodically records and maintains information about each employee's qualifications, performance, and career progression, assisting the administration with effective oversight. Employees can seek job-related assistance from the HR office at all times. The HR department is committed to organisational development with the objective of designing and executing progressive HR policies and procedures that foster excellence among a multicultural workforce.

Recruitment and Placement

The Office of Placement and Recruitment aims to equip the students with the skills required to boost their employability and growth thereon, 25 training sessions in the form of webinars were conducted between the months of August and December 2021 to facilitate the students to explore the world of employment in various avenues and vocational planning through career guidance & counselling. The objective of the Office of Placement & Recruitment is to provide professional expertise by training the students to grow their skills to build a career profile. The office of placement conducts campus drives to provide the students with the best job and internship opportunities.

Internal Quality Assurance Cell (IQAC)

Spicer Adventist University established The Internal Quality Assurance Cell with the primary aim of developing a system for conscious, consistent and catalytic action for the overall improvement of the academic and administrative performance of the institution. IQAC plays a pivotal role in internalizing and institutionalizing the qualities towards academic excellence in the campus and has become an integral part of the University for achieving the mission and vision. It works to enhance and integrate the various activities of the university and to ensure the adoption of quality culture and institutionalization of best practices.

Reading and Learning Skills Centre

The Reading and Learning Skills Centre is primarily a support facility to the instructional programme of Spicer Adventist University. The centre makes available special materials and methods to help students improve reading and/or learning skills. Classes are conducted to increase speed in reading and in techniques of studying more effectively. The centre provides a laboratory for the development and testing of materials to be used in teaching and reading. A future aim of the centre is to render service to the community children and adults who have reading and / or learning problems.

Teaching Resource Centre (TRC)

The Teaching Material Centre, operated by the School of Education, houses instructional materials. These include books, charts, flannelgraph materials, games, maps, musical instruments, pamphlets, pictures, slides, etc. Certain audio-visual equipment are also available. The facility is especially designed for use by student-teachers as well as professional teachers, but the facility is open to all.

Health Services

Spicer Adventist University recognizes the fact that success in University as well as in later life is founded upon sound health. Through periodic physical examinations the Student Health Centre endeavours to detect and eliminate, wherever possible, those physical disabilities which could hamper students in their academic career. A dispensary is operated under licensed nurses and regular consultants.

An infirmary is also operating for students needing infirmary care. Qualified doctors are on call as needed. In case of serious illness, provision can be made for hospital care of students at nearby hospitals where complete medical and surgical facilities are available.

Student Centre

The new building added with various utility facilities such as the canteen, conference hall, counselling and guidance centre, dispensary/infirmary, guestrooms, gymnasium, recreation rooms, Media centre, store, etc, on the western side of the campus is a boon not only to the students, visiting parents, and other guests, but also to the staff and faculty of the university.

Confectionery

The Confectionery of the Spicer Adventist University prepares and serves internationally acclaimed healthy and wholesome food items and drinks and is a favourite not only among the faculty, staff and students, but is a craze among the local population

Children's Park

The Children's Park on the eastern part of the campus is a great recreation centre and boon for the campus children.

Additional Facilities

Canteen, Conference Hall, House of Prayer, Photocopy Room, Post Office, Recreation Rooms, Sports Room.

ACADEMIC INFORMATION

ADMISSION

Admission to Spicer Adventist University (SAU), operated by Ashlock Education Society of the Seventh-day Adventist (SDA) Church, is a privilege and not a right and its open to any applicant who meets the academic and character requirements of the University and expresses willingness to cooperate with its policies, irrespective of one's caste, colour, creed, physically challenged, ethnicity, gender, marital status, nationality, origin, race, region, religion, or tongue. However, the university administration reserves the right to reject any applicant if it is convinced that admitting the applicant is not in the best interest of the university. Moreover, the university is not obliged to provide explanation to the applicant for the refusal. Spicer Adventist University is a minority institution operated by the Seventh-day Adventist Church, and granted minority status by the Government of Maharashtra, the guidelines according to minority rights are exercised. However, no particular religious commitment is required for admission; any qualified student who will be comfortable within its religious, social and cultural atmosphere may be admitted.

Every effort has been made to assure the accuracy of information in this bulletin. Students are advised, however, that the prospectus provisions do not constitute a contract between a student and Spicer Adventist University. The university administration reserves the right to make and give public notice of such changes as deemed necessary during the period for which this prospectus is in effect.

ADMISSION PROCEDURES

Admission to Spicer Adventist University (SAU) is open to any applicant who meets the academic and character requirements of the University and expresses willingness to cooperate with its policies, irrespective of one's caste, colour, creed, physically challenged, ethnicity, gender, marital status, nationality, origin, race, region, religion, or tongue. However, the university administration reserves the right to reject any applicant if it is convinced that admitting the applicant is not in the best interest of the university. Out of the total approved intake capacity, 70% of the seats shall be reserved for the students having Domicile of Maharashtra. Seats for admission in the University, for the students belonging to scheduled Castes, Scheduled Tribes, Vimukta Jattis, Nomadic Tribes, Other Background Classes and handicapped students, shall be reserved as per the policy of the State Government. Since Spicer Adventist University is a minority institution, students from the Christian minority community will also be admitted. In case of the seats being vacant admission will be granted on first come first serve basis. Admission in professional and technical courses shall be made only through entrance test conducted at State level either by an association of the Universities (PERA) conducting similar courses.

Under Graduate

Step-1: The Online application form need to be filled by the candidate on the Spicer Adventist University website(www.sau.edu.in/admissions); and attach the necessary documents needed.

On payment of the application fee of Rs.500 for Indian and \$20 for foreign students (non-refundable) your application will be processed and you will hear back from the Admission Office. The documents required:

1. Higher Secondary School Pass Certificate (HSSC/ISC/ Intermediate, etc.)
2. Higher Secondary School Statement of Mark or Transcript
3. Transfer Certificate from the last institution attended.
4. Migration Certificate from the last State Board/ Central Board attended
5. Health Certificate from a recognized doctor with a minimum MBBS degree.
6. Address Proof (Aadhar/Voter Card / Driving License / Passport)
7. GAP certificate (only those who have taken break for a year or more in education)

Step-2: All admissions to Spicer Adventist University are granted by the admissions committee after scrutiny of the application form and the merit list will be displayed on the website. The provisional admission letter, registration link, user ID, and password will be sent to the applicants through their email.

Step-3: The applicant should login to the website and pay the required fee whereby he/she will receive a permanent Identification number and will be allowed to proceed to get the class permit for the semester.

Step-4: Only original Transfer Certificate and Migration Certificate must be submitted in person or sent to the following address through Speed Post or any reputed Currier services within 30 days.

Associate Registrar for Academics,
Spicer Adventist University,
Aundh Road, Pune 411 067,
Maharashtra, India.

Bachelor of Education

Admission shall be made on merit, on the basis of marks obtained in the qualifying examination and /or in the entrance examination or any other selection process as per the policy of the University.

Post Graduate

Step-1: The Online application form need to be filled by the candidate on the Spicer Adventist University website(www.sau.edu.in/admissions); and attach the necessary documents needed. On payment of the application fee of Rs.500 for Indian and \$20 for foreign students (non-refundable) your application will be processed and you will hear back from the Admission Office. The documents required:

1. Bachelor's / Undergraduate Pass certificate.
2. Bachelor's / Undergraduate Statement of marks or Grade Sheet.
3. Transfer Certificate from the last institution attended.

4. Migration Certificate from the last State Board/ Central Board attended
5. Health Certificate from a recognized doctor with a minimum MBBS degree.
6. Address Proof (Aadhar/Voter Card / Driving License / Passport)
7. GAP certificate for only those who have taken break for a year or more in education

Step-2: All admissions to Spicer Adventist University are granted by the admissions committee after scrutiny of the application form and the merit list will be displayed on the website. The provisional admission letter, registration link, user ID, and password will be sent to the applicants through their email.

Step-3: The applicant should login to the website and pay the required fee whereby he/she will receive a permanent Identification number and will be allowed to proceed to get the class permit for the semester.

Step-4: Only original Transfer Certificate and Migration Certificate must be submitted in person or sent to the following address through Speed Post or any reputed Currier services within 30 days.

Associate Registrar for Academics,
Spicer Adventist University,
Aundh Road, Pune 411 067,
Maharashtra, India.

Note: MBA applicants who have secured minimum of 50% marks in his/her Bachelor program need to appear for any AICTE approved CET examination (example: PERA-CET, MAH-MBA/MMS CET-2021) and produce the certificate during admission.

LENGTH OF TERM FOR INSTRUCTION

The academic year has two academic terms of 18 weeks ($18 \times 5 = 90$) duration each, known as semesters. The first semester normally begins in the first week of June and lasts till end of October and the second semester begins in November and lasts until the end of March, unless otherwise affected by some extraneous causes.

While admission to the university is normally for an academic year, each student's case is reviewed at the beginning of each semester. If the university administration is convinced that the student's continued stay at Spicer is pockmarked with unsatisfactory academic performance, financial irresponsibility, or unacceptable citizenship, the student may not be granted re-admission.

ORIENTATION

Starting one's life in a new place can bring in quite a bit of unease and stress. The farther one is away from home, the higher can be the stress level.....cultural, emotional, environmental, or otherwise. In order to help new students cope with stress, an orientation programme is conducted at the beginning of the first semester. Students are expected to be on time for the opening day of registration. The orientation

meeting begins with a spiritual note, followed by introducing students to the academic, aesthetic, financial, religious and social life of the university. Special attention is also given to the registration process. This type of exposure has

been observed to be helpful to students in finding their bearings in the university. Attendance at orientation meetings is mandatory.

CHANGE OF DEPARTMENT/ COURSE

Registration for a course of study is permanent and cannot be changed. In case a student decides to change his/her field of study during the registration period in the first semester of study, he/ she will have to cancel the present registration and register all over again for the new division/department by once again filling a new application form in the admissions office .

However change of subject/course is permitted within the department before the last date of registration by filling the change of program form in the office of the Associate Registrar (Academics).

CLASS ATTENDANCE AND ABSENCE QUOTA

Prompt and regular attendance in all class appointments is required. The student's attendance is monitored and recorded by the Attendance Office. Teachers maintain students' attendance

records, and that serves as a double monitoring. The Attendance Office, however, is the official attendance record keeper of the university. Its record is final and authoritative.

The student attendance is calculated from the day instruction begins. A student who registers late loses attendance accordingly. If a student does not have an aggregate (all subjects) 75% of attendance his/her term will not be granted.

A student more than 10 minutes late to class is marked absent, and if between 1 and 10 minutes late, is marked tardy. Three tardies are calculated as constituting one absence. Student attendance is to be taken for every class session. The attendance is to be maintained in the "Attendance book" which at the end of each semester is to be submitted to the Attendance Office where they are kept in tight security.

ASSEMBLY MEETING AND ATTENDANCE

The assembly meetings are held once a week for the entire university family to stimulate intellectual, social and spiritual growth besides promoting a spirit of camaraderie and of solidarity among students and faculty belonging to different disciplines. Guest lectures, seminars, workshops from eminent personalities combined with debates on relevant current issues, competitions, talent exhibitions, important announcements, etc are typical programmes held during these assemblies.

The assembly meetings are held on Tuesday last week of every month from 9:30 to 10:30 a.m. and are compulsory for all students. Departmental Club meetings are held on Thursday last week of every month

from 10:30-11:30 a.m. and are compulsory for all students. Two absences from assembly due to illness or emergencies may be excused per semester without penalty. Thereafter, a fine of Rs.100.00 per absence but up to a maximum of five such absences is chargeable.

CLASS LOAD

The Under Graduate / Bachelors programmes are of three-year duration with each year divided into two semesters of 18 weeks each. The total number of credit hours are:

1. Division of Arts and Social Science (Honours) =152 hours.
2. Division of Commerce =132 hours.
3. Division of Performing Arts (Honours) = 160 hours.
4. Division of Science (Honours) =148 hours.

These are distributed over six semesters for all the Division, except Music which has eight semesters. A class load is computed on the basis of one credit hour of fifty-minutes class period per week throughout the semester.

The Post Graduate / Masters programmes are of two-year duration with each year divided into two semesters of 18 weeks each. The total number of credit hours are:

Division of Arts and Social Sciences

- M.A.: Education =80 hours
- M.A.: English =83 hours.
- M.A.: History =72 hours.
- M.A. : Religious Studies=72 hours.

Division of Business Administration & Commerce

- M.B.A : Master of Business Administration=102 hours

Division of Sciences

- M.Sc.: Biotechnology=96 hours
- M.Sc. : Botany =96 hours

These are distributed over four semesters for all the Division. A class load is computed on the basis of one credit hour of fifty-minutes class period per week throughout the semester.

WORK EDUCATION

The educational programme at Spicer Adventist University is based on the philosophy that a university education is much more than the completion of a certain course of study. Work is a divinely-ordained plan

to help the individual to grow properly and develop harmoniously to become an all-round personality. No wonder one wise person coined the sage adage, "Work is worship"

In order to train students in worthy vocational service, to inculcate in them qualities of dignity of labour, cleanliness, cooperation, industry, integrity, leadership, respect for and value of money, self-actualization and self-sufficiency. The university incorporates a work education programme and provides work opportunities in its various service and industrial units to students for their holistic development. The units especially established for this purpose include the bakery, cafeteria, confectionery, estate, farm, gardens, hostels, laboratories, library, maintenance department (carpentry, electrical, janitorial, painting, plumbing), food and metal industries, offices, press, security, sports, and other departments of the university. This also provides opportunities, especially for needy students, to earn while learning, a part, if not the whole, of their expenses. Here students are being educated in socially useful and productive labour.

Further, the minds of students are active, and if not occupied with that which is good and useful. They will inevitably turn to what is bad and harmful, because idleness is sin as it leads one to indulge in various nefarious activities. While it is right and necessary for them to have recreation they should be taught to work, and to have regular hours for physical labour and also for recreation and study. Physical labour that is combined with mental taxation for usefulness is a discipline in practical life, sweetened always by the reflection that it is qualifying and developing the mind and body better to perform the work and thus educating the "head, heart and hand".

Further, labour is ennobling because it opens vistas of virtues that can be inculcated in a person giving him greater dignity. Also, one must learn the need and value of working together for a common good and a worthy objective. Each person is responsible to the society of which he or she is a part, a responsibility to maintain and make it prosperous by personal contribution. Each must come to realize that the needs of the society are also personal needs, and that he or she must join with the rest in meeting those needs. Work in this setting is a contributory factor to a rich and wholesome life. To provide this training the university maintains a work education programme, evaluated on the quality of work, initiative, honesty, dependability, resourcefulness, punctuality and regularity. All Sponsored/Scholarship students are required to work 15 hours per week for all three years. Special provision for work is given to self-supporting students.

PHYSICAL EDUCATION

All first and second year undergraduate students are required to participate in all activities organized by the department of Physical Education. The main objective of this activity is to acquaint the students with the importance of physical training. Through this it is impressed upon the minds of the students the need for development of cardiovascular fitness and personal exercise routine. By this program the students will be equipped with knowledge of the basic problems, facts and need of the community health to help him/her become an effective instrument in the betterment of the community health and welfare.

