



Sadhana Education Society's
**L. S. Raheja College
of Arts & Commerce**

JUNIOR COLLEGE PROSPECTUS

2024-2025



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L. S. Raheja College of Arts and Commerce, recognized as a LINGUISTIC (GUJARATI) MINORITY INSTITUTION, was established by the Sadhana Education Society in the year 1980. L. S. Raheja College of Arts & Commerce, popularly known as Raheja College, is permanently affiliated to the University of Mumbai and is accredited by NAAC with 'A' Grade in second cycle.

At L. S. Raheja College, we aim at creating performers, winners, achievers and leaders. We expose our students to information, knowledge and an environment, which is congenial to the growth and all round development of student's personality.

EXCELLENCE AT L. S. RAHEJA CAMPUS

- ✓ Highly Qualified Teaching Staff
- ✓ Placement Assistance
- ✓ Full-time Sports Director
- ✓ Large Lecture Halls / Tutorial Rooms
- ✓ Well – Equipped Library
- ✓ E-Library & Online Resources Service
- ✓ Provide Course Materials
- ✓ B.A. Honours in Economics & Psychology
- ✓ Dedicated Project Room for Students
- ✓ Complete Online Lectures, Examination & Processes
- ✓ Gymkhana Facilities
- ✓ I.T. Lab
- ✓ Health Centre
- ✓ Research Room
- ✓ Playground
- ✓ Gymnasium
- ✓ Audio-visual Room
- ✓ Personal Counseling
- ✓ Alumni Association
- ✓ Wi-Fi Campus & Classrooms





FROM PRINCIPAL'S DESK

“My four-word life advice – Keep Learning, keep evolving!”
– Anonymous

The world around us is in a state of constant flux. Today, we live in a dynamic and challenging landscape that is filled with both opportunities and threats. That is, it is vigorously full of opportunities for those who adapt and evolve. On the other hand, threats are for those, who stop learning. Unfortunately, these are the people who grow old and wither.

Likewise, the 21st century workplace is also transforming at a break-neck speed. To acclimatize with these evolving professional spheres, students are required to adorn new skill sets and master the art of strategizing and multi-tasking. Practical know-how is as important as the theoretical constructs. And thus, many of the traditional modes of teachings have gone obsolete. More so, teachers are required to ensure that their students will be able to measure up to the world of tomorrow.

At L. S. Raheja College of Arts and Commerce, we have a dedicated and enthusiastic teaching team. Our teachers focus on the holistic development of every student so as to facilitate their journey to the zenith of their potential. We at L. S. Raheja College realize that no two students are the same in their capabilities and therefore aim at providing a degree of flexibility that allows students to experience the best learning outcomes. We are dedicated to ensuring that our students make fitting career choices which will help them to reach their ultimate goal: success.

At L. S. Raheja College of Arts & Commerce, our focus has been to make our students industry-ready. We facilitate a culture of inclusiveness that inculcates confidence in our students to face challenges head-on, be efficient team-players, and emerge as leaders of tomorrow. Through means of counselling at professional and personal levels, we try to provide a sound environment that nurtures conducive growth.

Along with Academics, the College also participates and organizes a large number of sports events, extra-curricular and co-curricular activities at the collegiate and intercollegiate levels, in which all students are encouraged to participate.

Dr. Debajit N. Sarkar
Principal





COURSES OFFERED

L. S. Raheja Junior College offers courses in FYJC and SYJC in Arts and Commerce Streams with IT (un-aided) as one of the subjects both in Arts & Commerce.

The college provides instructions in English medium in the following courses:

The subjects offered for the First Year and Second Year of the Junior College with various combinations are as under:

ARTS

[Click Here, to know more about this Course](#)

FYJC - Arts		
Sr. No.	Subjects (8)	Marks
I.	Compulsory Subjects	Total: 600
i.	English	100
ii.	Economics	100
iii.	History	100
iv.	Psychology	100
v.	Sociology	100
vi.	Environmental Education	Grade
vii.	Health & Physical Education	Grade
II.	Optional Subject (Any One)	Total: 100
i.	Gujarati	100
ii.	Hindi	100
iii.	Marathi	100
iv.	Information Technology (I.T.)	100

