

VIVEK EDUCATION SOCIETY'S

# Vivek Vidyalaya Junior College

S.S. Shankar Marg, Siddharth Nagar, Goregaon (West), Mumbai - 400 104. principal.vivek@gmail.com



2023-24

**ARTS** 

**SCIENCE** 

**COMMERCE** 

**COMMERCE (I.T.)** 

## **Belief Of Our Team Members**

VES is a temple of learning

Service to man is service to God
Infinite faith in oneself and great conviction
-secret to success

Shri. S. Sriram, President - VES

### **ABOUT US**

Vivek Vidyalaya Junior College is one of the premier institutions in the Western Suburbs and is a co-educational English Medium institution. It was set up in 1976 by the Vivek Education Society. It is affiliated to the Maharashtra State Board of Secondary and Higher Secondary Education, Pune, Mumbai Division. Its curriculum has been designed to impart education of the highest standard.

We at Vivek, believe in a conducive atmosphere to create a desire to learn in every child. This desire helps children to assimilate more easily what they are taught and to mould their personality by expanding their vision, broadening their area of knowledge thereby increasing their self-confidence.

Over the years, Vivek has established itself as one of the leading Junior Colleges in Western suburbs of Mumbai. This fact is well supported by excellent results at H.S.C.

The Motto of our College is "विद्याधनं सर्वधनात् प्रधानम्".

The True education provides enough understanding which helps one to maintain a balance in life which is unaffected by any change.

Vivek prides itself in motivating students to achieve excellence not only in academic fields but also in co-curricular and extra curricular activities, which are of great importance in the life of a student. Vivek students participate in many of the intracollege and inter-collegiate events conducted by different institutions. Vivek is student-oriented, student-centred and student-friendly

### **MOTTO**

" Vidya Dhanam Sarva Dhanat Pradhanam" "विद्याधनं सर्वधनात् प्रधानम्"

Amongst all the riches and virtues of life, Education is Supreme.

## **VISION**

As the education is supreme among all the riches and virtues of life, it shall be our endeavour to impart quality education enriching the students for making significant contribution to the Nation.

## **MISSION**

Value based Education to all
Integrity towards society
Virtuous Life
Endeavour for Excellence
Kindling the spirit of Universal Brotherhood

## **OBJECTIVE AND GOALS**

To promote education and professional achievement through self development of the students without any discrimination.

To enable students to be proactive, goal oriented, optimistic, credible, professionally competent and responsible.

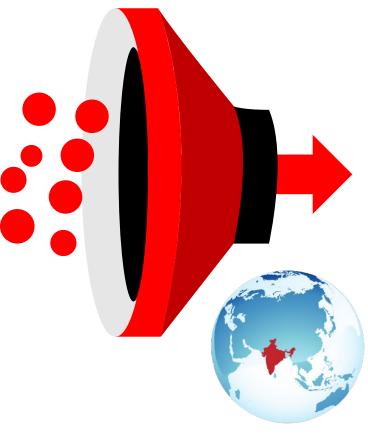
To enable the students to successfully live and work in a culturally diverse global society.

To promote noble thoughts and actions in our students.

## **MEMBERS OF GOVERNING COUNCIL**

Sr. No	Name	Designation
1.	Mr. S. SRIRAM	PRESIDENT
2.	Mr. K. RAMACHANDRAN	VICE PRESIDENT
3.	Mr. S.R. VARMA	HON. SECRETARY
4.	Mr. S. KRISHNAN	HON. Jt. SECRETARY
5.	Mr. K. KRISHNAMOORTHY	HON. TREASURER
6.	Mr. K . RAGHAVAN	HON. Jt. TREASURER
7.	Mr. C. H. IYER	MEMBER
8.	Mr. G. SUBRAMANIAM	MEMBER
9.	Mr. A.V. RAMANUJAN	MEMBER
10.	Mr. K. R. SRINIVASAN	MEMBER
11.	Mr. K. PARMESHWAR	MEMBER
12.	Mr. C.S. ANANTHAN	MEMBER
13.	Mr. VISHWANATH C. IYER	MEMBER
14.	Mr. RAVI IYENGAR	MEMBER
15.	Mr. C. G. RAMAKRISHNAN	MEMBER
16.	Mr. RAJESH RADHAKRISHNAN	MEMBER
17.	Mr. K. VENKATANARAYANAN	MEMBER
18.	Mr. V. BALAKRISHNAN	MEMBER
19.	Mr. RAMNATH MAHAVEDAN	INTERNAL AUDITOR
20.	Mr. G. KANNAN	INTERNAL AUDITOR