CO-CURRICULAR ACTIVITIES

To support and strengthen the academic activities Spicer Adventist University encourages participation in activities which contribute to the student's cultural, intellectual, physical, social, and spiritual development. The university is also anxious that students develop their leadership qualities and talents and learn to take the initiative. Every student is therefore expected to participate actively in some co-curricular activities and have membership in organizations sponsored by the university for this purpose. Each student organization has a faculty sponsor. The following are the organizations approved by the university:

Adventist Youth (AY) Society: It sponsors several youth activities such as honour classes and weekly programmes to promote the development of student initiative and leadership.

Cultural Emphasis Day: It highlights the cultural heritage of the university community. The occasion provides an opportunity to students and teachers who come from different states of India and other countries to express the peculiar characteristics of their socio-cultural backgrounds as well as to appreciate and respect other cultures and ethos.

Departmental Clubs: These are organized by the instructional departments of the university. The clubs provide opportunities for intellectual fellowship of the departmental faculty and students. Activities of these clubs include lectures by professionals, discussion on topics of general interest to the group, and presentation of research papers.

Educational Tours, Excursions, Field Trips and other activities: The University sponsors excursions, field trips and other related activities, conducted under faculty/staff supervision. These activities have educational as well as recreational value.

Moreover, the student representatives also participate as members of a number of committees. This provides an opportunity for the university administration to better know the ideas and needs of students on a number of matters. Many of them have served as student representatives, committee members of community service and activities, and the Faculty-Student Council. This knowledge in turn helps promote an effective administration.

Forum: It is an organization devoted to scholarly discussion of philosophical and socio-cultural topics, including subjects or issues of general interest and significance.

University Camp / Leadership Seminar: It is conducted especially for the benefit of the first and second-year students. Senior students take a major part in the leadership of this camp. It is a programme of physical recreation, hikes, discussions, forums, and campfires plays a big role in the development of a wholesome personality.

It is held annually for senior students and points to a definite attempt on the part of the university to provide certain basic ideas, skills, and principles of leadership, a role a university graduate is called upon from time to time to play in his/her community. In an atmosphere of frank and open discussions, students are led to see for themselves the qualities of leadership. Moreover, it is in the Leadership Seminar that students are exposed to the cutting-edge writings of authorities on leadership.

International Food Fair: It is another popular annual event when the university community prepares numerous ethnic foods whose sale and profits are used for some worthy cause. The fair attracts a large crowd, including the well wishers from the city.

Language Groups: These are organized to mentor Physical, Mental, Social and Spiritual avenues for students to give them the opportunity to express and develop their cultural needs in their own regional groups. They usually meet twice a month.

Oreodoxa: It is the annual pictorial publication of the university. Its preparation affords training in photography, writing and layout. Student representatives under a faculty sponsor are largely responsible for its production.

Pathfinders / Master Guide Club: It is sponsored by the university especially for the benefit of the community youth. A number of university students have an opportunity to acquire leadership training in this club as directors, counsellors, and instructors. The involvement of the club in moral instruction, nature classes, physical training, outdoor life and activities is of great value to the leaders as well as the younger participants.

Regional Language Choirs: In addition to the University English Chorale, these singing groups contribute in various programs of the university. They not only train the students in the art of singing but also enhance the unity of students within the groups as well as bonding with the faculty and staff who also are active participants in their respective choirs.

Social Activities: The university organizes many social and cultural programmes. Through this program students get many opportunities to develop their talents. These activities are under the direction of Dean of Students.

Spicer Environmental Emphasis Day (SEED) / Swachh Bharat Day: One day in a year is set aside for cleaning the campus, its surrounding and community activity in which the entire university is involved. The objective of SEED is to communicate to the university family the importance and the indispensability of a healthy environment for all. On this day various groups attend to the physical upkeep of the campus and surrounding locality.

Sports Activities : The sports life of the university is an important daily event. Sports and games are carried out under staff direction. In collaboration with the Sports Committee, recreational activities are also provided for picnics and outings. Tournaments for various games are conducted annually. Annual Sports is a regular function when students participate in competitive sports in a wholesome manner.

SAURAJ (Spicer Adventist University Research Articles Journal)

Recognizing the difficulties associated with publishing a research article, the research office proposed to start a university journal that will help publish the work of academicians, particularly those involved in research at SAU. The administration was confident that the journal would be a breakthrough moment in the university's history and granted permission for the research office to begin working on it. "SAURAJ" (Spicer Adventist University Research Articles Journal) is the result of months of hard work and is recognized by the Government of India agency RNI. The journal is a peer-reviewed publication, encouraging professional scholars to assess submissions before publications. The journal is registered under the

domain name "sauraj.in" A management system manages it under the supervision of the research office. In addition, the journal has been added to the Creative commons, which is one of the largest repository systems of academic data. Currently, the journal is under process to acquire the ISSN number that is an important factor for the journal's success.

The Spicerian Magazine

The research and Innovation office initiated to take the university magazine to the next level by establishing it as a peer-reviewed bi-annual magazine published online for the readers around the world to cherish the news and articles from their alma mater. The Spicerian Magazine's editorial spirit is defined by its depth of open inquiry, commitment to interdisciplinary thought, and the saga of 73 years of celebrating the essence of Spicer being a Spicerian.

Faculty and Student Publication

Office of Research and Innovation encourages research publication among faculty and students. For this purpose, there are several opportunities to publish scholarly articles, avail research grants, and contribute in collaborative research affairs with different organizations.

University Chorale: Conducted by the Music department, it provides opportunities for participation in western classical, sacred and secular music. Their many appointments on and off the campus are an indication of their growing popularity.

Ellen G. White Research Centre

Ellen Gould White played a unique role in the establishment, development, and organization of the Seventh-day Adventist Church which owns and operates Spicer Adventist University. Ellen G. White is believed by Seventh-day Adventists to be God's special messenger to the Church. Thus what she spoke and wrote have become guiding principles for the Church's life and mission, including the operation of its educational institutions. In 1985 the church established an E. G. White and Adventist Research Centre at Spicer. The centre houses her published and unpublished works, books and journals on Adventist Church History and Philosophy in addition to one of the world's largest and oldest copies of the Holy Bible.

EXAMINATIONS

UNDER GRADUATE

SCHEME OF EXAMINATION

Applicable to all the Under Graduate / Bachelors Programmes:

The performance of the Students shall be evaluated in two parts:

A. Internal Assessment with 30% marks by way of continuous internal evaluation and examination.

B. External Assessment with 70% marks by conducting the Semester End Examination.

INTERNAL ASSESSMENT: It is defined as the assessment of the learners on the basis of continuous evaluation as envisaged in the Choice Based Credit System by way of participation of learners in various academic activities in the given semester of the programme.

EXTERNAL ASSESSMENT (SEMESTER END EXAMINATION):

It is defined as the examination of the learners on the basis of performance in the semester end theory / written examinations.

A. Internal Assessment – 30%

30 marks

1. 10 marks internal examinations.
2. 10 marks for assignment, reading reports, projects/term papers and practicals wherever applicable.
3. 10 marks for two class tests before and after internal examination and attendance.

Internal Examination

1. It will be a Scheduled Examination.
2. The Deans/Head of the Department will make the schedule, allowing only two examinations per day.
3. Each examination will be of one-hour duration and will be held during the regular class period and in the regular classroom unless a better venue is required due to the large enrolment or nature of the subject.
4. General Education courses will be common to all and will be conducted at the same time and will be supervised by the respective dean, department head and faculty.
5. The pattern of the question paper will be decided by the respective Board of Studies.

6. Scheduled for the general education requirements will be prepared by the Deans and HOD's in their respective departments.

B. Semester End Examination 70%

A. Semester End Theory Examination

The examination shall be of the following durations

1 hour credit	- 1 hour examination
2 hour credit	- 2 hour examination
3 and above hour credit	- 3 hour examination

1. The Suggested Pattern of the Question Paper will be decided by the individual Board of Studies to suit their department and intimated to the concerned students at least one month before the examinations begin.
2. The question paper for each course will be selected from the set of three equivalent question papers submitted to the Controller of Examinations by the team of paper setters.

The assessment of Part 'A' i.e. Internal Assessment and Part 'B' i.e. Semester End Examination as mentioned above for the Semesters I to VIII shall be processed by the Controller of Examination and issue the statement of marks.

The assessment of Part 'A' i.e. Internal Assessment as mentioned above for the Semesters I to VIII shall be processed by the respective departments. The Examination centre of the University shall conduct the assessment of Part 'B' i.e. Semester End Examination for Semesters I to VIII. The Internal Assessment marks of students appearing for Semesters I to VIII shall be submitted to the Controller of Examination with the approval of the dean/Head of the Department by the respective departments before the commencement of the respective Semester End Examinations. The Semester End Examinations for Semester I to VIII shall be conducted by the Examination Centre and the results shall be declared after processing the internal assessment and the marks awarded to the students.

B. Duration of Semester End Practical Examination (laboratory courses)- Minimum of 2 hours

PASSING STANDARD AND PERFORMANCE GRADING:

PASSING STANDARD

To pass a course students have to obtain a minimum aggregate of 40 marks combined in the internal and external semester end examinations. The Revised Policy (SAU/AC/2020-14) is being implemented starting from the academic year 2020-2021.

PERFORMANCE GRADING

The Performance Grading of the students shall be on the SEVEN- point ranking system as under:

Grade	Interpretation	Marks %	Grade Points
O	Distinction	70 & above	7
A	Superior	60 to 69	6
B	Above Average	55 to 59	5
C	Average	50 to 54	4
D	Below Average	45 to 49	3
E	Pass	40 to 44	2
F	Fail	39 & below	0

NORMS FOR BEING ALLOWED TO KEEP TERM (ATKT) FOR A 3-YEAR PROGRAMME:

1. A student shall be allowed to keep term in accordance for Semester II, IV & VI of First, Second, Third and Fourth year irrespective of the number of courses in which he/she has failed in Semester I, III, V & VII
2. If the Student is denied the term he/she will not be granted admission for the following semester

ELIGIBILITY FOR EXAMINATIONS

1. A student will be eligible to write the examinations only if he/ she has an aggregate (all subjects) 75% class attendance as recorded officially in the University Attendance Office.
2. A student should apply to the Controller of Examinations on the prescribed form for the semester examinations before the deadline.
3. A student has to pay the prescribed examination fee and clear all arrears before the deadline given by the University.
4. The student is allowed to keep term as per the norms of ATKT.

GRADING SYSTEM

Initially, the scores of the student are in terms of percentage, which are subsequently converted into letter grades.

CHANGE OF GRADES

Grades once turned in to the Controller of examinations by the Examiner cannot be changed. The final authority in all examination related matters is the Board of Examinations.

GRADE POINT AVERAGE (G.P.A.)

The student's grade point average (GPA) is computed by dividing the total number of honour points earned by the total number of credit hours attempted. The number of honour points earned is further determined by multiplying the grade value (based on the letter grade) by the credit hours the course carries.

(The values are as follows: O = 7, A = 6, B = 5, C = 4, D = 3, E = 2 and F = 0). For instance, if the student gets a C grade in a 3 credit hour course then it means he/she gets $4 \times 3 = 12$ honour points for that course.

GRADE RE-EVALUATION

If a student is not satisfied with the grade received, he/she may apply on the prescribed form for verification or re-evaluation within ten working days after the result is declared. A grade verification and re-evaluation fee is to be paid by the student.

STATEMENT OF MARKS

Statement of marks is issued to students in the following semester. The grades are to inform those concerned the level of the student's achievement. All semester grades are entered in the student's permanent record.

Students are strongly urged to obtain their statement of marks from the office of the Controller of Examinations as soon as they are ready. Appeals after the prescribed time limit (10 days) will not be entertained.

SATISFACTORY CITIZENSHIP

By registration at the university, a student is obligated to observe the declared rules and regulations governing student life. Failing to do so indicates that he/she has not developed certain basic traits of character expected of a university graduate. Such students are called in for counselling, and in certain cases, are even referred to the Disciplinary Committee for appropriate action.

CHEATING IN THE EXAMINATION

The use of any unfair means for obtaining answers for the examination (including a class test) is considered a serious offence and is punishable. The means of cheating can include smuggling of written material codes into the examination hall, whether or not the student is using it in the examination; answer codes written on any part of one's body, or communication with someone, or any other form used for the purpose of cheating even mobile phone are not allowed in the examination hall. Anyone caught using such unfair and unethical means will be asked to leave the examination hall at once, his answer script confiscated, and the case will be referred to the committee for unfair means constituted by the Board of Examination.

STUDENT INTEGRITY

A student of Spicer Adventist University is expected to practice ethics and uphold moral standards. Academic standards and moral standards go hand-in-hand. Therefore any malpractice resorted to by a student such as cheating in class tests and examinations are treated as a serious offence. Other similar unethical practices can include lying and bribery of various forms.

PLAGIARISM

Another form of academic dishonesty that is definitely not allowed is called "plagiarism." The term refers to the intentional or unintentional presentation of another's idea or product by making it appear as one's own. Plagiarism includes the following: copying ad verbatim all or part of another's written work; using someone else's phrases, charts, figures, illustrations, or mathematical or scientific solutions without acknowledging the source; paraphrasing ideas, musical score, or other artistic product without attributing the work to its author. Students can avoid unintentional plagiarism by consistently adopting scholarly practices. Sources used for papers and research projects should be accurately recorded. These can include quotations, paraphrases, or summaries. Acknowledgment of such sources can be done in the form of footnotes, or endnotes, or in-text citation.

The penalty for plagiarism includes an 'F' grade for the work in question, or an 'F' grade in the course.

PROCEDURES FOR HANDLING ACADEMIC DISHONESTY

In order to create an atmosphere of fairness and objectivity, it is necessary that certain procedures be established so that the alleged cases of cheating or dishonesty can be properly dealt with. For this reason, the following procedures are set forth:

Faculty Responsibilities:

Teachers must explain clearly the requirements of assignments, examinations, presentations and projects.

Student Responsibilities:

1. Students must assume responsibility to avoid plagiarism by learning the proper procedures for acknowledging borrowed wording, information, or ideas. Otherwise students might innocently misrepresent others' material as their own.
2. Students unfamiliar with procedures for citing sources should confer with their teachers.
3. Unless stated otherwise by the teacher, students are to assume that all course work is consciously done with honesty, objectivity, and fairness.

GRIEVANCE PROCEDURES

Spicer Adventist University has developed grievance procedures according to the Statutes of the University.

RESIDENCY

In order to establish residence at Spicer, a student must have attended the classes for at least a year.

STUDENT RECORDS AND ISSUE OF TRANSCRIPTS

The office of the Associate Registrar (Academics) is the centre for coordination, filing, and storage of all academic records of students and also responsible for providing transfer certificate (TC) and migration certificate (MC) to the students.

Statements of marks, grade slips, transcripts, certificates, and degrees/diplomas are maintained in the office of the Controller of the Examinations. Also available are non-academic records dealing with health, vocational interests, extra-curricular activities and perusal information. This is maintained in the office of Dean of Students.

TIME LIMIT FOR COMPLETING THE DEGREE

A student joining the 3 year degree programme should complete the programme satisfactorily within 5 years. Whereas A student joining the 4 year degree programme should complete the programme satisfactorily within 6 years.