SYJC - Arts		
Sr. No.	Subjects (8)	Marks
I.	Compulsory Subjects	Total: 600
i.	English	100
ii.	Economics	100
iii.	History	100
iv.	Psychology	100
v.	Sociology	100
vi.	Environmental Education	Grade
vii.	Health & Physical Education	Grade
II.	Optional Subject (Any One)	Total: 100
i.	Gujarati	100
ii.	Hindi	100
iii.	Marathi	100
iv.	Information Technology (I.T.)	100



COURSES OFFERED

COMMERCE

[Click Here, to know more about this Course](#)

FYJC - Commerce		
Sr. No.	Subjects (8)	Marks
I.	Compulsory Subjects	Total: 500
i.	English	100
ii.	Economics	100
iii.	Organization of Commerce	100
iv.	Book Keeping & Accountancy	100
v.	Environmental Education	Grade
vi.	Health & Physical Education	Grade
II.	Optional Subjects (Any One)	100
i.	Mathematics	100
ii.	Secretarial Practice	100
III.	Optional Subject (Any One)	Total: 100
i.	Gujarati	100
ii.	Hindi	100
iii.	Marathi	100
iv.	Information Technology (I.T.)	100

SYJC - Commerce		
Sr. No.	Subjects (8)	Marks
I.	Compulsory Subjects	Total: 500
i.	English	100
ii.	Economics	100
iii.	Organization of Commerce	100
iv.	Book Keeping & Accountancy	100
v.	Environmental Education	Grade
vi.	Health & Physical Education	Grade
II.	Optional Subjects (Any One)	100
i.	Mathematics	100
ii.	Secretarial Practice	100
III.	Optional Subject (Any One)	Total: 100
i.	Gujarati	100
ii.	Hindi	100
iii.	Marathi	100
iv.	Information Technology (I.T.)	100

Note: The college is not bound to give the students their desired choice of subjects. The college reserves the right to refuse the choice of subject without assigning any reason for the same. The subjects will be granted on the basis of the policies framed by the College



ADMISSION

CONDITIONS FOR ADMISSION

- i. The students must fill admission forms as per the schedule announced by the Maharashtra State Board of Secondary and Higher Secondary Education. The List of students granted admission will be displayed on the notice board and web site as per the admission schedule.
- ii. Admission to the students given in any class, will be on the basis of the rules and regulations prescribed by the College / Government of Maharashtra.
- iii. An admission granted to any student in the college, in any class, shall be valid for that particular academic year.
- iv. All admissions are purely provisional and subject to confirmation by the Maharashtra State Board of Secondary and Higher Secondary Education, Pune.
- v. There will be no automatic admission to the Second year. It will, however, be dependent on the following factors:
 - a) Discipline in the Class / College.
 - b) Regularity in Attendance.
 - c) Satisfactory Academic Performance.
 - d) Respect shown towards all members of teaching and non-teaching staff.
- vi. The tuition and other fees prescribed below will have to be paid by the students on the day as per the notification displayed on the notice board.
- vii. Change of subject, if any, will be permitted as per rules & regulations.
- viii. No admission can be claimed as a matter of right and the Principal's decision in this regard is final and binding.

NORMS FOR APPLYING UNDER GUJARATI LINGUISTIC MINORITY

- i. He/she should be Gujarati by birth and should have passed the S.S.C / equivalent examination from the state of Maharashtra only.
- ii. In case if the student is not GUJARATI by birth but the mother of the applicant is Gujarati, the marriage certificate of the parent indicating mother's name must be produced for verification.
- iii. In case of doubtful surnames, the parent will have to produce their 10th std. mark sheet indicating Gujarati as one of the subjects in 10th Std.
- iv. He / She should have a Certificate from the Head of the Community / Trust / institution (Government recognized) confirming the claim of belonging to Gujarati Linguistic Minority Community.