# **COURSES OFFERED**

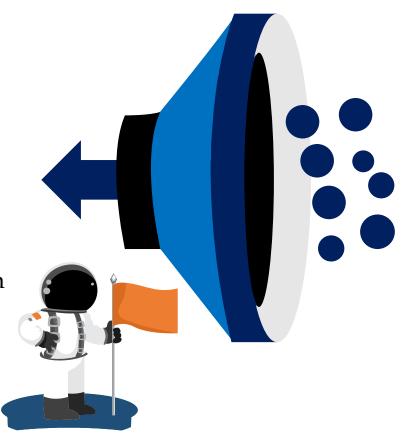


## **ARTS**

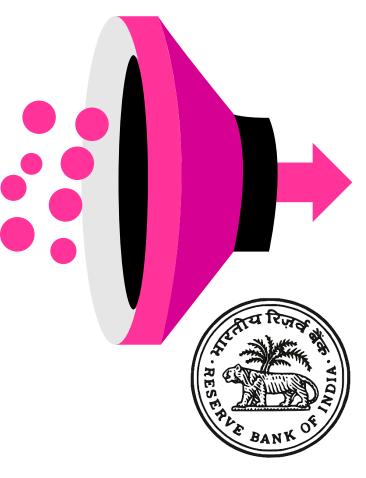
- 1. English
- 2. Hindi or Marathi or Malayalam or Tamil
- 3. Political Science
- 4. Sociology
- 5. Psychology
- 6. Economics
- 7. Environmental Education

# **SCIENCE**

- 1. English
- Hindi or Marathi or Malayalam or Tamil
- 3. Mathematics & Statistics
- 4. Physics
- 5. Chemistry
- 6. Biology
- 7. Environmental Education

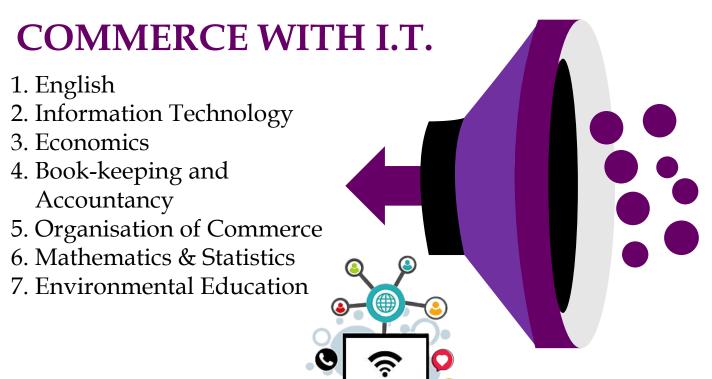


# **COURSES OFFERED**



## **COMMERCE**

- 1. English
- 2. Hindi or Marathi or Malayalam or Tamil
- 3. Economics
- 4. Book-keeping and Accountancy
- 5. Organisation of Commerce
- 6. Mathematics & Statistics / Secretarial Practice
- 7. Environmental Education



### **LIBRARY**

Vivek has a good automated library having a collection of more than 8000 books and 14 periodicals/journals. It is situated in the first floor of the college building. It has a collection of Books, Reference Books, Maps, Periodicals, Reports etc. Every year, the collection is strengthened by adding new publications. The library subscribes 5 Newspapers. The library maintains a separate textbook collection. In the textbook section, the library has maintained a Question Paper Collection for the benefit of the students. It also provides important General Knowledge and other reference books for the preparation for competitive examinations. Our reference section is rich with standard encyclopaedias, dictionaries in different languages, Handbooks, Year books etc. The students are issued a Library Card by which the students can borrow books from the library.

#### NEWSPAPER CLIPPING SERVICE

The library maintains important newspaper clippings collected from the newspaper subscribed to in the library for the benefits of its students.

## **WORKING HOURS OF LIBRARY**

The library is open for users from 10.00 a.m. to 5.00 p.m. on all working days and 10 30 a.m. to 1.30 p.m. on Saturdays.