DEGREES FROM SPICER ADVENTIST UNIVERSITY, PUNE (UG)

Spicer Adventist University offers undergraduate and postgraduate degrees in the following areas:

Division of Arts and Social Sciences

B.A.: Economics (Honours)	
B.A.: Education (Honours)	M.A : Education
B.A.: English (Honours)	M.A : English
B.A.: Geography (Honours)	
B.A.: History (Honours)	M.A :History
B.A.: Psychology (Honours)	
B.A. : Religious Studies (Honours)	M.A : Religious Studies
B.A.: Sociology (Honours)	

Division of Commerce

B.B.A : Bachelor of Business Administration	M.B.A : Master of Business Administration
B.Com. : Bachelor of Commerce	

Division of Performing Arts

B.P.A. (Music) (Honours)

Division of Sciences

B.Sc.: Biotechnology (Honours)	M.Sc : Biotechnology
B.Sc. : Botany (Honours)	M.Sc : Botany
B.Sc. : Computer Science (Honours)	
B.Sc. : Mathematics & Computer Application (General)	
B.Sc. : Microbiology (Honours)	

Department of Education (Bachelor of Education B.Ed)

COURSES OF INSTRUCTION

SEMESTER SYSTEM

Spicer Adventist University is operated on a semester system, each semester having 18 weeks. However, the registration is done for the entire year at the beginning of the first semester with an option to pay the annual fees in a single or double instalments, half the amount at the beginning of each semester.

CREDIT HOURS

A semester hour of credit represents one fifty-minute class period a week throughout the semester and approximately two hours of preparation for each class period; or one laboratory period of one hours in length. Semester credit hours for each course are indicated to the right of the course title in parenthesis, thus:

Indicate three credit hours for one semester (3)

Indicate three credit hours for each semester (3, 3)

COURSE NUMBERING

Courses of instruction are classified as first year, second year, third year and fourth year. Courses are given numbers to indicate this classification.

University courses are numbered 111 to 489. Courses numbered 111 to 129 are first-year courses; those numbered 231 to 249 are second-year courses; courses numbering 351 to 369 are for the third-year; whereas courses numbering 471 to 489 are for the fourth-year

ISSUING OF DEGREES

The degree is issued only to students who have completed all requirements and cleared all financial obligations with the university. The student may collect the degree in person during the convocation. The degree may also be sent directly to the student, but only upon a written request. The degree is issued once. Only in extraordinary circumstances and/or situations can the degree be reissued, and that too only at the recommendation of the Board of Examinations.

COURSE NUMBERING & CODES

The Course Numbers of courses offered in various departments are prefixed by an appropriate four-letter symbol has shown below

Symbol	Courses	Symbol	Courses
ACCT	Accounting	MICR	Micro-Biology
BCAC	Computer Applications	MKTG	Marketing
BCOM	Commerce	MLPR	Moral Principles
BIOT	Biotechnology	MUCM	Church Music
BOTA	Botany	MUCT	Music Theory
BSCC	Computer Science	MUED	Music Education
BSCE	Electronics	MUHL	Music History & Literature
BSCM	Maths	MUPF	Music Performance
BSCS	Statistics	NTST	New Testament
CHEM	Chemistry	OFAD	Office Administration
ECON	Economics	OTST	Old Testament
EDUC	Education	PHED	Physical Education
ENGL	English	PSYC	Psychology
ENVA	Environmental Awareness	RLLG	Religion and Languages
FNCE	Finance	RLLH	Biblical Languages
GEOG	Geography	RLAT	Applied Theology
GNSC	General Science	RLBT	Biblical Theology
HIST	History	RLHS	Religious History
HLWL	Health and Wellness	RLPH	Philosophy
HRMT	Human Resource Management	RLWR	World Religions
INCT	Inf. & Communication Tech.	SOCI	Sociology
LSSL	Life Skills & Service Learning	VLED	Value education
MATH	Mathematics	WKED	Work Education
MGNT	Management	ZOOL	Zoology

PROGRAMMES OF STUDY

BACHELORS DEGREE PROGRAMMES

Division of Arts and Social Sciences

B.A.: Economics (Honours)
B.A.: Education (Honours)
B.A.: English (Honours)

B.A.: Geography (Honours)
B.A.: History (Honours)
B.A.: Psychology (Honours)
B.A. : Religious Studies (Honours)
B.A.: Sociology (Honours)

Division of Commerce

B.B.A : Bachelor of Business Administration
B.Com. : Bachelor of Commerce

Division of Performing Arts

B.P.A. (Music) (Honours)

Division of Sciences

B.Sc.: Biotechnology (Honours)
B.Sc. : Botany (Honours)
B.Sc. : Computer Science (Honours)
B.Sc. : Mathematics & Computer Application

(General)

B.Sc. : Microbiology (Honours)

Department of Education (Bachelor of Education

B.Ed)

Master's Degree Programmes

Division of Arts and Social Sciences

M.A.: Education
M.A.: English
M.A.: History
M.A. : Religious Studies

Division of Business Administration & Commerce

M.B.A : Master of Business Administration

Division of Sciences

M.Sc.: Biotechnology
M.Sc. : Botany

GENERAL REQUIREMENTS

(Common to all Bachelors Programmes) 12 credits

1.	English	6	AECC111	English Communication
2.	Morals		MLPR 111	Moral Principles
3.	Health	3	HLWL121	Health and wellness
4.	Environmental Studies	3	AECC121	Environmental Studies

DIVISION OF ARTS AND SOCIAL SCIENCES

Department: Economics

Bachelor of Arts (B.A) – Honours

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	Communication English	4		4
	MLPR 111	Moral Principles	2		2
CORE COURSES	ECCC 111	Introductory Microeconomics	5	1	6
	ECCC 112	Indian Economy I	5	1	6
GENERIC ELECTIVE	ECGE 113	Principles of Economics	5	1	6
		TOTAL			24

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 121	Environmental Studies	4		4
	HLWL 121	Health and Wellness	2		2
CORE COURSES	ECCC 121	Introductory Macroeconomics	5	1	6
	ECCC 122	Indian Economy II	5	1	6
GENERIC ELECTIVE	ECGE 123	Indian Economy	5	1	6
		TOTAL			24

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	ECCC 231	Intermediate Microeconomics I	5	1	6
	ECCC 232	Intermediate Macroeconomics II	5	1	6
	ECCC 233	Statistical methods in Economics	5	1	6
GENERIC ELECTIVE	ECGE 234	Money & Banking	5	1	6
SKILL ENHANCEMENT	ECSC 235	Entrepreneurial and Soft Skill	4		4
		TOTAL			28

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSE	ECCC 241	Intermediate Microeconomics II	5	1	6
	ECCC 242	Intermediate Macroeconomics II	5	1	6
	ECCC 243	Introductory Econometrics	5	1	6
GENERIC ELECTIVE	ECGE 244	Public Finance	5	1	6
SKILL ENHANCEMENT	ECSC 245	Research Methodology	4		4
		TOTAL			28

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	ECCC 351	Environmental Economics	5	1	6
	ECCC 352	Development Economics	5	1	6
DISCIPLINE ELECTIVE (ANY TWO)	ECDE 353 ECDE 354 ECDE 355 ECDE 356 ECCC 357 ECDE 358	Economics of health and Education Applied Econometrics Economic History of India (1857 – 1947) Political Economy I Mathematical Methods in Economics I Public Economics	5	1	6
		TOTAL			24

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	ECCC 361	International Economics	5	1	6
	ECCC 362	Development Economics II	5	1	6
DISCIPLINE ELECTIVE (ANY TWO)	ECDE 363 ECDE 364 ECDE 365 ECCC 366 ECDE 367	Political Economy II Comparative Economic Development (1850-1950) Financial Economics Mathematical Methods in Economics II Dissertation	5	1 6	6
		TOTAL			24
		Total Credit Hours in 6 Semesters			152

Department: Education
Bachelor of Arts (B.A) – Honours

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	Compulsory English	4		4
	MLRP 111	Moral Principles	2		2
CORE COURSES	EDCC 111	Basic Concepts in Education	4	2	6
	EDCC 112	History of Education in India	4	2	6
GENERIC ELECTIVE	EDGS 113 OR	Introduction to Music	4	2	6
	EDGS 114	Value Education	4	2	6
		TOTAL			24

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 121	Environmental Studies	4		4
	HLWL 122	Health & Wellness	2		2
CORE COURSES	EDCC 121	Philosophical Foundation of Education	4	2	6
	EDCC 122	Psychological Foundation of Education	4	2	6
GENERIC ELECTIVE	EDGS 123 OR	Children's Literature	4	2	6
	EDGS 124	Public Health & Hygiene			
		TOTAL			24

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	EDCC 231	Sociological Foundation of Education	4	2	6
	EDCC 232	Educational Organization, Management & Planning	4	2	6
	EDCC 233	Introduction to Instruction	4	2	6
GENERIC ELECTIVE	EDGS 232 OR	Work Education	4	2	6
	EDGS 235	Guidance & Counselling	4	2	6
SKILL ENHANCEMENT	EDSE 236 OR	Teaching Skills I		4	4
	EDSE 237	Professional Skills		4	4
		TOTAL			28

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSE	EDCC 241	Technology in Education	4	2	6
	EDCC 242	Curriculum Development	4	2	6
	EDCC 243	Education in India: Policy & Practice	4	2	6
GENERIC ELECTIVE	EDGS 244 OR	Entrepreneurship in Education	4	2	6
	EDGS 245	Education in a Plural Society	4	2	6
SKILL ENHANCEMENT	EDSE 246 OR	Teaching Skill II		4	4
	EDSE 247	Leadership & Management Skills		4	4
		TOTAL			28

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	EDCC 351	Inclusive Education	4	2	6
	EDCC 352	Basic Concepts of Educational Research	4	2	6
DISCIPLINE ELECTIVE (ANY TWO)	EDDS 353	Child & Adolescent Psychology	4	2	6
	EDDS 354	Understanding Human Development	4	2	6
	EDDS 355	Media Literacy in Education	4	2	6
	EDDS 356	Comparative Education	4	2	6
		TOTAL			24

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	EDCC 361	Measurement and Evaluation	4	2	6
	EDCC 362	Cognition and Learning	4	2	6
DISCIPLINE ELECTIVE (ANY TWO)	EDDS 363	Statistics in Education	4	2	6
	EDDS 364	Educational Thought of Great Educators	4	2	6
	EDDS 365	Gender & Society	4	2	6
	EDDS 366	Distance Education	4	2	6
		TOTAL			24
		Total Credit Hours in 6 Semesters			148

Master of Arts (M.A)

SEMESTER I

Course Category	Course Code	Course title	L	P	C
Core Course (CC1)	EDCC 511	Philosophical and Sociological Foundations of Education	4		4
Core Course (CC2)	EDCC 512	Fundamentals of Teaching	4		4
Core Course (CC3)	EDCC 513	Research Methodology	4		4
Discipline Specific Elective (DSE1)	EDAL514	Foundations of Educational Admin: & Leadership	4		4
	OR				
	EDCI 514	Foundations of Curriculum Studies	4		4
		TOTAL	16	16	
		Mandatory Non CGPA Course			
Ability Enhancement Compulsory Course (AECC1)	EDAE 515	ICT	4		4
		GRAND TOTAL		20	

SEMESTER II

Course Category	Course Code	Course title	L	P	C
Core Course (CC4)	EDCC 521	Psychological Development: The Growth Years	4		4
Core Course (CC5)	EDCC 522	Assessment & Evaluation for Learning	4		4
Core Course (CC6)	EDCC 523	Educational& Psychological Statistics and Qualitative Data Analysis	4		4
Core Course (CC7)	EDCC 524	Educational Organization & Management	4		4
Discipline Specific Elective (DSE2)	EDAL 525	Principles of Educational Supervision	4		4
	OR				
	EDCI 525	Curriculum Design and Development	4		4
		TOTAL			20

SEMESTER III

Course Category	Course Code	Course title	L	P	C
Core Course (CC8)	EDCC 631	Psychology of Learning & Special Education	4		4
Core Course (CC 9)	EDCC 632	Emerging trends for Improving Instruction	4		4
Discipline Specific Elective (DSE3)	EDAL 633	Human Resources Administration	4		4
Discipline Specific Elective (DSE4)	EDAL 634	Educational Finance & Marketing	4		4
	OR				
Discipline Specific Elective (DSE5)	EDCI 633	Systems, Concepts & Change	4		4
Discipline Specific Elective (DSE6)	EDCI 634	International Perspectives on Curriculum	4		4
Generic Elective (GE1)	EDGE 635	Value Education	4		4
		TOTAL		20	

SEMESTER IV

Course Category	Course Code	Course title	L	P	C
Core Course (CC) 10	EDCC 641	Instructional Media & Technology	4		4
Core Course (CC)11	EDCC 642	Guidance and Counselling	4		4
Core Course (CC)12	EDCC 643	Research Project & Oral Defence	6		6
Generic Elective (GE2)	EDGE644	Contemporary issues in Education	4		4
		Mandatory Non CGPA Course			
Skill Enhancement Course (SEC1)	EDAL645	Administrative & Leadership Internship and Seminar	2		2
	OR		Or		
	EDCI645	Curriculum & Instructional Internship and Seminar	2		2
		GRAND TOTAL		20	

Department: English
Bachelor of Arts (B.A) – Honours

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	English Communication	4		4
	MLRP 111	Moral Principles	2		2
CORE COURSES	ENCC 111	American Literature I	5	1	6
	ENCC 112	British Poetry & Drama 14 th to 17 th Century (I)	5	1	6
GENERIC ELECTIVE	ENGE 113	Skills in Communication	5	1	6
		TOTAL			24

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 121	Environmental Studies	4		4
	HLWL 121	Health and Wellness	2		2
CORE COURSES	ENCC 121	Popular Literature II	5	1	6
	ENCC 122	British Poetry & Drama 14 th to 17 th Century (II)	5	1	6
GENERIC ELECTIVE	ENGE 123	Academic Writing & Composition	5	1	6
		TOTAL			24

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	ENCC 231	Indian Writing in English I	5	1	6
	ENCC 232	British Poetry & Drama 17 th & 18 th Century	5	1	6
	ENCC 233	British Literature 18 th Century	5	1	6
GENERIC ELECTIVE	ENGE 233	Introduction to Romantic Literature	5	1	6
SKILL ENHANCEMENT	ENSC 234	Soft Skills	4		4
		TOTAL			28

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSE	ENCC 241	Indian Writing in English II	5	1	6
	ENCC 242	British Literature 19 th Century	5	1	6
	ENCC 243	Women's Writing	5	1	6
GENERIC ELECTIVE	ENGE 244	Creative Writing	5	1	6
SKILL ENHANCEMENT	ENSC 245	English Language Teaching	4		4
		TOTAL			28

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	ENCC 351	British Romantic Literature	5	1	6
	ENCC 352	British Literature Early	5	1	6
DISCIPLINE ELECTIVE (ANY TWO)	ENDE 351	Literary Criticism I	5	1	6
	ENDE 352	Research Methodology	5	1	6
	ENDE 353	World Literature	5	1	6
	ENDE 354	Academic Writing	5	1	6
		TOTAL			24