ADMISSION

ADMISSION PROCESS

- i. An Online Admission Process is conducted by the Deputy Director of Education and the students are admitted as per the list sent by the Deputy Director of Education, Greater Mumbai. Students Seeking Admission to F.Y.J.C. under the Open, Sports, Cultural Categories and Other Reservations should apply through the online process.
- ii. Applicants who are allotted the Junior College should fill the application form available in the College website www.lsracheja.org
- iii. Admission to the F.Y.J.C. under the Gujarati Linguistic Minority Category (50%), In-House Category (MALTI JAYANT DALAL HIGH SCHOOL) (10%) and Management Quota (5%) will be done by the College as per the schedule declared by the Deputy Director of Education. Admission is strictly as per merit list prepared by the College Administration.
- iv. For admission through Inhouse, Minority or Management quota students should register in the online registration portal <https://11thadmission.org.in>
- v. Students Seeking Admission to F.Y.J.C. under Inhouse, Minority or management quota are also required to apply the prescribed form available on the College website www.lsracheja.org
- vi. Students should refer to the Notice Board for detailed instructions about the admission procedure from time to time.
- vii. Students, who have passed I.C.S.E. or C.B.S.E. or any Public Examinations of the Statutory Board, Recognized bodies outside the Maharashtra State, will have to obtain a Certificate of Eligibility issued by the Secretary, Maharashtra State Board of Secondary and Higher Secondary Education.
- viii. No Student can be admitted to the College without a valid Leaving Certificate from the School last attended by him/her. A non-satisfactory remark in Leaving Certificate renders the student ineligible for admission. Students who have passed I.C.S.E. or C.B.S.E. or any other examination from a Board other than the State of Maharashtra must have their Leaving Certificate countersigned by the Education Inspector.
- ix. All entries in the Admission form must be filled in correctly. In case of wrong information, admission is liable to be cancelled and fees forfeited.
- x. Girl students whose parents are residents of Maharashtra for not less than 15 years and who are not the fourth or subsequent child are eligible for educational concession.
- xi. For optional subjects (Mathematics, Information Technology) admission is strictly based on the percentage of marks secured at 10th Std. level.



ADMISSION

CHECK LIST FOR ADMISSION TO FYJC ARTS & COMMERCE

i.	FYJC Online Registration Form	
ii.	Printout of Admission Form from college website.	(1 Printout)
iii.	Marksheet of qualifying exam	(Original & 2 Photo Copies)
iv.	School Leaving Certificate	(Original & 2 Photo Copies)
v.	Proof of Address	(Recent Telephone Bill, Electricity Bill, Rent Receipt, etc.)
vi.	Aadhar Card Copy	1 copy
vii.	Ration Card Copy	1 Copy (Girls only)
viii.	Passport Size Photograph	1 (recent one)
ix.	Certificate of SC/ST/NT/OBC/Sports/Physically Handicapped, etc.	Attested True Copy
x.	Gujarati Linguistic Minority Certificate	(for Gujarati Minority)



FEE STRUCTURE

ARTS & COMMERCE - GIRLS	F.Y.J.C.	S.Y.J.C.
FEE	770	1080
MATHS SUBJECT	NA	15
IT FEE	3500	3500
IT LAB FEE	5500	5500
HSC IT BOARD FEES	NA	200
COURSE MATERIAL FEE/ WORKBOOK FEES	300	300
ONLINE CHARGES	400	400
TOTAL FEE PAYABLE	10470	10995

ARTS & COMMERCE - OPEN	F.Y.J.C.	S.Y.J.C.
FEE	1070	1388
MATHS SUBJECT	NA	15
IT FEE	3500	3500
IT LAB FEE	5500	5500
HSC IT BOARD FEES	NA	200
COURSE MATERIAL FEE	300	300
ONLINE CHARGES	400	400
TOTAL FEE PAYABLE	10770	11303



CANCELLATION OF ADMISSION

- i. For the cancellation of admission, a candidate has to apply in the prescribed form duly signed by him/her and counter signed by his/her parent/guardian.
- ii. The candidate has to enclose the original fee receipt along with the form.
- iii. The refund of fees is as per the rules framed by the Deputy Director of Education from time to time.

UNDERTAKING

All candidates who have applied for admission shall be deemed to have submitted the following undertaking:-

“I have read all the rules of admission and after understanding these rules thoroughly, I have filled the application form for admission for the current year. The information given by me in my application is true to the best of my knowledge and belief. I understand that if any of the statements made by me in the application form or any information given by me in connection with my admission, if found to be false or incorrect, my admission will be cancelled, fees forfeited and I may be expelled from the college by the principal.

- I have not been debarred from appearing at any examination by any government constituted or statutory examination authority in India.
- I understand that no documents after the last date of submission will be accepted for the purpose of claims or concessions etc.. in connection with my admission unless otherwise mentioned in the rules.