### LIBRARY RULES AND REGULATIONS:

- 1. Every student has to produce his/her identity card with his/her photograph firmly attached to it and attested by the Principal to get the library card issued. The identity card should be shown whenever demanded.
- 2. Books are issued for the exclusive personal use of the applicant. Library facility may be denied to anyone found applying for books for another person.
- 3. It is the responsibility of the student to examine a book carefully when he/she receives it and report to the librarian any damage found there in. Failure to do so make the student responsible for any damage detected later.
- 4. If a book is lost or damaged, its cost must be paid by the reader in whose name it was issued. The value of the book will be assessed by the librarian.
- 5. A book is generally issued for a period of 7 days. When there is great demand, it may be issued for less number of days. No book will be issued for more than two weeks.
- 6. A fine of Rs. 1/- per book per day (including Sundays and Public holidays) will be levied on all books retained without renewal by a reader beyond the due date. Repeated failure on this score may lead to cancellation of library membership. Fine may be increased during the examination period.
- 7. The Librarian reserves the right to recall any book or periodical at any time.
- 8. All books borrowed are to be returned before claiming caution money.
- 9. Complete silence is to be observed in the library.
- 10. Smoking or eating is strictly forbidden in the library.
- 11. No electronic gadgets are allowed in the library. Viz. Music system, Radio, Mobile Phone, Tablets etc.
- 12. Access to the library can be prohibited on grounds of misbehaviour, indiscipline or disregard to library rules.

## **COMPUTER LAB**

The college has two computer laboratories with 55 machines and other peripherals with internet connection.

#### **LABORATORIES**

The College has well equipped laboratories for Physics, Chemistry, Biology and IT practical's.

## **CANTEEN**

There is a canteen on the Ground floor of the college building which offers mini meals, snacks, tea, coffee, cold drinks etc. at reasonable rates.

### **COUNSELLING CENTRE**

The college has appointed a professional counsellor who is available to the students for consultation. This centre is beneficial to the students.

#### CAREER GUIDANCE CELL

The College has established a career guidance cell which has benefited our students. Students have been able to get information regarding the employment with Banks, Call centres etc. and also on various courses and institutions.

#### NATIONAL SERVICE SCHEME

The College has a N.S.S unit. It aims at developing students' personality through community service. It inculcates in them a sense of social and civil responsibility as well as leadership qualities. Students will be directed to different social services.





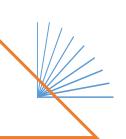
# Principal Mrs. Sheeja Menon

M.A, M.A. B.Ed



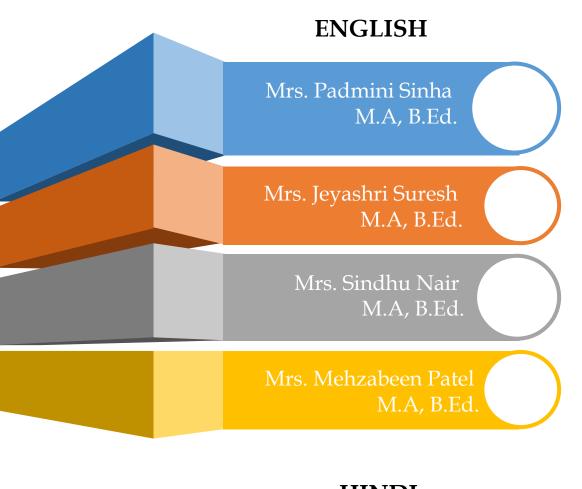
Vice Principal Mr. T.Srikrishnan

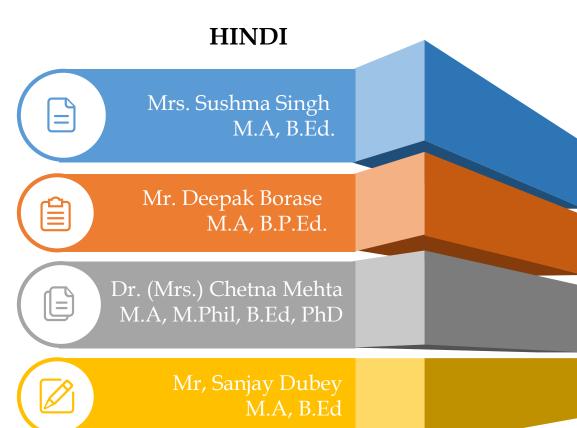
M.Com., B.Ed.