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	ENCC 361	Creative Writing	5	1	6
	ENCC 362	Modern European Drama	5	1	6
DISCIPLINE ELECTIVE (ANY TWO)	ENDE 361	Literary Criticism II	5	1	6
	ENDE 362	English Language Today	5	1	6
	ENDE 363	Literature of Indian Diaspora	5	1	6
	ENDE 364	Project	5	1	6
		TOTAL			24
		Total Credit Hours in 6 Semesters			152

Master of Arts (M.A)

Semester I

Course Category	Course Code	Course Title	L	T	C
Core Course (CC1)	ENCC 511	British Literature 1550-1700	4	1	5
Core Course (CC2)	ENCC 512	Literary Criticism and Theory I	4	1	5
Core Course (CC3)	ENCC 513	Research Methodology	4	1	5
Elective (DC) (ANY ONE)	ENDC 514	American Literature (I)	4	1	5
	ENDC 515	Postcolonial Literature	4	1	5
Generic Elective (GE1)	ENGE 516	Women's Writing			4
		TOTAL			24

Semester II

Course Category	Course Code	Course Title	L	T	C
Core Course (CC4)	ENCC 521	British Literature 1701-1800	4	1	5
Core Course (CC5)	ENCC 522	Literary Criticism and Theory (II)	4	1	5
Core Course (CC6)	ENCC 523	English Language & Literature Teaching	4	1	5
Electives (DC) (Any one)	ENDC 524	American Literature (II)	4	1	5
	ENDC 525	Shakespeare Studies	4	1	5
Generic Elective (GE2)	ENGE 526	Commonwealth Literature			4
		TOTAL			24

Semester III

Course Category	Course Code	Course Title	L	T	C
Core Course (CC7)	ENCC 631	British Literature from 1801-1900	4	1	5
Core Course (CC8)	ENCC 632	Indian Writing in English I	4	1	5
Electives (DC) (Any two)	ENDC 633	English Language Today	4	1	5
	ENDC 634	Pragmatics & Semantics	4	1	5

	ENDC 635	English Literature from 1901-1945	4	1	5
Skill Enhancement Course (NonCPGA)	ENSC 601	English Language & Lit Teaching Practicum			3
		TOTAL			20

Semester IV

Course Category	Course Code	Course Title	L	T	C
Core Course (CC9)	ENCC 651	British Literature from 1945-2000	4	1	5
Core Course (CC10)	ENCC 652	Indian Writing in English II	4	1	5
Electives (DC) (Any One)	ENDC 653	World Drama	4	1	5
	ENDC 654	Dissertation			
Ability Enhancement Course (NonCPGA1)	ENAE 611	Creative Writing			3
		TOTAL			15

(+3 Non CPGA)

TOTAL CREDIT = 83 (+6 Non CPGA)

Department: Geography
Bachelor of Arts (B.A) – Honours

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	English Communication	4		4
	MLPR 111	Moral Principles	2		2
CORE COURSES	GECC 111	Physical Geomorphology	4	2	6
	GECC 112	Economic Geography	5	1	6
GENERIC ELECTIVE	GECE 113	Physical Geography	5	1	6
		TOTAL			24

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 121	Environmental Studies	4		4
	HLWL 121	Health and Wellness	2		2
CORE COURSES	GECC 121	India: A Geographical Review	5	1	6
	GECC 122	Geography of Travel and Tourism	5	1	6
GENERIC ELECTIVE	GECE 123	Geography of India	5	1	6
		TOTAL			24

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	GECC 231	Climatology	5	1	6
	GECC 232	Political Geography	5	1	6
	GECC 233	Practicals in Geography		6	6
GENERIC ELECTIVE	GECE 234	Atmospheric Studies	5	1	6
SKILL ENHANCEMENT	GESC 235	Health Geography	4		4
		TOTAL			28

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSE	GECC 241	Map reading and Surveying		6	6
	GECC 242	Urban Geography	5	1	6
	GECC 243	Agricultural Geography	5	1	6
GENERIC ELECTIVE	GECE 244	Practicals in Cartographic Techniques		6	6
SKILL ENHANCEMENT	GESG 245	Disaster Management	4		4
		TOTAL			28

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	GECC 351	Quantitative Methods in Geography	5	1	6
	GECC 352	Resource: A Geographical Perspective	5	1	6
DISCIPLINE ELECTIVE	GEDE 353	Oceanography	5	1	6
	GEDE 354	Geographical Thought	5	1	6
	GEDE 355	Rural Geography	5	1	6
(ANY TWO)	GEDE 356	Trade and Transport Geography	5	1	6
		TOTAL			24

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	GECC 361	Demographic Studies	5	1	6
	GECC 362	Project in Geography		6	6
DISCIPLINE ELECTIVE	GEDE 363	Remote Sensing and GIS	5	1	6
	GEDE 364	Soil Geography	5	1	6
	GEDE 365	Water Resource Management	5	1	6
(ANY TWO)	GEDE 366	Biogeography	5	1	6
		TOTAL			24
		Total Credit Hours in 6 Semesters			152

Department: History
Bachelor of Arts (B.A) – Honours

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	English Communication	4		4
	MLRP 111	Moral Principles	2		2
CORE COURSES	HSCC 111	Modern India: Struggle for Independence	5	1	6
	HSCC 112	History of India from the Earliest Times Up to 300 CE	5	1	6
GENERIC ELECTIVE	HSGE 113	Women Studies in India	5	1	6
		TOTAL			24

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 121	Environmental Studies	4		4
	HLWL 121	Health & Wellness	2		2
CORE COURSES	HSCC 121	Modern India: Political, Economic & Social Ethos	5	1	6
	HSCC 122	History of India from the C 300 to 1206	5	1	6
GENERIC ELECTIVE	HSGE 123	Women in Politics and Government	5	1	6
		TOTAL			24

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	HSCC 231	History of Medieval India from C. 1206 to 1526	5	1	6
	HSCC 232	History of Modern Maharashtra (1881 to 1960) I	5	1	6
	HSCC 233	History of the World in 20 th Century I	5	1	6
GENERIC ELECTIVE	HSGE 234	Some Perspective on Women's Rights in India	5	1	6
SKILL ENHANCEMENT	HSSC 235	Historical Tourism: Theory and Practice	4		4
		TOTAL			28

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSE	HSCC 241	History of Medieval India from C. 1526 to 1707	5	1	6
	HSCC 242	History of Modern Maharashtra (1881 to 1960) II	5	1	6
	HSCC 243	History of the World in 20 th Century II	5	1	6
GENERIC ELECTIVE	HSGE 244	Gender & Education in India	5	1	6
SKILL ENHANCEMENT	HSSC 245	Documentation and Visual Culture	4		4
		TOTAL			28

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	HSCC 351	Social Formation and Cultural Patters of Ancient World	5	1	6
	HSCC 352	Rise of Modern West I	5	1	6
DISCIPLINE ELECTIVE	HSDE 351	Methods in History I	5	1	6
	HSDE 352	History of Marathas (Royal Period)	5	1	6
	HSDE 353	History of World Civilization I	5	1	6
(ANY TWO)	HSDE 354	History of America I	5	1	6
	HSDE 355	Project	5	1	6
		TOTAL			24

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	HSCC 361	Social Formation and Cultural Patters of Medieval World	5	1	6
	HSCC 362	Rise of Modern West II	5	1	6
DISCIPLINE ELECTIVE	HSDE 361	Methods in History II	5	1	6
	HSDE 362	History of Marathas (Peshwa Period)	5	1	6
	HSDE 363	History of World Civilization II	5	1	6
(ANY TWO)	HSDE 364	History of America II	5	1	6
		TOTAL			24
		Total Credit Hours in 6 Semesters			152

Master of Arts (M.A)

Semester I					
Course Category	Course Code	Course Title	L	P	T
Core Course (CC1)	HSCC-511	Theory of History	4		4
Core Course (CC2)	HSCC-512	Evolution of Ancient Indian Ideas and Institutions.	4		4
Core Course (CC3)	HSCC-513	Maratha Administration	4		4
Discipline Elective (DE1) (Any One)	HSDE-514	History of China (1839-1935)	4		4
	HSDE-515	Women In Indian History I	4		4
		TOTAL			16

Semester II					
Course Category	Course Code	Course Title	L	P	T
Core Course (CC4) (Two Papers Compulsory)	HSCC-521	Practice of History	4		4
	HSCC-522	Evolution of Medieval Indian Ideas and Institutions.	4		4
	HSCC-523	Socio-Economic History of Marathas	4		4
Discipline Elective (DE2) (Any One)	HSDE-524	History Of China (1936-1990)	4		4
	HSDE-525	Women In Indian History II	4		4
		Total			16

Semester III					
Course Category	Course Code	Course Title	L	P	T
Core Course (CC5)	HSCC-611	Modern Indian History (1857-1947)	4		4
	HSCC-612	Research Methodology	6		6
Discipline Elective (DE3) (Any Two)	HSDE-613	Maharashtra in the 19th Century: Structural Changes.	4		4
	HSDE-614	History of Japan (1853-1914)	4		4
	HSDE-615	History of the Modern World (1870 – 1945)	4		4
Generic Elective (GE1) (Any One)	HSGE-616	Gender and Indian History	4		4
	HSGE-617	Application of History in Tourism	4		4
		Total			22

Semester IV					
Course Category	Course Code	Course Title	L	P	T
Core Course (CC6)	HSCC-621	Modern Indian History (1947-1991)	4		4
Core Course (CC7)	HSCC-622	Dissertation	4		4
Core Course (CC8)	HSCC-623	Maharashtra in the 20th Century: Structural Changes.	6		6
Generic Elective (GE2) (Any One)	HSGE-624	History of Japan II	4		4
	HSGE-625	History of the Modern World (1945-1990)	4		4
	HSGE-626	Archival Studies.	4		4
	HSGE-627	Debates in History	4		4
		Total			18

Core Courses: 48; Discipline Elective: 16; Generic Elective: 8 Total $48+16+8=72$

Total Credits:- $16+16+22+18= 72$

Credit System Applied for Courses

	I	II	III	IV	Total Credits
Core	12	12	10	14	48
Discipline Elective	4	4	8	0	16
Generic Elective	0	0	4	4	8
Total	16	16	22	18	72

Department: Psychology
Bachelor of Arts (B.A) – Honours

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	English Communication	4		4
	MLPR 111	Moral Principles	2		2
CORE COURSES	PSCC 111	General Psychology	5	1	6
	PSCC 112	Applied Psychology	5	1	6
GENERIC ELECTIVE	PSGE 113	Introduction to Psychology	5	1	6
		TOTAL			24

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 121	Environmental Studies	4		4
	HLWL 121	Health & Wellness	2		2
CORE COURSES	PSCC 121	Social Psychology	5	1	6
	PSCC 122	Schools of Psychology	5	1	6
GENERIC ELECTIVE	PSGE 123	Psychology of Health and Wellbeing	5	1	6
		TOTAL			22

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	PSCC 231	Research Methodology in Psychology	5	1	6
	PSCC 232	Personality Psychology	5	1	6
	PSCC 233	Bio Psychology	5	1	6
GENERIC ELECTIVE	PSGE 234	Intergroup Relations	5	1	6
SKILL ENHANCEMENT	PSSC 235	Psychology of Relationships	4		4
		TOTAL			28

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSE	PSCC 241	Developmental Psychology	5	1	6
	PSCC 242	Counselling Psychology	5	1	6
	PSCC 243	Quantitative Data Analysis	5	1	6
GENERIC ELECTIVE	PSGE 244	Psychology at Work	5	1	6
SKILL ENHANCEMENT	PSSC 245	Counselling Skills	4		4
		TOTAL			28

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	PSCC 351	Organizational Psychology	5	1	6
	PSCC 352	Clinical Psychology I	5	1	6
DISCIPLINE ELECTIVE (ANY TWO)	PSDE 353	Educational Psychology	5	1	6
	PSDE 354	Environmental Psychology	5	1	6
	PSDE 355	Sports Psychology	5	1	6
	PSDE 356	Media & Cyber Psychology	5	1	6
		TOTAL			24

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	PSCC 361	Cognitive Psychology	4	2	6
	PSCC 362	Clinical Psychology II	5	1	6
DISCIPLINE ELECTIVE (ANY TWO)	PSDE 363	Applied Social Psychology	5	1	6
	PSDE 364	Applied Cognitive Psychology	5	1	6
	PSDE 365	Positive Psychology	5	1	6
	PSDE 366	Human Resource Management	5	1	6
		TOTAL			24
Total Credit Hours in 6 Semesters					152

Division of Religious Studies

Bachelor of Arts (B.A) – Honours

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	RSAE 111	English Communication	4		4
	MLPR11	Moral Principles	2		2
CORE COURSES	RSBS 111	Introduction of old Testament	5	1	6
	RSBS 113	Introduction of new Testament	5	1	6
GENERIC ELECTIVE	RSGE 111	Life & Teachings of Jesus Christ I	5	1	6
		TOTAL			24

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 120	Environmental Studies	4		4
	HLWL 122	Health & Wellness	2		2
CORE COURSES	RSBS 120	Prophets & Psalms	5	1	6
	RSCH124	History of S.D.S.A Church	5	1	6
GENERIC ELECTIVE	RSGE120	Life and Teaching of Jesus Christ II	5	1	6
		TOTAL			24

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	RSBS 231	History of Christianity	5	1	6
	RSPM 231	Pastoral Ministry	5	1	6
	RSPM233	Biblical Hermeneutics & Homiletics	4	2	6
GENERIC ELECTIVE	RSGE321	Life and teaching of Jesus Christ- III	5	1	6
SKILL ENHANCEMENT	RSSE231	Hebrew Language Skills	2		2
		TOTAL			28

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSE	RSBS240	Gospels & Acts	5	1	6
	RSBS 242	Apocalyptic Literature	5	1	6
	RSMS244	Introduction –Approaches to World Religions	5	1	6
GENERIC ELECTIVE	RSGE240	Life and Teaching of Jesus Christ -IV	5	1	6
SKILL ENHANCEMENT	RSSE240	Greek Languages and Skills	2	2	4
		TOTAL			28

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	RSBS 351	Pauline Epistles	5	1	6
	RSMS 351	Introduction of Mission	4	2	6
DISCIPLINE ELECTIVE (ANY TWO)	RSBS353	Biblical Archaeology	5	1	6
	BSBT351	Introduction to Philosophy	5	1	6
	RSPH 351	Church Planting & Church Growth	4	2	6
		TOTAL			24

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	RSBT360	Introduction to Christian Doctrines	5	1	6
	RSPM360	Leadership and Contemporary Issues in Ministry	5	1	6
DISCIPLINE ELECTIVE (ANY TWO)	RSBT362	Eschatology	5	1	6
	RSMS360	Hinduism & Islam	5	1	6
	RSPM362	Chaplaincy & Pastoral Counselling	5	1	6
			5	1	6
		TOTAL			24
		Total Credit Hours in 6 Semesters			152

Master of Arts (M.A)