ATTENDANCE

- i. It is absolutely imperative for all students to attend all the lectures / practicals / tutorials punctually and regularly.
- ii. To be eligible to appear for the examination, either at College level or Board level, it will be obligatory for students to attend a minimum of 75% of the lectures, practicals and tutorials.
- iii. Attendance for the day is granted if and only if the student has attended all the lectures / practicals / tutorials conducted during the day.
- iv. For the purpose of calculation of attendance, the college office records will be taken as final and binding on the students.
- v. In respect of the attendance of students Regulation 88 made by the Maharashtra State Board of Secondary and Higher Secondary Education is applicable.



EXAMINATION - FYJC

(As per circular from Maharashtra State Board of Secondary and Higher Secondary Education, Pune-411005,
Circular No. SB/BR.High.Sec/Exam./Dated 7- 3-2007)

ELIGIBILITY FOR APPEARING EXAMINATION

For the students to be eligible to appear at college examination, it is necessary to have a minimum attendance of 75% in lectures and tutorials and to keep terms as per rules. Students will be required to produce their bonafide Identity Cards.

EVALUATION SCHEME AT FYJC

For all Subjects (except Environmental Education & Health & Physical Education):

Examination (all subjects)	First Unit Test	First Term	Second Unit Test	Final Examina- -tion	Project / Oral / Practical	Total	Final Score Gained	Minimum Passing
Marks	25	50	25	80	20	200	Total Marks Scored Out Of 100	35 marks out of 100

For Environmental Education:

Project	Seminar/Journal Assignment	Total	Minimum Passing
30 marks	20 marks	50 marks (Grades will be given as per total marks)	18 out of 50

For Health & Physical Education:

Written Examination	Practical	Total	Minimum Passing
50 marks (Compulsory)	50 marks (Compulsory)	100 marks (Grades will be given as per total marks)	35 out of 100

Any changes in the Examination Scheme will be informed to the students through Notice Board and College Website.

VERIFICATION OF MARKS

There shall be no revaluation of answer books at FYJC examinations. However, the facility of verification of marks shall be available. Students must submit their application for verification along with photocopy of mark sheet and necessary fees as prescribed, within the stipulated time. The verification shall be done by the Examination Committee.



RULES FOR PROMOTION - FYJC

(As per circular from Maharashtra State Board of Secondary and Higher Secondary Education, Pune) Circular No. Exam – 2016 /Sr.No.189/S.D-2 Dated 28/10/2016)

- i. A candidate must secure minimum 35 marks out of 100 in each of the subjects.
- ii. Submit the projects/assignment/journal within the schedule announced by the college.
- iii. If a candidate appearing in all subjects fails in one or more subjects, his deficiency of marks in maximum 3 subjects to a maximum of 15 marks but not exceeding 10 marks in any one subject shall be condoned for the purpose of passing the examination.
- iv. Condonation will be given such that the concession shall not exceed the required minimum percentage of passing in the subject i.e. 35%
- v. There is no provision of Allowed To Keep Terms (ATKT).
- vi. No candidate will be promoted to the next class if he/she fails even after applying the rule of giving the benefit of condonation of marks as provided in the rule No.03 of condonation.
- vii. There will be no re-examination in the case of students who fail.
- viii. In case of students who fail to appear at the First or Second Term end Examination for genuine reasons, such as ill health (on production of medical certificate in time) or such other reason beyond his/her control (such as natural calamities), the Head of the Junior College shall hold the First Term end examination as early as possible, but in any case before the end of the second term. However, the Second Term re-examination in case of such students shall be conducted immediately after the second term end examination.

PROCEDURE FOR INVESTIGATION IN CASE OF UNFAIR MEANS

- i. The college has an Unfair Means Inquiry Committee, which conducts an enquiry into alleged copying cases during examinations. The candidate who has allegedly resorted to unfair means shall be served a show cause notice and made aware of the charges/allegations reported against him/her so that he/she can prepare his/her defense at the time of his/ her appearance before the Unfair Means Inquiry Committee. The committee shall inform him/her of the proposed action to be taken in his/her case with a request to reply to the show cause notice as to why the action proposed under it should not be taken against him/her. The reply received by the committee from the candidate in this regard, shall be considered by the committee and the final recommendation in the matter shall be made to the Principal. The Principal shall exercise his/her authority and issue the final order.
- ii. **Use or Possession of Mobile phones or any other electronic devices during examination is strictly prohibited and it will be considered as an Unfair Means Case.**



EXAMINATION - SYJC

(As per circular from Maharashtra State Board of Secondary and Higher Secondary Education, Pune-411005,
Circular No. SB/BR.High.Sec/Exam./Dated 7- 3-2007)

ELIGIBILITY FOR APPEARING EXAMINATION

For the students to be eligible to appear for the examination, it is necessary to have a minimum attendance of 75% in lectures, tutorials and practicals.