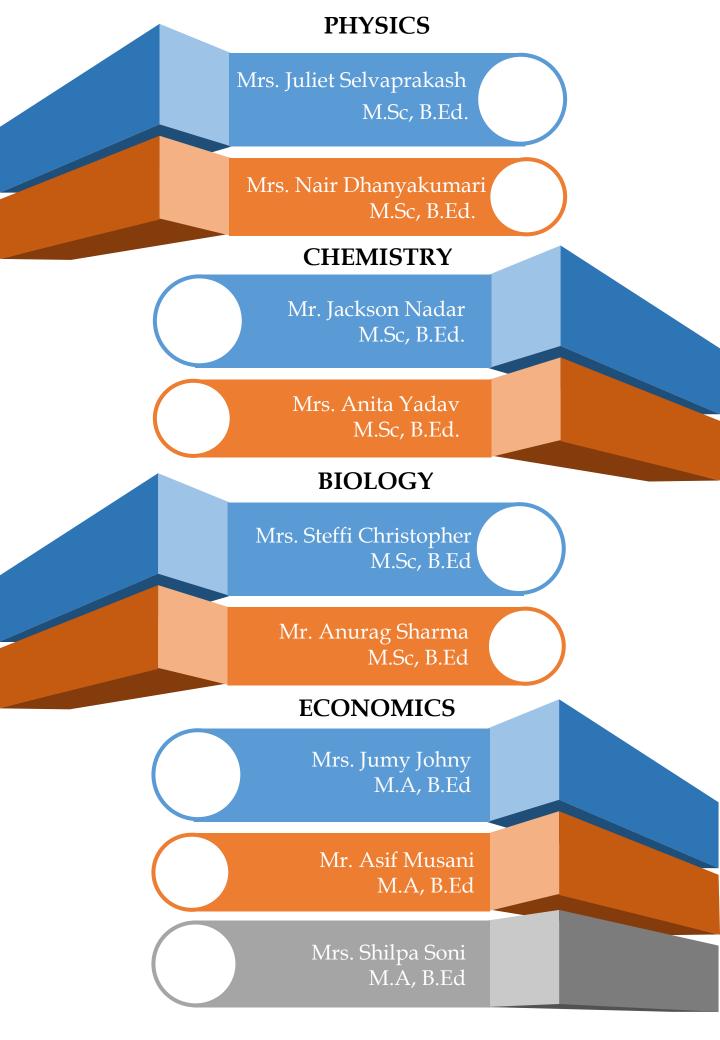


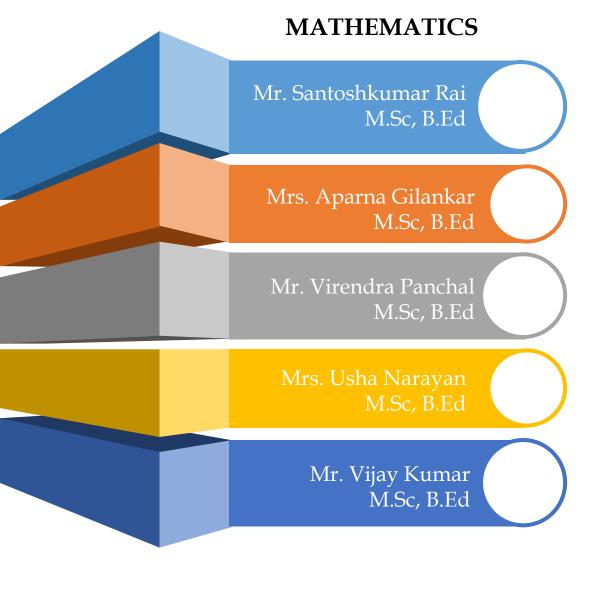
# **FACULTY**



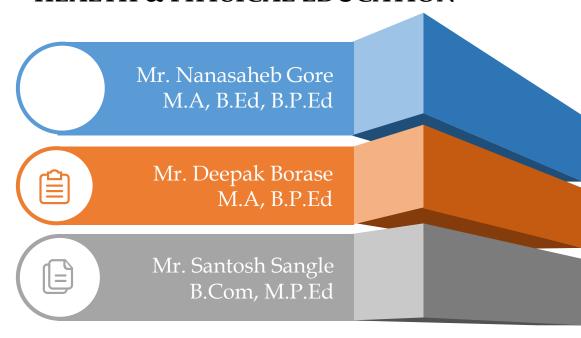








## **HEALTH & PHYSICAL EDUCATION**



## **COMMERCE**



## LIST OF SCHOLARSHIPS AND CONCESSIONS

- 1. E.B.C Freeships/ Scholarships for students of standard FYJC AND SYJC whose parents' annual income is below Rs.15,000.
- 2. Freeships to children of Armed Forces and Freedom Fighters. Certificate of Eligibility to be obtained from the competent authority.
- 3. Freeships to the children of Primary School Teachers.
- 4. Freeships to the children of Secondary School Teachers.
- 5. Backward Class Freeships/ Scholarships.
- 6. For all of the above, the last date for submitting the application is 30<sup>th</sup> August.