*Prerequisite: Bachelor in Religious Studies/Bachelor of Theology

Semester I

Course Category	Course Code	Course Title	Credit
Core Course (CC 1)	GSEM 511	Research Methodology	4
Core Course (CC 2)	CHMN 511	Church Leadership and Administration	4
Core Course (CC 3)	THST 511	Doctrine of Salvation	4
		<i>Theology Discipline Elective</i>	
Discipline Elective (DE1)	THST 513	Doctrine of Revelation and Inspiration	4
	THST 515	Doctrine of the Holy Spirit	4
		<i>Mission Discipline Elective</i>	
Discipline Elective (DE2)	MSSN 511	Mission to the World	4
	MSSN 513	Christian Service to the Community	4
			16

Semester II

Core Course (CC 4)	OTST 520	Readings in Daniel	4
Core Course (CC 5)	MSSN 520	Contemporary Issues in Mission	4
Core Course (CC 6)	THST 520	Doctrine of the Sanctuary	4
		<i>Theology Discipline Elective</i>	
Discipline Elective (DE3)	THST 522	Doctrine of Creation	4
	THST 524	Christian Ethics	4
		<i>Mission Discipline Elective</i>	
Discipline Elective (DE4)	MSSN 524	History & Theology of Christian Mission	4
	MSSN 522	Urban Missions	4
			16

Semester III

Core Course (CC 7)	NTST 631	Readings in Revelation	4
Core Course (CC 8)	CHIS 631	Life and Works of Ellen G. White	4
Core Course (CC 9)	THST 631	Doctrine of the Sabbath	4
		<i>Theology Discipline Elective</i>	
Discipline Elective (DE5)	THST 633	Doctrine of God	4
	THST 635	Introduction to Contemporary Theology	4
		<i>Mission Discipline Elective</i>	
Discipline Elective (DE6)	MSSN 631	Media Ministry	4
	MSSN 633	Anthropology for Mission & Ministry	4
Skill Enhancement Course (SEC 1)	CHMN 633	Advanced Biblical Preaching	4
			20

Semester IV

Core Course (CC 10)	CHMN 640	Church Growth and Equipping Pastor	4
Core Course (CC 11)	GSEM 640	Research Project/Thesis	4
Core Course (CC 12)	THST 640	Doctrine of Christ	4
		<i>Theology Discipline Elective</i>	
Discipline Elective (DE7)	THST 642	Doctrine of the Church	4
	THST 644	Studies in Eschatology	4
		<i>Mission Discipline Elective</i>	
Discipline Elective (DE8)	MSSN 640	Cross-Cultural Communication	4
	CHMN 642	Advanced Chaplaincy	4
Generic Elective Course (GE1)	CHMN 631	Christian Principles and Lifestyle	4
			20

16+16+20+20=72

Co-curricular Activities: (6 hrs) On-Campus & Off-Campus Ministry (100 Hrs.)
(Pathfinder, Choir, Visitation, Mid-Week, Hostel Worship)

Physical Activities (100 Hrs.)
(Sports, Community Service, Exercise)

Department: Sociology
Bachelor of Arts (B.A) – Honours

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	English Communication	4		4
	AECC 112	Moral Principles	2		2
CORE COURSES	SOCC 111	Introduction to Sociology I	5	1	6
	SOCC 112	Sociology of India I	5	1	6
GENERIC ELECTIVE	SOGE 113	Indian Society: Images and Realities	5	1	6
		TOTAL			24

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 121	Environmental Studies	4		4
	HLWL 121	Health & Wellness	2		2
CORE COURSES	SOCI 121	Introduction to Sociology II	5	1	6
	SOCC 122	Sociology of India II	5	1	6
GENERIC ELECTIVE	SOGE 123	Sociology of Education	5	1	6
		TOTAL			24

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	SOCC 231	Political Sociology	5	1	6
	SOCC 232	Sociology of Religion	5	1	6
	SOCC 233	Gender Studies	5	1	6
GENERIC ELECTIVE	SOGE 234	Sociology of Mass Media	5	1	6
SKILL ENHANCEMENT	SOSC 235	Life Skills Development	4		4
		TOTAL			28

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSE	SOCC 241	Economical Sociology	5	1	6
	SOCC 242	Marriage, Family and Kinship	5	1	6
	SOCC 243	Social Stratification	5	1	6
GENERIC ELECTIVE	SOGE 244	Population and Society	5	1	6
SKILL ENHANCEMENT	SOSC 245	Leadership Skills	4		4
		TOTAL			28

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	SOCC 351	Sociological Theory I	5	1	6
	SOCC 352	Research Methods I	5	1	6
DISCIPLINE ELECTIVE (ANY TWO)	SODE 353	Urban Studies	5	1	6
	SODE 354	Sociology of Work	5	1	6
	SODE 355	Agrarian Sociology	5	1	6
	SODE 356	Environmental Sociology	5	1	6
		TOTAL			24

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	SOCC 361	Sociological Theory II	4	2	6
	SOCC 362	Research Methods II	5	1	6
DISCIPLINE ELECTIVE (ANY TWO)	SODE 363	Indian Sociological Traditions	5	1	6
	SODE 364	Sociology of Health and Medicine	5	1	6
	SODE 365	Reading Ethnographies	5	1	6
	SODE 366	Visual Culture	5	1	6
		TOTAL			24
Total Credit Hours in 6 Semesters					152

DIVISION OF BUSINESS AND COMMERCE

Department: Business

Master of Business Administration (M.B.A.)

Proposed Scheme for Master of Business Administration (MBA)

Basic Structure: Distribution of Courses

	Course Type	Details	Credit Hours
1	Core Course (CC)	18 Course of 3 Credit Hours Each (18X3)	54
2	Subject Course (SC)	6 Courses of 4 Credit Hours Each (6X4)	24
3	Subject Elective (SE)	6 Courses of 3 Credit Hours Each (6X3)	18
4	Internship/Project	Internship/Dissertation	6
		Total Credit Hours	102

Semester I

Course Category	Course Code	Course Name	L	P	Cr
Subject Elective (SE1)	MBA 510 OR MBA 511	Managerial Economics OR International Economics	3		3
Subject Elective (SE2)	MBA 512 OR MBA 513	Management Communication OR Business Communication	3		3
Core Course (CC1)	MBA 514	Employee Relations	3		3
Core Course (CC2)	MBA 515	Group Dynamics at Work	3		3

Core Course (CC3)	MBA 516	Financial Reporting Statements and Analysis	3		3
Core Course (CC4)	MBA 517	Marketing Management	3		3
Core Course (CC5)	MBA 518	Operations Management	3		3
Core Course (CC6)	MBA 519	Human Resource Management	3		3
		Total			24

Semester II

Course Category	Course Code	Course Name	L	P	Cr
Subject Elective (SE3)	MBA 520 OR MBA 521	Legal and Business Environment OR Corporate Law	3		3
Subject Elective (SE4)	MBA 522 OR MBA 523	Indian Economy and Policy OR Knowledge Management	3		3
Core Course (CC7)	MBA 524	Strategic Human Resource Management	3		3
Core Course (CC8)	MBA 525	Cross Cultural Management	3		3
Core Course (CC9)	MBA 526	Indian Financial System and Financial Markets	3		3
Core Course (CC10)	MBA 527	Computer Applications for Business	3		3
Core Course (CC11)	MBA 528	Project Management	3		3

Core Course (CC12)	MBA 529	Organizational Behaviour	3		3
		Total			24

Semester III

Course Category	Course Code	Course Name	L	P	Cr
Subject Elective (SE5)	MBA 631 OR MBA 632	Supply Chain Management OR Logistics Management	3		3
Core Course (CC13)	MBA 633	Corporate Strategy	3		3
Core Course (CC14)	MBA 634	Corporate Social Responsibility	3		3
Core Course (CC15)	MBA 635	Business Statistics and Analytics for Decision Making	3		3
Specialization either I) Human Resource Management II) Marketing or III) Finance		Human Resource Management (Specialization I)			
Subject Course (SC1)	HRMT 636	Manpower Planning	4		4
Subject Course (SC2)	HRMT 637	Human Resource Metrics and Analytics	4		4
Subject Course (SC3)	HRMT 638	Compensation and Benefits Management	4		4
Internship (I)	HRMT 639	Internship in Human Resource		3	3

		Marketing (Specialization II)			
Subject Course (SC1)	MKTG 636	Consumer Behaviour	4		4
Subject Course (SC2)	MKTG 637	Digital Marketing	4		4
Subject Course (SC3)	MKTG 638	Customer Relationship Management	4		4
Internship (I)	MKTG 639	Internship in Marketing		3	3

Finance (Specialization III)

Subject Course (SC1)	FNCE 636	Corporate Finance	4		4
Subject Course (SC2)	FNCE 637	Investment Analysis	4		4
Subject Course (SC3)	FNCE 638	Taxation	4		4
Internship (I)	FNCE 639	Internship in Finance		3	3
		Total			27

Semester III

Course Category	Course Code	Course Name	L	P	Cr
Subject Elective (SE6)	MBA 641 OR MBA 642	Operations Research Applications OR Operations Strategy	3		3
Core Course (CC16)	MBA 643	Managerial Skills for Effectiveness	3		3

Core Course (CC17)	MBA 644	Entrepreneurship	3		3
Core Course (CC18)	MBA 645	Quantitative Techniques	3		3

		Human Resource Management (Specialization I)			
Subject Course (SC4)	HRMT 646	Performance Management Systems	4		4
Subject Course (SC5)	HRMT 647	International HRM	4		4
Subject Course (SC6)	HRMT 648	Management of Human Capital	4		4
Project (P)	HRMT 649	Dissertation in Human Resource		3	3

		Marketing (Specialization II)			
Subject Course (SC1)	MKTG 646	Product and Brand Development	4		4
Subject Course (SC2)	MKTG 647	International Marketing	4		4
Subject Course (SC3)	MKTG 648	Retail Management	4		4
Project	MKTG 649	Dissertation in Marketing		3	3

Course Category	Course Code	Finance (Specialization III)	L	P	Cr
Subject Course (SC4)	FNCE 646	Risk Management	4		4

Subject Course (SC5)	FNCE 647	Corporate Valuation	4		4
Subject Course (SC6)	FNCE 648	Mergers, Acquisition & Corporate Restructuring	4		4
Project	FNCE 649	Dissertation in Finance		3	3
		Total			27

Department: Commerce

Bachelor of Business Administration (B.B.A) – Regular

Semester I

Course Code	Course Title	L	T/P	Cr
MLPR 111	Moral Principles	2		2
BBA112	Environmental studies	2		2
BBA 11	Business Accounting	5	1	6
BBA 114	Principal of management & Organisational Behaviour	5	1	6
BBA 115	Compulsory English	5	1	6
	TOTAL			22

Semester II

Course Code	Course Title	L	T/P	Cr
HLWL121	Health & Wellness	2		2
BBA122	Language : English	2		2
BBA 123	Managerial Economics	5	1	6
BBA 124	Statistics for Business Decision	5	1	6
BBA 125	Financial Institution and Markets	5	1	6
	TOTAL			22

Semester III

Course Code	Course Title	L	T/P	Cr
BBA 231	Human Resource Management	5	1	6
BBA 232	Marketing Management	5	1	6
BBA 233	Management Accounting	5	1	6
BBA 234	Information Technology for Business	5	1	6
	TOTAL			22

Semester IV

Course Code	Course Title	L	T/P	Cr
BBA 241	Macroeconomics	5	1	6
BBA 242	Financial Management	5	1	6
BBA 243	Quantitative Techniques for Management	5	1	6
BBA 244	E Commerce or Statistical Software/Summer Internship	5	1	6
	TOTAL			22

Semester V

Course Code	Course Title	L	T/P	Cr
	Any one of the following DSE-3			
	Discipline Specific Elective -1	5	1	6
MKTG351	Consumer Behaviour			
FNCE351	Strategic Corporate Finance			
	Any one of the following DSE-3			
	Discipline Specific Elective -2	5	1	6
MKTG352	Advertising and Brand Management			
FNCE52	Investment Analysis and portfolio Management			
BBA352	Entrepreneurship Development	3	1	4
BBA345	Business Ethics	5	1	6
	TOTAL			22

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
Any one of the following DSE-3					
Discipline Specific Elective -3			5	1	6
	MKTG361	Marketing of Services			
	FNCE361	Investment Banking and Financial Services			
Any one of the following DSE-1					
Discipline Specific Elective -1			5	1	6
	MKTG 362	Global Marketing			
	FNCE 362	International Financial Management			
	BBA363	Business Communication	3	1	4
	BBA364	Production and Operations Management	5	1	6
		TOTAL			22

Bachelor of Commerce (B. Com) – Regular

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
	MLRP 111	Moral Principles	2		2
ABILITY ENHANCEMENT	BCOM 112	Environmental Studies	2		2
	BCOM 113	Financial Accounting	2		2
GENERIC ELECTIVE (GE)	BCOM 114	Business Organization and Management	2	2	4
	BCOM 115	Compulsory English	2	2	4
		TOTAL			22

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
	HLWL 121	Health and Wellness	2		2
ABILITY ENHANCEMENT	BCOM 122	Language:English	2		2
	BCOM 123	Business Law	2		2
GENERIC ELECTIVE (GE)	BCOM 124	Event Management	2	2	4
OR	BCOM 125	Productions and Operations Management	2	2	4
COMPULSORY COURSE	BCOM 126	Organizational Behaviour	3		3
DISCIPLINE CORE DC (ANY ONE)	BCOM 127	Financial Accounting II	3		3
	BCOM 128	Macro Economics	3		3
DISCIPLINE CORE (DC) FROM OTHER DEPARTMENT	BCOM 129	Business Statistics	3		3
		TOTAL			22

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
COMPULSORY COURSE	BCOM 232	Computer Applications	2	2	4
DISCIPLINE CORE DC (ANY ONE)	BCOM 233	Business Regulatory Framework	3		3

	BCOM 234	Corporate Accounting I	3		3
	BCOM 235	Advanced Accounting I	3		3
DISCIPLINE CORE (DC) FROM OTHER DEPARTMENT	BCOM 236	Principles of Marketing	3		3
SKILL ENHANCEMENT COURSE (SC)	BCOM 237	Business Environment	3		3
	BCOM 238	Goods and Service Tax	3		3
		TOTAL			22

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
COMPULSORY COURSE	BCOM 242	E-Commerce	2	2	4
DISCIPLINE CORE DC (ANY ONE)	BCOM 243	Company Law	3		3
	BCOM 244	Corporate Accounting II	3		3
	BCOM 245	Advanced Accounting II	3		3
DISCIPLINE CORE (DC) FROM OTHER DEPARTMENT	BCOM 246	Advertising	3		3
SKILL ENHANCEMENT COURSE (SC)	BCOM 247	Leadership	3		3
	BCOM 248	Public Relations	3		3
		TOTAL			22

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
SKILL ENHANCEMENT COURSE (SC)	BCOM 351	Research Methodology	4		4
COMPULSORY COURSE	BCOM 352	Human Resource Management	3		3
	BCOM 353	International Business	3		3
BANKING (SPECIALIZATION I)	BANK 354	Indian Banking System	4	1	5
	BANK 355	Risk Management	4	1	5
	BANK 356	Exposure, Visit, Project, Viva in Banking		2	2
COSTING (SPECIALIZATION II)	COST 354	Cost Variance	4	1	5
	COST 355	Strategic Cost Analysis	4	1	5
	COST 356	Exposure, Visit, Project, Viva in Costing		2	2
		TOTAL			22