EVALUATION SCHEME AT SYJC

For all Subjects (except Environmental Education & Health & Physical Education):

Examination (all subjects)	Final Examination	Internal Assessment/ Orals/Practicals	Total	Minimum Passing
Marks	80	20	100	35 marks out of 100

For Environmental Education:

Project	Seminar/Journal Assignment	Total	Minimum Passing
30 marks	20 marks	50 marks (Grades will be given as per total marks)	18 out of 50

For Health & Physical Education:

Written Examination	Practical	Total	Minimum Passing
50 marks (Compulsory)	50 marks (Compulsory)	100 marks (Grades will be given as per total marks)	35 out of 100

Any changes in the Examination Scheme will be informed to the students through Notice Board and College Website.

RULES FOR PROMOTION

A candidate must secure minimum 35 marks out of 100 in each of the subjects.

VERIFICATION OF MARKS

Students can apply for Verification of marks/photocopy of answer books/revaluation of answer books at the Maharashtra State Board of Secondary & Higher Secondary Education office, Vashi.



COLLEGE RULES & REGULATIONS

- i. The college attaches great importance to discipline which must be observed by the students at all times. Failure to comply with any of the rules and regulations will lead to strict disciplinary action/s.
- ii. Identity cards are issued to all the enrolled students in the beginning of the Academic year. It is mandatory for all the students to wear their Identity Cards in the College premises; failing which they will not be allowed to attend lectures, practicals, etc. Students are also required to ensure that their Identity Card has their recent photograph affixed, bearing the signature of the Principal. It must be presented for inspection or verification whenever demanded by the College Authorities and/or by the Security Staff.
- iii. Students are not allowed to attend lectures other than their own course without the consent of the Principal.
- iv. The college library boasts of a rich collection of books which students are encouraged to make the most of. However, Library decorum must be maintained.
- v. Students are expected to be punctual for their respective lectures and be in class before time.
- vi. **Students are restricted from communicating any information - oral or written - about the College to the Press. Additionally, students must strictly refrain from posting any College related information on any website/social media/new media. Strict disciplinary action under the IT Act, 2000 will be taken against the student found indulging in such activities without the prior permission of the Principal.**
- vii. Students are liable to lose their academic term or even get expelled from College for any gross negligence of rules that may amount to disobedience / misconduct /misbehaviour / indiscipline.
- viii. Students must take proper care of College property. Any damage done to the same such as disfiguring of walls, doors, windows, benches, mishandling of electrical fittings, projectors, computers; or partaking any activity that may lead to breaking of any furniture, etc. will be treated as a breach of discipline and the students concerned will be fined and/or suspended.
- ix. Smoking, Tobacco-Chewing, Consumption of Drugs and Liquor, etc. are strictly prohibited in the College premises. Students found guilty will be expelled from the College.
- x. Use of Mobile phones, walkman, etc. at the College Premises is prohibited.
- xi. No student shall collect money as a contribution for a picnic, trip, educational visit, get-together, study notes, charity or for any other activity without prior written permission of the Principal.
- xii. All bonafide students are accountable to the Principal. Their behaviour inside and outside the College premises should not be detrimental to the image of the College. Students should refrain from all such activities which may tarnish the College reputation, and such students, if found guilty, will be expelled or suspended from the College.
- xiii. **Ragging is prohibited within or outside the College. If any complaint is received the person concerned will be prosecuted under the Prohibition of Ragging Act, 1999.**
- xiv. Photography or Videography of the campus and classrooms, laboratories, office, etc. is strictly prohibited.
- xv. Any other matter besides the rules mentioned above will be resolved at the discretion of the Principal.