## SCHOLARSHIPS AWARDED BY THE COLLEGE

Scholarships are awarded by the College strictly on the basis of merit at the last annual examination plus having passed in all the college examinations during the current academic year i.e. Terminal and Preliminary Examination, failing which scholarship will be cancelled and awarded to the next student as per merit.

- 1. Mrs. Indira Nair Memorial Scholarship: Sponsored by teaching staff of Secondary and Junior College of Vivek Vidyalaya for the student scoring the highest marks in Hindi in Annual Examination of FYJC and SYJC.
- 2. Mrs. Indira Narayan Nair Memorial Scholarship: Awarded by Mr. Narayan Iyer husband of late Mrs. Indira Nair to one student, who scores highest marks in Hindi of the H.S.C Examination.
- 3. Shri. S.S. Shankar Memorial Prize: Awarded by Shri. Subramanyam S. Iyer in memory of his father, late Shri S.S Shankar to a deserving student of Vivek Vidyalaya studying in F.Y.J.C of Vivek Vidyalaya Junior College.
- 4. Dr. R. G Krishnan's Cash Prize: Awarded by Dr. R.G. Krishnan to the student who stands first in Junior College, SYJC.
- 5. Vivek Education Society's Cash Prize: Awarded to the students who secure State Rank List in the H.S.C Examination.
- 6. Vivek Education Society's Cash Prize: Awarded to the students who secure State Merit Prize in any subject in the H.S.C Examination.
- 7. Vivek Education Society's Cash Prize: Awarded to the students who secure highest marks in the H.S.C Examination stream wise (Arts, Science, Commerce).

### **COLLEGE RULES**

- As soon as a student is given admission he/she will be charged full fees for both the terms.
- Every student will receive, on admission an identity card. He/she must always display the card on self. No student will be allowed to attend classes etc. and enter the library or laboratories unless he/she wears his/her Identity Card on self. The Identity Card is not valid unless a passport size photo of student is affixed in the space provided and bears the Principal's signature.
- Students must attend lectures, practicals and tutorials according to the time-table of their respective classes on all days when the college is working. They must appear for all the college examinations. Absence from any of these or unsatisfactory performance will lead to loss of terms and detention. Every student has to complete the course of study prescribed for the examination for which he/she is studying including tutorials to the satisfaction of the Principal. A minimum attendance of 75% in each term is required from the student, failing which strict action will be enforced or student may be detained.
- A day's attendance means attendance at all lectures, tutorials and practicals, according to the class timetable for the day and not any one of them.
- Students shall not attend classes other than their own without prior permission of the teachers concerned.
- Students must behave properly, both inside the classroom and in the college premises and must not do anything that may cause disturbance to any class or to their fellow students. Loitering in the corridors is strictly prohibited. Severe action will be taken for the lapse.
- Students must not gather around or near college premises.
- Smoking is strictly prohibited in any part of the College building including the canteen. Students found smoking in the premises may be fined Rs.500/-.
- Students must not do anything inside or outside the college that will in any way interfere with its orderly administration, discipline and smooth functioning.

- No society must be formed, no meeting held and no person invited to address the students in the college without prior permission from the Principal.
- In college debates and other meetings, the chair must be taken by a responsible person approved by the principal and the subject of debates or lectures must have the previous approval of the Principal.
- Students are not authorized to communicate any information or write to the press about the matters dealing with the College administration.
- Students are expected to take proper care of the College property and to co-operate in keeping the premises neat and tidy. Any damage to the college building or property by disfiguring walls, doors or breaking furniture, apparatus, fitting etc. is a breach of conduct.
- If, for any reason the continuance of a student in the college is in the opinion of Principal detrimental to the best interests or discipline of the college, he may direct such a student to leave the college without assigning any reason for his decision which shall be final.
- Students receiving Government or College Scholarship or any remission in fees
  must note that the grant and continuance thereof subject to good behaviour,
  attendance, satisfactory progress and good results at the College and Board
  examinations.