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
SKILL ENHANCEMENT COURSE (SC)	BCOM 361	Entrepreneurship	4		4
COMPULSORY COURSE	BCOM 362	International Economics	3		3
	BCOM 363	Taxation	3		3
BANKING (SPECIALIZATION I)	BANK 364	Commercial Bank Management	4	1	5
	BANK 365	Global Marketing	4	1	5
	BANK 366	Project Work in Banking		2	2
COSTING (SPECIALIZATION II)	COST 364	Strategic Cost Control	4	1	5
	COST 365	International Financial Management	4	1	5
	COST 368	Project Work in Costing		2	2
		TOTAL			22

DIVISION OF PERFORMING ARTS

Department: Music

Bachelor of Performing Arts (B.P.A) – Honours

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	Communication English	4		4
	AECC 112	Moral Principles	2		2
CORE COURSES	MUED 111	Music Appreciation			
	MUPF 112	Musicianship I			
	MUPF 113	Applied Music Piano I (for Piano Majors)			
	MUPF 114	Applied Music Voice I (for Voice Majors)			
GENERIC ELECTIVE	MUCT 115	Fundamentals of Music I			
	MUPF 116	Vocal Ensemble I			
		TOTAL			20

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 121	Environmental Studies	4		4
			2		2
CORE COURSES	MUED 121	Music Appreciation II			
	MUPF 122	Musicianship II			
	MUPF 123	Applied Music Piano II (for Piano Majors)			
	MUPF 124	Applied Music Voice II (for Voice Majors)			
GENERIC ELECTIVE	MUCT 125	Fundamentals of Music II			
	MUPF 126	Vocal Ensemble II			
		TOTAL			20

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	MUHL 231	Music History I	3	1	4
	MUPF 232	Musicianship III		1/2	3
	MUPF 233	Applied Music Piano III (for Piano Majors)		2/2	4
GENERIC ELECTIVE	MUPF 234	Applied Music Voice III (for Voice Majors)		2/2	4
	MUCT 235	Music Theory I	3	1	4

	MUPF 236	Vocal Ensemble		1/2	3
SKILL ENHANCEMENT	MUPF 237	Electronic Keyboard I		2	2
	MUPF 238	Applied Music Guitar I		2	2
		TOTAL			20

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSE	MUHL 241	Music History II	3	1	4
	MUPF 242	Musicianship IV		1/2	3
	MUPF 243	Applied Music Piano IV (for Piano Majors)		2/2	4
GENERIC ELECTIVE	MUPF 244	Applied Music Voice IV (for Voice Majors)		2/2	4
	MUCT 245	Music Theory II	3	1	4
	MUPF 246	Vocal Ensemble IV	1	2	3
SKILL ENHANCEMENT	MUPF 247	Electronic Keyboard II		2	2
	MUPF 248	Applied Music Guitar II		2	2
		TOTAL			20

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	MUHL 351	Music History III	3	1	4
	MUPF 352	Musicianship V		1/2	3
	MUPF 353	Applied Music Piano V (for Piano Majors)		2/2	4
	MUPF 354	Applied Music Voice V (for Voice Majors)		2/2	4
	MUCT 355	Music Theory III	3	1	4
	MUPF 356	Vocal Ensemble V	1	2	3
DISCIPLINE ELECTIVE	MUPF 357	Contemporary Music Voice		2	2
	MUPF 358	Contemporary Music Piano		2	2
		TOTAL			20

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	MUHL 361	Vocal Literature (for Voice Majors)	2	1	3
	MUHL 362	Piano Literature (for Piano Majors)	2	1	3
	MUPF 363	Applied Music Piano VI (for Piano Majors)		2/2	4
	MUPF 364	Applied Music Voice VI (for Voice Majors)		2/2	4
	MUCT 365	Music Theory IV	3	1	4

	MUPF 366	Vocal Ensemble VI	1	2	3
	MUPF 367	Musicianship VI		1/2	3
DISCIPLINE ELECTIVE	MUPF 361	Singer's Diction	1	2	3
	MUPF 362	Vocal Chamber (for Voice Majors)	1	2	3
	MUPF 368	Collaborative Arts – Piano	1	2	3
	MUPF 369	Piano Ensemble – Multi-performance (for Piano Majors)	1	2	3
		TOTAL			20

Semester VII

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	MUPF 471	Basic Choral Conducting		2	2
	MUED 472	Vocal Pedagogy (for Voice Majors)	3	1	4
	MUED 473	Piano Pedagogy (for Piano Majors)	3	1	4
	MUCT 474	Analysis of Music Form	3	1	4
	MUCT 475	Music Theory V	3	1	4
	MUPF 476	Vocal Ensemble VII		1/2	3
	MUPF 477	External Performance Voice (for Voice Majors)		2/2	4
	MUPF 478	External Performance Piano (for Piano Majors)		2/2	4
		TOTAL			20

Semester VIII

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	MUED 481	Music in the Elementary School	2	1	3
	MUCM 482	Church Music Genres	3		3
	MUCT 483	Counterpoint	3	1	4
	MUED 484	Vocal Ensemble VIII		1/2	3
	MUED 485	Project in Music	1	2	3
	MUPF 486	Senior Recital Piano (for Piano Majors)		2/2	4
	MUPF 487	Senior Recital Voice (for Voice Majors)		2/2	4
		TOTAL			20
		Total Credit Hours in 8 Semesters			160

DIVISION OF EDUCATION

Department: B.Ed.

Bachelor of Education (B.Ed.)

B.Ed. FIRST YEAR

Course Code	Title of the Course	Credits	Hours	Marks	
					Total
PERSPECTIVES OF EDUCATION – CORE COURSES		20	320	Int + Ext	500
BEDU 111	Philosophical & Sociological Bases in Contemporary Indian Education	4	64	20 + 80	100
BEDU 112	Developmental Perspectives of the Learner	4	64	20 + 80	100
BEDU 113	Assessment for Learning	4	64	20 + 80	100
BEDU 114	Information communication technology(ICT) in Education	4	64	20 + 80	100
BEDU 115	Perspectives of Learning & teaching	4	64	20 + 80	100
CURRICULUM & PEDAGOGICAL STUDIES – OPTIONAL COURSES					
		8	128		200
BEDU 116 01 – 9	Theoretical base of School Subjects (any two from the list No. 1)	4 (2+2)	64 32+32	10 + 40 10 + 40	100
BEDU 117 01 – 9	Pedagogy of School Subjects (any two from the list No. 2)	4 (2+2)	64 32+32	10 + 40 10 + 40	100
ENGAGEMENT WITH FIELD / PRACTICUM		8	128		200
BEDU 118	University based–Teaching Skill I	2	32		50
	a) Micro Teaching (6:6)	1	16		25
	b) Integration &Rehearsal lessons (6:2)	1	16		25
BEDU 119	School Based–Teaching Skill II	4	64		100
	a) School Induction Program	2	32		50
	b) Practice Lesson (6)	2	32		50
BEDU. 120	Community based	2	32		50
	a) Understanding Self I (Field Trip)	1	16 hr		25
	b) Service Learning	1	16 hr		25
SKILL ENHANCEMENT		4	64		100
BEDU. 121	Health Education	1	16 hr		25
BEDU. 122	Art & Craft in Education	1	16 hr		25
BEDU. 123	ICT Practical in Education	2	32		50
Total		40	640		1000

B.Ed. SECOND YEAR

Course Code	Title of the Course	Credits	Hours	Marks	
					Total
PERSPECTIVES OF EDUCATION- CORE COURSES		12	192	Int + Ext	300
BEDU 221	Inclusive Education, Gender in School & Society	4	64	20 + 80	100
BEDU 222	School Management	4	64	20 + 80	100
BEDU 223	Foundations of Knowledge & Curriculum	4	64	20 + 80	100
CURRICULUM & PEDAGOGICAL STUDIES – OPTIONAL COURSES					
		8	128		200
BEDU 224	Electives (any one from the list No. 3)	4	64	20 + 80	100
BEDU. 225	Emerging trends & practice in School Subjects (Subjects 1 – 9 the two school subjects selected in the First Year)	4 (2+2)	64 32+32	10 + 40 10 + 40	100
ENGAGEMENT WITH FIELD / PRACTICUM		13	208		325
BEDU 226	University based - Teaching Skill III	2	32		50
	a) Technology based lessons (2 Lessons)	2	32		50
	b) Co-operative learning Techniques (2 Lessons)				
	c) Models of Teaching(2 Lessons)				
BEDU 227	School based - Teaching Skill IV	10	160		250
	a) Practice lessons (12)	2	32		50
	b) Internship	8	128		200
BEDU. 228	Community Based Understanding Self II (Leadership Camp)	1	16		25
SKILL ENHANCEMENT		7	112		175
BEDU 229	Action Research	2	32 hr		50
BEDU230	Directed Individual Course (21 st century skills)	2	32hr		50
BEDU 231	Physical Education	1	16 hr		25
BEDU 232	Reading & Reflecting on text	1	16 hr		25
BEDU 233	Drama in Education	1	16 hr		25
Total		40	640		1000

DIVISION OF SCIENCES (HUMANITIES)

Department: Biotechnology

Bachelor of Science (B.Sc.) – Honours

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	English Communication Skills	4		4
	AECC 112	Moral Principles	2		2
CORE COURSES	BIOT 111	Biochemistry & Metabolism	4		4
	BIOT 112	Practicals in Biochemistry & Metabolism		2	2
	BIOT 113	Cell Biology	4		4
	BIOT 114	Practicals in Cell Biology		2	2
GENERIC ELECTIVE	BIOT 115	Biotechnology & Human Welfare	4		4
		TOTAL			22

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	Environmental Studies	4		4
	AECC 112	Health and Wellness	2		2
CORE COURSES	BIOT 121	Mammalian Physiology	4		4
	BIOT 122	Practicals in Mammalian Physiology		2	2
	BIOT 123	Plant Physiology	4		4
	BIOT 124	Practicals in Plant Physiology		2	2
GENERIC ELECTIVE	BIOT 125	Bio-Entrepreneurship Development	4		4
		TOTAL			22

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	BIOT 211	Genetics	4		4
	BIOT 212	Practicals in Genetics		2	2
	BIOT 213	General Microbiology	4		4
	BIOT 214	Practicals in General Microbiology		2	2
	BIOT 215	Chemistry I	4		4
	BIOT 216	Practicals in Chemistry I		2	2

GENERIC ELECTIVE	BIOT 219	Intellectual Property Rights (IPR), Bioethics and Biosafety	4		4
SKILL ENHANCEMENT	BIOT 217 (A)	Enzymology	2		2
	BIOT 218 (A)	Practicals in Enzymology		2	2
		TOTAL			26

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	BIOT 221	Molecular Biology	4		4
	BIOT 222	Practicals in Molecular Biology		2	2
	BIOT 223	Immunology	4		4
	BIOT 224	Practicals in Immunology		2	2
	BIOT 225	Chemistry II	4		4
	BIOT 226	Practicals in Chemistry II		2	2
GENERIC ELECTIVE	BIOT 229	Philosophy of Science	4		4
SKILL ENHANCEMENT	BIOT 227 (A)	Molecular Diagnostics	2		2
	BIOT 228 (A)	Practicals in Molecular Diagnostics		2	2
		TOTAL			26

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	BIOT 311	Bioprocess Technology	4		4
	BIOT 312	Practicals in Bioprocess Technology		2	2
	BIOT 313	Recombinant DNA Technology	4		4
	BIOT 314	Practicals in Recombinant DNA Technology		2	2
	BIOT 319	Seminar		2	2
DISCIPLINE ELECTIVE (ANY TWO)	BIOT 315 (A)	Plant Diversity I	4		4
		Practicals in Plant Diversity I		2	2
	BIOT 316 (A)	Animal Diversity I	4		4
		Practicals in Animal Diversity I		2	2
	BIOT 317 (A)				
	BIOT 318 (A)				
		TOTAL			26

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	BIOT 321	Bio Analytical Tools	4		4
	BIOT 322	Practicals in Bio Analytical Tools		2	2
	BIOT 323	Genomics and Proteomics	4		4
	BIOT 324	Practicals in Genomics and Proteomics		2	2
	BIOT 329	Project		2	2
DISCIPLINE ELECTIVE (ANY TWO)	BIOT 325	Plant Diversity II	4		4
	(A)	Practicals in Plant Diversity II		2	2
	BIOT 326	Animal Diversity II	4		4
	(A)	Practicals in Animal Diversity II		2	2
	BIOT 327 (A) BIOT 328 (A)				
		TOTAL			26

Master of Science (M.Sc.) Biotechnology

Semester I

Course Category	Course Code	Course Title	L	P	Cr.
Ability Enhancement Course (AECC1)	*AECC 511	Research Methodology	4		4
Core Course (CC1)	BIOT 511	Biochemistry	4		4
Core Course (CC2)	BIOT 512	Exercises in Biochemistry		2	2
Core Course (CC3)	BIOT 513	Cell & Molecular Biology	4		4
Core Course (CC4)	BIOT 514	Exercises in Cell & Molecular Biology		2	2
Core Course (CC5)	BIOT 515	Plant & Animal Biotechnology	4		4
Core Course (CC6)	BIOT 516	Exercises in Plant & Animal Biotechnology		2	2
Generic Elective (GE1)	GECC 511	Climate Change & the Global Impact	2		2
Generic Elective (GE2)	GECC 513	Bioentrepreneurship	2		2
Total					22+4

Semester II

Course Category	Course code	Course Title	L	P	Cr.
Skill Enhancement Course (SEC1)	*SECC 521 OR SECC 522	Computational Biology OR Drug Discovery & Development	2		2
Core Course (CC7)	BIOT 521	Genetics	4		4
Core Course (CC8)	BIOT 522	Genetic Engineering	4		4
Core Course (CC9)	BIOT 523	Exercises in Genetic Engineering		2	2
Core Course (CC10)	BIOT 524	Biophysics & Instrumentation	4		4
Core Course (CC11)	BIOT 525	Exercises in Biophysics & Instrumentation		2	2
Core Course (CC12)	BIOT 526	Bioprocess Engineering & Technology	4		4
Core Course (CC13)	BIOT 527	Exercises in Bioprocess Engineering & Technology		2	2
Total					22+2

Semester III

Course Category	Course code	Course Title	L	P	Cr.
Core Course (CC14)	BIOT 531	Biostatistics & Bioinformatics	4		4
Core Course (CC15)	BIOT 532	Exercises in Biostatistics & Bioinformatics		2	2
Core Course (CC16)	BIOT 533	Medical Microbiology & Immunology	4		4
Core Course (CC17)	BIOT 534	Exercises in Medical Microbiology & Immunology		2	2
Core Course (CC18)	BIOT 535	IPR, Bioethics & Biosafety	3		3
Core Course (CC19)	BIOT 536	Environmental Biotechnology	3		3
Generic Elective (GE 3)	GECC 531	Topics in Philosophy of Science	2		2
Generic Elective (GE 4)	GECC 532	Solid Waste Management	2		2
		Total			22