PRIZES, SCHOLARSHIPS & FREESHIP

PRIZES:

- i. Late Smt. S. Bhatawadekar Prize: for the highest marks in English at H. S. C. Examination.
- ii. Late Smt. Indira Patwardhan Prize: for the highest marks in Psychology at H.S.C. Examination.
- iii. Late Dr. V. V. Sheorey Prize: for the Athletic Champion.
- iv. Late Mrs. Najoo M. Wadia Prize: for the highest marks in Book Keeping at the H.S.C. Examination.
- v. Late Smt. Sita Nagwekar prize: for the highest marks in Organisation of Commerce at H.S.C. Examination.
- vi. Late Shri Vithoba Nagwekar prize: for the highest marks in Secretarial Practice at H.S.C. Examination.

GOVERNMENT SCHOLARSHIP

Various types of government scholarships and freeships are offered to the students by the college under various government schemes. National Scholarship Portal is for Minority Scholarship to Muslim, Christian, Parsi, Sikhs, Bouddha and Jain students and other Scholarship is Central Sector Scholarship above 75% result in HSC examination to first year students. Under Mahadbt Portal, scholarships are offered viz. Government of India Post-Matric Scholarship, Post Matric Scholarship for Tribals/VJNT/OBC/SBC, State Government Open Merit scholarship; Freeships to Tribals, OBC, SBC students; Educational Concessions to the children of Ex-Servicemen, Freedom Fighters etc.

AIDS OFFERED BY COLLEGE

The college supports financially to the most needy students facing hardship due to the COVID-19 Pandemic. We offer freeship, installment facility, partial fee payments or concessions. The college also adopts student's educational costs in special cases.

Please contact Admission Committee, for applying to the facilities of payment of fees in installments and other help.

The Sadhana Education Society pledges to enhance and enrich its educational activities and occupy the centre stage in the field of education.

Note: Students applying for any Govt. scholarship or freeship should visit govt. website <https://mahadbtmahait.gov.in/> and upload the required documents.



COLLEGE LIBRARY CUM READING ROOM

The Malti Jayant Dalal Library is located at ground floor has a rich collection of 60546 books, 1228 CD-ROMs, 15 E-Books, 19 News Papers, 54 Magazines and Periodicals. The library is fully automated with SLIM21 library management software. The Library has Institutional Membership with N- List program of INFLIBNET for getting access to the electronic resources like e-database, e-journals and e-books.

The library consist of:

1. Circulation Section
2. Stock Area with open access facility
3. Reprographic Section
4. Project Room with computers and Wi-Fi facility
5. Processing Section
6. New Arrival and Career Guidance Section
7. Periodical / News Paper Section
8. Reference Section
9. Book Bank Section
10. Reading Room
11. The Network Resource Centre

[Click Here, for more information about the Library](#)

LIBRARY SERVICES

The Malti Jayant Dalal Library plays a vital role in supporting teaching and learning.

The services offered by the Library are:

- i. Book Bank Scheme
- ii. Circulation (Issue / Return)
- iii. External Membership
- iv. Senior Citizen Book club
- v. Gyanyatra (Book Exhibition)
- vi. User Orientation
- vii. Wi-Fi facility
- viii. E- Alert service through Email, Telegram Channel & Blog
- ix. Reprographic and Printing Facility

INFRASTRUCTURE

- An adequate number of lecture halls and tutorial rooms with advanced Hi-tech teaching aids.
- A fully equipped Gymkhana with facilities for indoor and outdoor games.
- A Large Canteen with an attached kitchen caters to the needs of the students.
- Air-conditioned Computer Lab with advanced computers and licensed software with Internet connectivity.
- An air-conditioned auditorium and Audio Visual Room.
- Counselling Cell / Women Development Cell / Placement Cell / Grievance Cell for students.
- Wi-Fi Classroom.

EXTRA CURRICULAR ACTIVITIES

College organizes indoor and outdoor games for the students and encourages them to participate in competitions/tournaments conducted by various institutions.

College hosts an inter-college cultural festival called UDAAN. It includes singing, dancing, fashion show, elocution, stage plays, and various other events



NOTE:

The criteria for admission, examinations, scheme of evaluation, rules of promotion and fee structure are subject to change as per Rules and Regulations of Maharashtra State Board of Secondary and Higher Secondary Education/Government of Maharashtra.