### **IMPORTANT**

- 1. Students are not permitted to use mobile phones within the college premises. Any student found with mobile phones within College/Library/Canteen, the mobile phone will be confiscated and/or fined.
- 2. The College follows certain dress code, by which students are not allowed to wear sleeveless dresses, tight tops, short tops, miniskirts, caps, low waist jeans/pants, unbuttoned shirts etc. in the College premises, Students are expected to come to the College well dressed.
- 3. Student should not do anything that may lower the prestige of the institution. They should consider themselves as a part and parcel of the college and strive to do things which would elevate the dignity of their Alma Mater. They should develop the college spirit. The first essential of this spirit is that they should conduct themselves properly in their dealings with their fellow students, their teachers, the college staff and public.
- 4. All the students should strive to work honestly for the emotional integration of the motherland. They are expected to play their part in curbing all those tendencies which lead to disintegration of the country, such as communalism, regionalism, linguism and parochial outlook.
- 5. Matters not covered by the above rules will rest at the absolute discretion of the Principal.

### **COLLEGE WORKING HOURS**

Arts Classes From 1:10 p.m. Onwards

Commerce Classes From 1:10 p.m. Onwards

Commerce (IT) Classes From 1:10 p.m. Onwards

Science Classes From 1:10 p.m. Onwards

However, because of online classes, there may be changes in the timings of the classes.

### **OFFICE HOURS FOR STUDENTS**

To apply/Collect Bus/Railway Concession Forms etc.

(Monday to Friday): 12.00 Noon - 1.00 p.m.

To meet Vice Principal:

Between 1.00 p.m. and 5.00 p.m.

To meet Principal:

Between 1.00 p.m. and 3.00 p.m.

### **RAILWAY CONCESSIONS**

- 1. Bonafide students of the College are eligible for railway concession for their season tickets between the stations nearest to their home and Goregaon. Prescribed forms for application are given and accepted between 12.00 Noon and 1.00 p.m. on any working day except on Saturdays between 1st and 10th of every month.
- 2. Long Journey Railway Concessions are granted for the vacation period according to rules prescribed by the Railway authorities. Information about which is given in the office between 12.00 Noon and 1.00 p.m. on any working day.

### **RULES FOR ADMISSION**

Admission to all the seats will be done through ONLINE.

Applications for admission to F.Y.J.C must be complete in all respects and accompanied by a copy of (i) The Mark Sheet (ii) School Leaving Certificate and (iii) Eligibility Certificate Application Form (if required). The form must be signed by the student and the parent/guardian.

After a student is selected for admission he will have to submit at the time of admission

- (a) 2 copies of Mark sheet
- (b) Original School Leaving Certificate from the School last attended by the student along with 2 copies of the same.

For claiming Girls' freeship/BC freeship/ EBC freeship, Photocopies of the Ration card (first and last page where the student's name appears) and Photocopies of any document showing 15 years of domicile of parents in Maharashtra must be submitted.

For I.C.S.E / C.B.S.E / Other State Boards / Out of India students should submit Migration certificate and Photo copies of the same and Eligibility Application form from Mumbai Divisional Board.

Students are advised to keep sufficient number of Photo copies of the certificates.

The students must affix recent photo on the admission form and have 3 more copies of photo with him/her for identity card and other purposes.

The student should be present himself/herself at the time of admission and accompanied by the parent/guardian. (NOT APPLICABLE FOR ONLINE ADMISSION PROCESS)

Admission will be confirmed only after the fees are paid in full.

# GUIDELINES FOR ADMISSION FOR STUDENTS IN VIVEK VIDYALAYA JUNIOR COLLEGE

The Criteria of admission to Vivek Vidyalaya Junior College will be governed by the judgements, determined by the Mumbai High Court as Minority Educational Institutes, as per the judgement of the Hon'ble Supreme Court of India.

(A) Therefore while deciding the merit, college will consider;

Performance at the last examination and also previous record.

Performance in extra – curricular activities like cultural activities, sports at State and National level, N.C.C, N.S.S.