Semester IV

Course Category	Course code	Course Title	L	P	Cr.
Core Course (CC20)	BIOT 541	Bacteriology & Virology	4		4
Core Course (CC21)	BIOT 542	Exercises in Bacteriology & Virology		2	2
Core Course (CC22)	BIOT 543	Molecular Diagnostics, Genomics & Proteomics	3		3
Core Course (CC23)	BIOT 544	Emerging Technologies	2		2
Core Course (CC24)	BIOT 545	Nanotechnology	3		3
Core Course (CC25)	BIOT 546	Project		8	8
		Total			22

****AECC & SEC are Non-CGPA Courses**

PROGRAM FOR MSc BIOTECHNOLOGY

Semester		I	II	III	IV	
		C x Cr	C x Cr	C x Cr	C x Cr	Total
Core Courses (Theory) (15)		3x4 =12	4x4=16	2x4=8 2x3=6	1x4=4 2X3=6 1X2=2	54
Core Courses (Practicals) (9+Project)		3x2=6	3x2=6	2x2=4	1x8=8 1x2=2	26
Elective Courses	Generic Elective (T)	2X2=4		2x2=4		8
	Total CGPA CREDITS	22	22	22	22	88
Non CGPA Mandatory Courses						
Ability Enhancement Course		1X4=4				4
Skill Enhancement Course			1x2=2			2
*Co-curricular Elective						2
Tot. No. of Credits/semester		22+4	22+2	22	22	94+2
Total number of Theory Courses		6	5	6	4	21
Total number of Practicals		3	3	2	1 + Project	9 + Project
Total Marks for CGPA		800	700	800	500+ 200 (Project)	3000

*Elective Co-curricular = 2 cr (Any 2 activities, 1 credit each) MOOC's, Seminars & Conferences participation, Club leadership, SEED (Swatch Bharat), Sports

Department: Botany
Bachelor of Science (B.Sc.) – Honours

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	English Communication Skills	4		4
	AECC 112	Moral Principles	2		2
CORE COURSES	BOTA 111	Phycology & Microbiology	4		4
	BOTA 112	Practicals in Phycology & Microbiology		2	2
	BOTA 113	Biomolecules & Cell Biology	4		4
	BOTA 114	Practicals in Biomolecules & Cell Biology		2	2
GENERIC ELECTIVE	BIOT 115	Biotechnology & Human Welfare	4		4
		TOTAL			22

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	Environmental Studies	4		4
	HLWL 121	Health and Wellness	2		2
CORE COURSES	BOTA 121	Mycology & Phytopathology	4		4
	BOTA 122	Practicals in Mycology & Phytopathology		2	2
	BOTA 123	Archegoniate: Bryophytes, Pteridophytes & Gymnosperms	4		4
	BOTA 124	Practicals in Archegoniate		2	2
GENERIC ELECTIVE	BIOT 125	Bio-Entrepreneurship Development	4		4
		TOTAL			22

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	BOTA 211	Anatomy of Angiosperms	4		4
	BOTA 212	Practicals in Anatomy of Angiosperms		2	2
	BOTA 213	Economic Botany & Plant Resource Utilization	4		4
	BOTA 214	Practicals in Economic Botany & Plant Resource Utilization		2	2
	BOTA 215	Genetics & Cytogenetics	4		4
	BOTA 216	Practicals in Genetics & Cytogenetics		2	2

SKILL ENHANCEMENT	BOTA217 (A)	Nursery & Gardening	2		2
	BOTA218 (A)	Practicals in Nursery & Gardening		2	2
GENERIC ELECTIVE	BIOT 219	Intellectual Property Rights, Bioethics & Biosafety	4		4
		TOTAL			26

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	BOTA 221	Molecular Biology	4		4
	BOTA 222	Practicals in Molecular Biology		2	2
	BOTA 223	Plant Ecology & Phytogeography	4		4
	BOTA 224	Practicals in Plant Ecology & Phytogeography		2	2
	BOTA 225	Plant Systematics	4		4
	BOTA 226	Practicals in Plant Systematics		2	2
SKILL ENHANCEMENT	BOTA227 (A)	Herbal Technology	2		2
	BOTA228 (A)	Practicals in Herbal Technology		2	2
GENERIC ELECTIVE	BIOT 229	Philosophy of Science	4		4
		TOTAL			26

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	BOTA 311	Reproductive Biology of Angiosperms	4		4
	BOTA 312	Practicals in Reproductive Biology of Angiosperms		2	2
	BOTA 313	Plant Physiology	4		4
	BOTA 314	Practicals in Plant Physiology		2	2
	BOTA 319	Seminar		2	2
DISCIPLINE ELECTIVE (ANY TWO)	BOTA315 (A)	Medicinal Botany	4		4
		Practicals in Medicinal Botany		2	2
	BOTA316 (A)	Analytical Techniques in Plant Sciences	4		4
		Practicals in Analytical Techniques in Plant Sciences		2	2
	BOTA317 (A)				
	BOTA318 (A)				
		TOTAL			26

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	BOTA 321	Plant Metabolism	4		4
	BOTA 322	Practicals in Plant Metabolism		2	2
	BOTA 323	Plant Biotechnology & Genetic Engineering	4		4
	BOTA 324	Practicals in Plant Biotech & Genetic Engineering		2	2
	BOTA 329	Project		2	2
DISCIPLINE ELECTIVE (ANY TWO)	BOTA325	Plant Breeding	4		4
	(A)	Practicals in Plant Breeding		2	2
	BOTA326	Industrial & Environmental Microbiology	4		4
	(A)	Practicals in Industrial & Environmental Microbio		2	2
	BOTA327 (A) BOTA328 (A)				
		TOTAL			26

Master of Science (M.Sc.) Botany

Semester I

Course Category	Course code	Course Title	L	P	Cr.
Ability Enhancement Course (AECC1)	*AECC 511	Research Methodology	4		4
Core Course (CC1)	BOTA 511	Taxonomy I (Algae, Fungi, Bryophytes)	4		4
Core Course (CC2)	BOTA 512	Exercises in Taxonomy I (Algae, Fungi, Bryophytes)		2	2
Core Course (CC3)	BOTA 513	Cell & Molecular Biology	4		4
Core Course (CC4)	BOTA 514	Exercises in Cell & Molecular Biology		2	2
Core Course (CC5)	BOTA 515	Genetics & Plant Breeding	4		4
Core Course (CC6)	BOTA 516	Exercises in Genetics & Plant Breeding		2	2
Generic Elective (GE 1)	GECC 511	Climate Change & the Global Impact	2		2
Generic Elective (GE 2)	GECC 512	IPR, Bioethics & Biosafety	2		2
Total					22+4

Semester II

Course Category	Course code	Course Title	L	P	Cr.
Skill Enhancement Course (SEC 1)	*SECC 521 or SECC 522	IT Skills for Botanists Or Plant Tissue Culture	2		2
Core Course (CC7)	BOTA 521	Floriculture & Nursery Management	2		2
Core Course (CC8)	BOTA 522	Exercises in Floriculture & Nursery Management		2	2
Core Course (CC9)	BOTA 523	Taxonomy II (Pteridophytes & Gymnosperms)	4		4
Core Course (CC10)	BOTA 524	Exercises in Taxonomy II (Pteridophytes & Gymnosperms)		2	2
Core Course (CC11)	BOTA 525	Plant Physiology & Biochemistry	4		4
Core Course (CC12)	BOTA 526	Exercises in Plant Physiology & Biochemistry		2	2
Core Course (CC13)	BOTA 527	Plant Ecology & Environmental Management	4		4
Core Course (CC14)	BOTA 528	Exercises in Plant Ecology & Environmental Management		2	2
Total					22+2

Semester III

Course Category	Course code	Course Title	L	P	Cr.
Core Course (CC15)	BOTA 531	Tools & Techniques in Botany	2		2
Core Course (CC16)	BOTA 532	Exercises in Tools & Techniques in Botany		2	2
Core Course (CC17)	BOTA 533	Taxonomy III (Angiosperms)	4		4
Core Course (CC18)	BOTA 534	Exercises in Taxonomy III (Angiosperms)		2	2
Generic Elective (GE3)	GECC 531	Topics in Philosophy of Science	2		2
Generic Elective (GE4)	GECC 532	Solid Waste Management	2		2
Discipline Specific Elective Course (DSEC 1)	BOTA 535 (A, B, C or D)		4		4
Discipline Specific Elective Course (DSEC 2)	BOTA 536 (A, B, C or D)			4	4
		Total			22

Semester IV

Course Category	Course code	Course Title	L	P	Cr.
Core Course (CC19)	BOTA 541	Plant Anatomy & Plant Development	4		4
Core Course (CC20)	BOTA 542	Exercises in Plant Anatomy & Plant Development		2	2
Core Course (CC21)	BOTA 543	Project		8	8
Discipline Specific Elective Course (DSEC 3)	BOTA 545 (A, B, C or D)		4		4
Discipline Specific Elective Course (DSEC 4)	BOTA 546 (A, B, C or D)			4	4
		Total			22

*AE and SEC courses are Non-CGPA courses

Discipline Specific Courses (Specializations)

Semester III & IV (Any one)

BOTA 535 (A)/ BOTA 545 (A)	Plant Biotechnology I & II	4+4
BOTA 536 (A)/ BOTA 546 (A)	Exercises in Plant Biotechnology I & II	4+4
BOTA 535 (B)/ BOTA 545 (B)	Mycology & Plant Pathology I & II	4+4
BOTA 536 (B)/ BOTA 546 (B)	Exercises in Mycology & Plant Pathology I & II	4+4
BOTA 535 (C)/ BOTA 545 (C)	Plant Ecology I & II	4+4
BOTA 536 (C)/ BOTA 546 (C)	Exercises in Plant Ecology I & II	4+4

BOTA 535 (D)/ BOTA 545 (D)	Pharmacognosy I & II	4+4
BOTA 536 (D)/ BOTA 546 (D)	Exercises in Pharmacognosy I & II	4+4

PROGRAM FOR MSc BOTANY

Semester		I	II	III	IV	
		C x Cr	C x Cr	C x Cr	C x Cr	Total
Core Courses (Theory) (8)		3x4 =12	3x4=12	1x4=4	1x4=4	36
Core Discipline Based Choice (2)			1x2=2	1x2=2		
Core Courses (Practicals) (10+Project)		3x2=6	4x2=8	2x2=4	1x8=8 1x2=2	28
Elective Courses	Generic Elective (T)	2X2=4		2x2=4		8
	Discipline Specific (T+P)			2x4=8	2x4=8	16
Total CGPA CREDITS		22	22	22	22	88
Non CGPA Mandatory Courses						
Ability Enhancement Course		1X4=4				4
Skill Enhancement Course			1x2=2			2
*Co-curricular Elective						2
Tot. No. of Credits/semester		22+4	22+2	22	22	94+2
Total number of Theory Courses		6	5	5	2	18
Total number of Practicals		3	4	3	2 + Project	12 + Project
Total Marks for CGPA		800	800	800	400+ 200 (Project)	3000

*Elective Co-curricular = 2 cr (Any 2 activities, 1 credit each) Semester I,II,III or IV

MOOC's, Seminars & Conferences participation, Club leadership,
SEED (Swatch Bharat), Sports

Department: Computer Science
Bachelor of Science (B.Sc.) – Honours

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	English Communication Skills	4		4
	AECC 112	Moral Principles	2		2
CORE COURSES	COMS 111	Programming Methodology	4		4
	COMS 112	Practicals in Programming Methodology		2	2
	COMS 113	Computer System Architecture	4		4
	COMS 114	Practicals in Computer System Architecture		2	2
GENERIC ELECTIVE	MATH 111	Numerical Methods	4		4
		TOTAL			22

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 121	Environmental Studies	4		4
	HLWL 122	Health and Wellness	2		2
CORE COURSES	COMS 121	Data Structure	4		4
	COMS 122	Practicals in Data Structure		2	2
	COMS 123	Discrete Structures	5	1	6
GENERIC ELECTIVE	MATH 121	Number Theory	4		4
		TOTAL			22

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	COMS 211	Algorithms	4		4
	COMS 212	Practicals in Algorithms		2	2
	COMS 213	Operating Systems	4		4
	COMS 214	Practicals in Operating Systems		2	2
	COMS 215	Computer Networks	4		4
	COMS 216	Practicals in Computer Networks		2	2
SKILL ENHANCEMENT	BOTA 217(A)	Nursery & Gardening	2		2
	BOTA 218(A)	Practicals in Nursery & Gardening		2	2
GENERIC ELECTIVE	MATH 211	Linear Programming & Game Theory	4		4
		TOTAL			26

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	COMS 221	Object Oriented Programming	4		4
	COMS 222	Practicals in Object Oriented Programming		2	2
	COMS 223	Software Engineering	4		4
	COMS 224	Practicals in Software Engineering		2	2
	COMS 225	Database Management Systems	4		4
	COMS 226	Practicals in Database Management Systems		2	2
SKILL ENHANCEMENT	COMS 227(A)	Web Programming	2		2
	COMS 228(A)	Practicals in Web Programming		2	2
GENERIC ELECTIVE	MATH 221	Probability & Statistics	4		4
		TOTAL			26

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	COMS 311	Internet Technologies	4		4
	COMS 312	Practicals in Internet Technologies		2	2
	COMS 313	Artificial Intelligence	5	1	6
		Seminar			
DISCIPLINE ELECTIVE	COMS 314(A)	System Security	4		4
		Practicals in System Security		2	2
(ANY TWO)	COMS 315(A)	Data Analytics	4		4
		Practicals in Data Analytics		2	2
	COMS 316(A)				
	COMS 317(A)				
		TOTAL			26

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	COMS 321	Machine Learning	4		4
	COMS 322	Practicals in Machine Learning		2	2
	COMS 323	Computer Graphics	4		4
	COMS 324	Practicals in Computer Graphics		2	2
		Project		2	2
DISCIPLINE ELECTIVE (ANY TWO)	COMS 325(A)	Cloud Computing Practicals in Cloud Computing	4	2	4 2
	COMS 326(A)	Data Mining Practicals in Data Mining	4	2	4 2
	COMS 327(A)				
	COMS 328(A)				
		TOTAL			26

Department: Mathematics & Computer Applications

Bachelor of Science (B.Sc.) – General

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	English Communication Skills	4		4
	MLPR 1	Moral Principles	2		2
COMPULSORY COURSE	MATC 111	Calculus	5	1	6
DISCIPLINE CORE DC (ANY ONE)	COM 111	Programming Methodology	4		4
	COM 112	Practicals in Programming Methodology		2	2
DISCIPLINE CORE (DC) FROM OTHER DEPARTMENT	ELEC 111	Basic Circuit Theory & Network	4		4
	ELEC 112	Practicals in Basic Circuit Theory & Network		2	2
		TOTAL			24

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 2	Environmental Studies	4		4
	HLWL 2	Health and Wellness	2		2
COMPULSORY COURSE	MATC 121	Algebra	5	1	6
DISCIPLINE CORE DC (ANY ONE)	COM 121	Data Structure	4		4
	COM 122	Practicals in Data Structure		2	2
DISCIPLINE CORE (DC) FROM OTHER DEPARTMENT	ELEC 121	Semiconductor Devices	4		4
	ELEC 122	Practicals in Semiconductor Devices		2	2
		TOTAL			24