- (B) 50 % of the total number of seats will be reserved for Tamil/Malayalam speaking students.
- (C) 10% of total number of seats will be reserved for the In-house students i.e. the students from Vivek Vidyalaya.
- (D) The Principal is empowered to refuse the admission of any student even if he/she has merit otherwise, if the Principal doubts his/her character, or due to various reasons.

Every care has been taken to ensure transparency and objectivity on admission process. College is striving hard to impart the best quality of education and produce citizens of National character, Discipline and Integrity with the highest proficiency in their profession. The college following the guidelines of Vivek Education Society, reserves the right to manage and administer working of Vivek Vidyalaya Junior College in accordance with the Article 30(1) of constitution of India with the sole object of achieving academic excellence.

### FINAL EXAMINATION

There will be no board examination at the end of the FYJC. The annual examination at the end of the FYJC will be an internal examination. There will be Board examination (Higher Secondary Certificate Examination) at the end of the SYJC. This examination will be held under the auspices of the Mumbai Divisional Board of Secondary and Higher Secondary Education, Pune.

# SOME RULES OF PROMOTION AT THE F.Y.J.C ANNUAL EXAMINATION

- Minimum marks for passing in a subject will be 35%.
- There shall be no provision of A.T.K.T.
- In a subject for which there are two papers or one paper and one practical test, the marks will be added together for a pass, credit of distinction.
- The result of the FYJC class will not be decided on the marks obtained only in the annual examination. According to the new rules of evaluation equal weightage will be given to (a) Terminal examination (b) Annual Examination and (c) Year's work, practicals, Unit tests, tutorials etc., and the final result of the student will be decided on the average marks[a+b+c]/2
- There shall not be re-examination in the case of students who have failed.
- Candidates who have failed at the FYJC examination shall have option to claim exemption in the subject/s in which they have secured minimum passing marks previously.
- Students failing at the examination of the F.Y.J.C are permitted to appear externally for F.Y.J.C examination in the next October/March or thereafter. However, the question papers to such students shall be on the entire portion prescribed in the syllabus for FYJC for the subject/s concerned.

- If a candidate appears in all subjects and fails in one or more subjects, his/her deficiency of marks in maximum three subjects to a maximum of 30 marks in the aggregate but not exceeding 10 marks in any one subject shall be allowed and shall be limited to 3 subjects only out of the subjects offered.
- No grace mark will be given in Environmental Studies.
- The candidate appearing with exemption under regulation 38 will not be entitled to the benefit of condonation of marks.
- In case of students of FYJC who could not appear at the first terminal examination for genuine reasons due to ill health(on production of medical Certificate) or such other reasons beyond their control, the head of the Junior College shall hold terminal examination by setting a different question paper as early as possible but in any case before the end of 2<sup>nd</sup> term on the dates according to the convenience of the college. The same applies for annual examination. There shall be no extra fees for re-examination. However no medical certificate will be accepted for absence from Unit Test. If a candidate fails to appear for the terminal examination arranged at the second time, his/her result at the annual examination shall be decided on the average marks.
- If a student does not submit his/her EVS project on prescribed date, he/she will not be eligible for promotion.
- Strict action will be taken against students using unfair means during the examination. They may even stand to lose a year.
- 75% Attendance separately in lectures and practical in each term is compulsory.

## ADMISSION TO THE EXAMINATIONHALL (R-96)

- a) Every candidate to the Higher Secondary Certificate Examination shall be given an Admission Card by the Divisional Board and the candidate shall be required to produce it every day of the Examination to the conductor of the Examination at the Centre where he/she appears for the examination.
- b) The Admission Card shall be issued to the candidate on behalf of the Divisional Board by the Head of the Junior College and Signed by the candidate in the presence of Head of Junior College.
- c) If for any reason, the candidate fails to produce such Admission Card or the Admission Card produced does not bear the candidate's signature attested by the Head of the Junior College, the Conductor may allow the candidate to appear for the examination only after satisfying himself as to the candidate's identity by making enquiries to corroborate the information available to him from the list of candidates.
- d) The Conductor shall issue a permit signed by him/her for presenting it by the candidate on subsequent days of the examination.
- e) In case, where the candidate's signature if taken in the Examination Hall, does not tally with that on the Admission Card, the candidate shall be liable to be refused permission to appear for the Examination.
- f) A minimum of 75% attendance separately for each term is mandatory for eligible to appear for both FYJC and SYJC examinations.
- No Candidate shall be admitted to the Examination Hall if he/she arrives at the
  Examination Hall late by more than half an hour after the time fixed for starting of
  the papers.
- No Candidate suffering from any infection or contagious disease shall be admitted
  to the Examination Hall. If any such case comes to the notice of the Conductor of
  the Examination, he/she will make separate arrangements for that candidate's
  seating.

Every F.Y.J.C / S.Y.J.C student must attend the prescribed number of tutorial periods shown in the time-table failing which the students will not be graded terms.

Every F.Y.J.C / S.Y.J.C student must complete the project work given in any subject as per the requirements of the syllabus.

The promotion of students from FYJC to SYJC will be decided as per Government Regulations on basis of minimum 75% attendance in Lectures/ Practical's and Tutorials and the average performance of all the Unit Tests, Practical Test, Terminal Semester Test and Annual Examination. Every student is required to take a note of this.

#### **COLLEGE TERMS AND TENTATIVE EXAMINATION DATES**

15<sup>th</sup> June, 2023 First Term Begins

3<sup>rd</sup> week of August, 2023 First Unit Test

3<sup>rd</sup> week of October, 2023 First Semester Examination

28<sup>th</sup> November, 2023 Second Term Begins

3<sup>rd</sup> January, 2024 Preliminary Examination for

10<sup>th</sup> January, 2024 S.Y.J.C

21st March, 2024 Second Unit Test for F.Y.J.C

Second Semester Examination

for F.Y.J.C

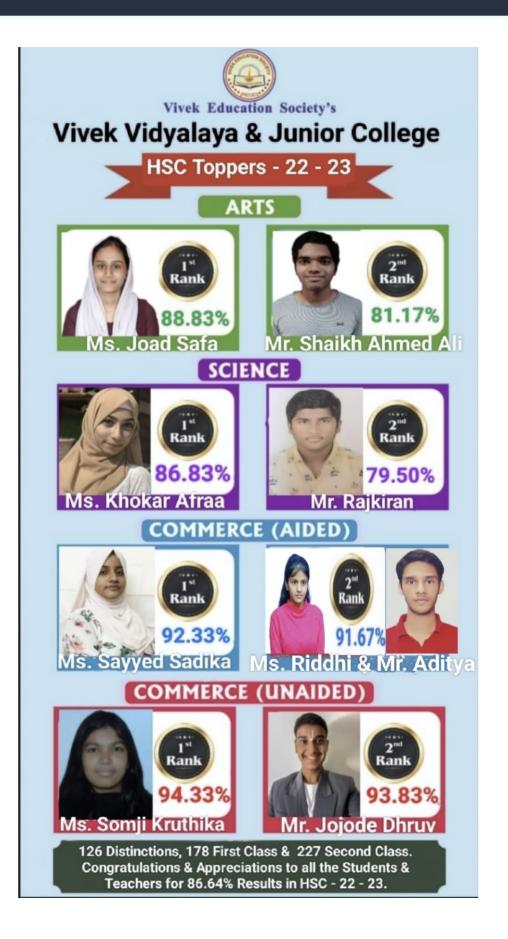
Vacations/Holidays:

Diwali Vacation: 9th November 2023 to 25th November 2023.

Winter Break: 29th December 2023 to 1st January 2024.

Summer Vacation: 2<sup>nd</sup> May, 2024 to 11<sup>th</sup> June, 2024.

Individual Holidays will be intimated in due course through notice.



## **ADMINISTRATIVE STAFF** SR.NO NAME DESIGNATION 1 MRS. NAMRATA N TIRODKAR Head Clerk Sr. Clerk 2 MS. BHAVNA SHAH 3 MRS. MEENAKSHI BHASKAR Clerk 4 MR. AKHIL PILLAI Clerk 5 MS. JANHAVI HARKULKAR Clerk 6 MR. KHUMANSING R PATIL Lab Assistant 7 MR. RAMESH JADHAV Support Staff 8 MR. AVINASH KAMBLE Support Staff 9 Support Staff MR. PRAKASH CHOUGULE 10 MR. BHAGWAN GAIKWAD Support Staff Support Staff 11 MR. GANESH CHOUGULE Support Staff 12 MR. VILAS MAHADIK 13 MR. SANDEEP SONAWANE Support Staff 14 MR. VINAYAK BHOIR Support Staff Support Staff **15** MR. SANKET NACHANKAR