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
COMPULSORY COURSE	MATC 211	Differential Equations	5	1	6
DISCIPLINE CORE DC (ANY ONE)	MATC 212	Logic & Sets	4		4
	COMC 211	Operating Systems	4		4
	COMC 212	Practicals in Operating Systems		2	2
DISCIPLINE CORE (DC) FROM OTHER DEPARTMENT	ELEC 211	Electronic Circuits	4		4
SKILL ENHANCEMENT COURSE (SC)	ELEC 212	Practicals in Electronic Circuits		2	2
		TOTAL			22

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
COMPULSORY COURSE	MATC 221	Real Analysis	5	1	6
DISCIPLINE CORE DC (ANY ONE)	MATC 222	Probability & Statistics	4		4
	COMC 221	Database Management System	4		4
	COMC 222	Practicals in Database Management System		2	2
DISCIPLINE CORE (DC) FROM OTHER DEPARTMENT	ELEC 221	Digital Electronic & Verilog	4		4
SKILL ENHANCEMENT COURSE (SC)	ELEC 222	Practicals in Digital Electronics & Verilog		2	2
		TOTAL			22

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
DISCIPLINE SPECIFIC ELECTIVE (DE) (ANY TWO)	COMC311(A)	Python Programming	2		2
	COMC312(A)	Practicals in Python Programming		2	2
	COMC313(A)	Software Engineering	4		4
	COMC314(A)	Practicals in Software Engineering		2	2
	MATC311(A)	Discrete Maths	5	1	6
DISCIPLINE CORE (DC) FROM OTHER DEPARTMENT	ELEC311(A)	Power Electronics	4		4
GENERIC ELECTIVE (GE)	ELEC312(A)	Practicals in Power Electronics		2	2
		TOTAL			22

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
DISCIPLINE SPECIFIC ELECTIVE (DE) (ANY TWO)	COMC321(A)	Information Security	2		2
	COMC322(A)	Practicals in Information Security		2	2
	COMC321(A)	Programming in Java	4		4
	COMC322(A)	Practicals in Programming in Java		2	2
	MATC322(A)	Number Theory	5	1	6
DISCIPLINE CORE (DC) FROM OTHER DEPARTMENT	ELEC321(A)	Modern Communications Systems	4		4
GENERIC ELECTIVE (GE)	ELEC322(A)	Practicals in Modern Communication Systems		2	2
		TOTAL			22
		Total Credit Hours in 6 Semesters			136

Department: Microbiology
Bachelor of Science (B.Sc.) – Honours

Semester I

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 111	English Communication Skills	4		4
	AECC 112	Moral Principles	2		2
CORE COURSES	MICR 111	Microbial World & Principles of Microbiology	4		4
	MICR 112	Practicals in Microbial World & Principles of Microbiology		2	2
	MICR 113	Bacteriology & Systematics	4		4
	MICR 114	Practicals in Bacteriology & Systematics		2	2
GENERIC ELECTIVE	BIOT 115	Biotechnology & Human Welfare	4		4
		TOTAL			22

Semester II

Course Category	Course Code	Course Title	L	T/P	Cr
ABILITY ENHANCEMENT	AECC 121	Environmental Studies	4		4
	HLWL 122	Health and Wellness	2		2
CORE COURSES	MICR 121	Basic Biochemistry	4		4
	MICR 122	Practicals in Basic Biochemistry		2	2
	MICR 123	Microbial Techniques & Instruments	4		4
	MICR 124	Practicals in Microbial Techniques & Instruments		2	2
GENERIC ELECTIVE	BIOT 125	Bioentrepreneurship Development	4		4
		TOTAL			22

Semester III

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	MICR 211	Virology	4		4
	MICR 212	Practicals in Virology		2	2
	MICR 213	Mycology & Phycology	4		4
	MICR 214	Practicals in Mycology & Phycology		2	2
	MICR 215	Cell & Molecular Biology	4		4
	MICR 216	Practicals in Cell & Molecular Biology		2	2

SKILL ENHANCEMENT	MICR 217(A)	Microbial Diagnosis in Public Health	2		2
	MICR 218(A)	Practicals in Microbial Diagnosis in Public Health		2	2
GENERIC ELECTIVE	BIOT 219	Intellectual Property Rights, Bioethics & Biosafety	4		4
		TOTAL			26

Semester IV

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	MICR 221	Microbial Genetics	4		4
	MICR 222	Practicals in Microbial Genetics		2	2
	MICR 223	Microbial Physiology & Metabolism	4		4
	MICR 224	Practicals in Microbial Physiology & Metabolism		2	2
	MICR 225	Environmental Microbiology & Microbial Ecology	4		4
	MICR 226	Practicals in Environmental Microbiology & Microbial Ecology		2	2
SKILL ENHANCEMENT	MICR 227(A)	Microbial Quality Control in Food & Pharmaceutical Industries	2		2
	MICR 228(A)	Practicals in Microbial Quality Control in Food & Pharmaceutical Industries		2	2
GENERIC ELECTIVE	BIOT 229	Philosophy of Science	4		4
		TOTAL			26

Semester V

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	MICR 311	Industrial Microbiology	4		4
	MICR 312	Practicals in Industrial Microbiology		2	2
	MICR 313	Medical & Veterinary Microbiology & Immunology	4		4
	MICR 314	Practicals in Medical & Veterinary Microbiology & Immunology		2	2
	MICR 319	Seminar		2	2
DISCIPLINE ELECTIVE	MICR 315(A)	Microbial Biotechnology	4		4
		Practicals in Microbial Biotechnology		2	2
	MICR 316(A)	Plant Pathology & Disease Management	4		4
(ANY TWO)		Practicals in Plant Pathology & Disease Mngmt		2	2

	MICR 317(A) MICR 318(A)				
		TOTAL			26

Semester VI

Course Category	Course Code	Course Title	L	T/P	Cr
CORE COURSES	MICR 321	Agriculture, Food & Dairy Microbiology	4		4
	MICR 322	Practicals in Agriculture, Food & Dairy Microbiology		2	2
	MICR 323	Advanced Microbiology	4		4
	MICR 324	Practicals in Advance Microbiology		2	2
	MICR 329	Project		2	2
DISCIPLINE ELECTIVE (ANY TWO)	MICR 325(A)	Pharmaceutical Microbiology	4		4
	MICR 326(A)	Practicals in Pharmaceutical Microbiology		2	2
	MICR 327(A)	Microbial Enzyme Technology	4		4
	MICR 328(A)	Practicals in Microbial Enzyme Technology		2	2
		TOTAL			26

FINANCIAL INFORMATION

FINANCIAL RESPONSIBILITY

Students who join Spicer Adventist University must promptly and systematically meet all financial obligations to the institution. The university, being non-government aided/self-financed, is not in a position to extend credit to students and therefore before admission, students must understand well their financial obligations.

Students who wish to enrol at Spicer Adventist University should plan their financial arrangements for the entire academic year. The student and the guardian are required to enter into an agreement with the university regarding the payment of students' fee within the stipulated time and they are to honour this agreement. The student and the guardian must ensure that the agreed payments are made to the university promptly and all dues are satisfactorily settled as per the information from the finance office of the university.

A student who has a debt can be denied registration, and will not be issued a transcript or degree, or any statement regarding his/her academic status at the university. Students who join Spicer Adventist University must recognize that all financial obligations to the institution must be promptly met. Therefore, before registration the student must have a good understanding of the financial obligations involved and make sure that these obligations are met.

FEE STRUCTURE

The Finance Committee of Spicer Adventist University shall be responsible for preparing / revising the fee structure of the university and submitting it to the Governing Body for its approval.

After approval the university shall display the fees structure on the notice board and upload it on the website. The students will have to pay these fees. The revised fee structure shall come into effect from the following academic year and remain in force till further revision. The fee structure is computed for an academic year and divided into two instalments for each semester. Unless specified, no amount is refundable even though a student withdraws or is dismissed from the university during the semester.

TUITION FEES

Students from the State of Maharashtra: Means a Candidate passing SSC or HSC (Std.XII) and Higher Education thereafter from the State of Maharashtra OR the candidate should be domicile of the State of Maharashtra.

Candidate from Outside Maharashtra State: Means a candidate whose Domicile Status is Outside Maharashtra.

International: Means a Citizen of any country other than India and a person who possesses a foreign passport.

Person of Indian Origin (PIO): Means a Person who is a citizen of other countries (except Pakistan and Bangladesh) who at any time held an Indian Passport, or who or either of whose parents or any of whose grandparents was a citizen of India by virtue of the provisions of the Constitution of India or Section 2(b) of Citizenship Act, 1955 (Act No. 57 of 1955).

Non-Resident Indians (NRI) (as per Income Tax Act,

1961): As per Income Tax Act, 1961, an individual is non-resident for income tax purpose, when he is "not a resident" or who is "not ordinarily resident" in India. A person is treated as "not ordinarily resident", if any of the following conditions is satisfied: If he/she has not been resident in India in 9 out of 10 preceding years OR If he/she has not been in India for a period of 730 days or more during the preceding 7 years.

CAMP AND FIELD TRIPS

Students taking courses in which field trips or industrial visits are required and also for those attending university camps will be charged fees to cover the costs and the student is expected to pay for these in cash to the business office at the time the trip is planned.

CAFETERIA

The university operates a cafeteria where each student is charged a minimum amount irrespective of the actual amount of consumption. Majority of students, however, find this amount inadequate, and are thus permitted to purchase meal coupons up to an amount determined each year by the university. Should a student find the amount still inadequate, he/she can get more coupons with special permission from the finance officer. Such a privilege, however, is extended only to those maintaining a credit balance with the university.

Note: The minimal charge is made to ensure that the overhead costs of operating the cafeteria are covered.

DISPENSARY / INFIRMARY AND HOSPITALIZATION

Students who are admitted to the university infirmary are levied a service charge on a daily basis of usage. There can be times when a student may need immediate hospitalization. In such a situation the university helps the student get the needed care. The payment of such fees, however, is entirely the responsibility of the student or his parent/guardian. The student's parent/ guardian will be required to make prompt payment of the medical bills, preferably at the time of discharge. For a case that is not in the nature of emergency but one that needs extended care and/or hospitalization, the parent/guardian is expected to withdraw the ward from the University for Treatment. It is mandatory for every students to have medical insurance.

INFORMATION FOR INTERNATIONAL STUDENTS

International students are expected to make satisfactory financial arrangement for payment of fees prior to their arrival at the University. Where a student's financial arrangement is not guaranteed by a sponsoring organization acceptable to the university, the student will be required to deposit in advance a minimum of one semester's fees and for the return fare, in addition to making arrangements for the clearance of other monthly fees. In connection with admission and stay of international students at the university, the administration is called upon to render necessary service to care for their travel documents, etc. The university has appointed an International Students' councillor to carry out this responsibility on behalf of the students as well as the university.

To cover general expenses connected with such services, a service fee per semester is charged at the beginning of each semester. However, when special trips have to be made to care of residential permits, etc., the expenditure incurred will have to be borne by the student concerned and will not be covered by this fee.

PAYMENT OF ACCOUNTS

All remittances into student accounts should be made by way of cash, or a bank draft, in favour of Spicer Adventist University, specifying the name and ID number of the student to whom credit is to be given. The remittance should be addressed to the Chief Finance Officer.

Note:

Cheques are not accepted. Parents or guardians may also make payments to their ward's account through bank transfer to the university's account after getting university's bank account details from the Finance Office.

Students are required to pay the semester's fees in advance at the time of registration. Returning students should clear their outstanding accounts before proceeding with registration. Non-compliant students will not be allowed to proceed with registration.

FEE REFUND POLICY

Candidates who cancel their admission before starting the course for the relevant academic year, the entire fee after deduction of the processing fee of Rs. 3,000/- and one month's Hostel & Cafeteria fee shall be refunded to the student by the university. If the student cancels his admission after the course is started, following scheme will be adopted for refund of fees:

Sr.No.	Time of Cancellation	Amount to Be Deducted
1	From 1st day to 10 days (first day is inclusive) from the date of commencement of the course	30% of the academic fees + One month boarding fees

2	From 11th to 30th days from the date of commencement (first day is inclusive) of the course	50% of the academic fees + 2 months boarding fees
3	After 30 days (first day is inclusive)	100% of the academic fees and the hostel fees + 2 months cafeteria charges

The university reserves the right to withhold settlement of any balance due a student for a period of one month after withdrawal from the university in order to ascertain that all charges and balances have been taken into consideration. However, if a student demands immediate closing of the account, the entrance deposit is held back to care for any charges that may come after the withdrawal and a service charge will be made. The deposit which is held back will be refunded a month from the withdrawal date. For students who have been asked to withdraw from the university on disciplinary grounds, this refund policy is subject to change at the discretion of the university administration.

***Note:** Unless specified by the sponsor, the credit balance of a student who has received financial aid or scholarship will be*

transferred to the Student Aid Fund, or to the sponsor.

INCIDENTAL EXPENSES

The university is NOT RESPONSIBLE for providing students with monthly spending money. Monthly remittances for incidental expenses are to be sent directly to the student. The university does not accept responsibility for loss of money in possession with students.

FINANCIAL INQUIRIES

All inquiries concerning a student's account and fee details are to be addressed to the Associate Registrar, Student Finance (ARSF).

DAILY / WEEKLY SCHEDULE

1.	Rising Bell	6: 00 a.m. ~ Monday – Friday
2.	Morning Assembly	6:30 a.m. ~ Monday – Friday
3.	Breakfast	6:00-6:30 & 7:00- 7:30 a.m.
		Monday – Friday
		7:00 – 8:00 a.m. ~ Saturday & Sunday
4.	Classes	8:30 am to 1:30 pm, Monday – Friday
5.	Lunch	12:00 p.m. – 1 p.m. - Saturday & Sunday
		11:15 – 2:00 p.m. ~ Monday – Friday
6.	Work Programme	9:00–12:00 noon & 2:00–5:00 p.m. Sunday
		2:00 – 5:00 p.m., Monday – Friday
7.	Sports	5:00 – 6:00 p.m., Sunday - Thursday
8.	Supper	6:00 – 7:00 p.m., Monday – Sunday
9.	Recreation timings end	6:15 p.m., Sunday – Thursday
	and all the ladies hostel	4:00 p.m., Friday
	residents. They must	
	be inside the hostel by	
	the following timings	

THE UNIVERSITY SONG

In the golden land of India
 Is our school we love so well
 With her teachers true
 And her students too
 Who a song of praise do swell
 'Tis a school of God's own choosing
 Filled with youth who all proclaim
 As a gleam of light, in the dark'ning night
 The glory of God's dear name

Chorus:

Spicer Varsity, Alma Mater
 We unite in praise of you
 With the gospel light
 In the cause of right
 We'll march on to victory
 Ever loyal, ever earnest
 We will press on to the end
 To our goal be true
 We will honour you
 And your bright name defend.

From the snowy-capped Himalayas
 From the sunny fringed plains
 From the many lands of the coastal sands
 We have gathered in God's name;
 To the clarion call to service,
 We have yielded to your call
 To be trained to go
 To be taught to show
 God's love to great and small.

Though we come from different peoples
 Though each speaks a different tongue
 Yet as one we stand, like a Christian band,
 Representing fields far flung;
 For the love of God unites us
 And to speed His work, our plan,
 So that soon each clime, hears the new sublime,
 Of the love of God t'ward man.