

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE

Off. Carter Road, Bandra (West), Mumbai - 400 050.

Introduction :

The Rizvi Education Society was established in the year 1982 by **Dr. AKHTAR HASAN RIZVI (M.P.)**, who set his heart on the realisation of a dream the establishment of a **mini university** catering to a variety of educational interests and aspirations.

The foundation stone of Rizvi College of Arts, Science and Commerce was laid by the former Chief Minister of Maharashtra State, Late Padmabhushan Shri. Vasantdada Patil on 31st March 1985. The magnificent college building was constructed in a record time of two months and twelve days, which is an eloquent testimony to the skill, resourcefulness, tenacity of purpose and mighty will power of **Dr. A.H. Rizvi**.

The college is affiliated to the University of Mumbai for teaching courses leading to **B.A., B.Sc., B.Com. BMS, BMM and M.Com** degrees, and is recognised by the Education Department, Govt of Maharashtra and H.S.C. Board to conduct classes of **FYJC** and **SYJC** alongwith vocational courses in **Electronics, Computer Science and Information Technology**. The College also undertakes courses in **MCVC** recognised by the Technical Board, Govt. of Maharashtra.

Mission Statement :

The College aims at developing overall personality of students and inculcating in them the highest principles of unity and national integration through its motto - '**HUMANISE, EQUALISE, SPIRITUALISE**.'

General Information

Web-Site of the College Students may log on to **www.rizvicollege.com** for queries, information, notice-board update, defaulters list, time-table, results and other matters.

Academic Year 2003 - 2004

1st Term	: 09th June 2003 - 10th October 2003.
Diwali Vacation	: 11th October 2003 - 06th November 2003.
2nd Term	: 07th November 2003- 30th April 2004.
Winter Break	: 26th December 2003 - 01st January, 2004.
Summer Vacation	: 01st May 2004 - 08th June, 2004.

Administrative Office Timings for students

Monday to Friday	10.00 a.m. - 1.00 p.m.
Saturday	10.00 a.m. - 12.00 noon

GENERAL RULES

1. Entry to college premises, lectures, practicals, College functions or access to the library, college office, laboratories, canteen is strictly through a **valid identity card which must be worn throughout the stay in the college premises**.
2. Each student admitted to the college is expected to behave inside and outside the college in an orderly and disciplined manner and to have regard for the staff and the good name of the college.
3. Smoking, chewing of tobacco, pan and spitting is strictly prohibited in the college premises and college gatherings. The above offence is punishable under the Mumbai Police Act.
4. Students must read and follow the general and classified notices displayed on the notice boards from time to time. Ignorance of any information put up on the notice boards will not be accepted.
5. Students are not allowed to form any society, make collections or and sell tickets, hold meetings, invite any person to address meetings and go on excursion, or picnics without the permission of the Principal.
6. All notices put up on the notice boards or announcements made, must have the previous approval of the Principal.
7. All Associations and Committees constituted by the Principal to conduct various student activities, should not hold meetings or publish papers without the prior approval of the Principal.

8. Student are expected to take proper care of the college property and help in keeping the premises neat and tidy. Damaging the property of the college by disfiguring walls, doors, fittings or breaking furniture etc. is a breach of discipline and the guilty will be duly punished.
9. Students should not communicate any information to the press without the written permission of the Principal.
10. Students applying for certificates, testimonials, concession form etc. and those requiring the Principal's signature on any kind of document or application, should first contact the office at least two days in advance. No papers should be brought by any student directly to the Principal for signature.
11. Loitering in the corridor, while lectures are in progress is strictly prohibited.
12. Matters not covered by the above rules will be at the discretion of the Principal.

ADMISSION POLICY

1. Admission will be strictly on merit basis. Seats will be allotted on a first come first served basis.
2. The College has been granted the "**Minority Status**", therefore admissions will be granted according to rules and regulations applicable to this Category. **Fifty percent seats in all courses / classes are reserved for muslim minority.**
3. Those who fail to pay the prescribed fees, within the stipulated time will forfeit their claim for admission.
4. Repeaters will not be granted admission.
5. Students from other colleges will be admitted only if seats are available after granting admission to our own students after requisite permission from the competent authority and verification of their original documents.
6. All admissions will be subject to the guidelines of the University and Education Department Govt. of Maharashtra received from time to time and as decided by the Rizvi Education Society.

7. Students seeking admission must apply in the prescribed form at the beginning of each academic year.
8. A student once admitted will be considered as duly enrolled for the academic year and the student shall be liable to pay the full fees for the whole year unless the student informs the Principal in writing of his / her intention to leave the college well in advance.
9. For admission to the first year classes it is necessary to produce in the original (i) S.S.C./H.S.C. exams certificate (ii) statement of marks (iii) School / Jr. College leaving certificate (iv) Eligibility certificate from university of Mumbai in the case of student passing an Examination other than that of the H.S.C. Board, Maharashtra State and (v) Transfer Certificate, in case of the students coming from other colleges, affiliated to Mumbai University (vi) Migration certificate in case of student coming from outside the jurisdiction of University of Mumbai.

ATTENDENCE RULES

Junior College

According to Mumbai Divisional Board's Regulation No. 88(I)(a) for grant of terms, a student must attend **75%** of the lectures, tutorials and practicals during **each term**. Therefore, if the student fails to achieve the required attendance, his / her examination form for the Board examination will not be accepted and / or forwarded to the Board and the student will neither be issued with the Hall tickets / nor be allowed to appear for the HSC Board / Annual Examination.

Degree College

1. According to University Circular No. UG/502 of 1999 for granting the terms in **each subject**, the minimum attendance of **75%** of the theory, lectures, practicals and tutorials (wherever prescribed) separately will be required out of the total number of lectures, practicals & tutorials in each subject conducted in the term. Therefore, if the student fails to achieve the required

attendance his/her examinations form will not be accepted / or forwarded to the university and the student will neither be issued with the Hall tickets / nor be allowed to appear for the University / Annual examination.

2. **Working students should not seek admission in the College instead they shall opt for Correspondence Courses offered by the University. Their applications will not be entertained for the purpose of concession in attendance.**

EVALUATION SYSTEM

Junior College

SYJC (XII)

Any student who fails to show satisfactory progress in all subjects at the SYJC (XII) Preliminary Examination or remains absent for the examination for any reason, may not be sent up for the HSC Board examination.

Examination for S.Y.J.C. (Std. XII) Arts, Science & Commerce will be as per the guidelines give by the H.S.C. Board.

FYJC (XI)

Scheme of Exam under Promotion Rule (A + B + C)
3

FIRST TERM

Sr. No.	Examinations	Max Marks	Duration	Approx. Period of exam	Remark if any
I.	First Unit Test	50	1½ hours	August / Sept.	A1
II.	First terminal exam	100	3 hours	October	B

SECOND TERM

III.	Second unit test	50	1½ hours	January	A2
IV.	Final Exam	100	3 hours	February / March	C

$$\frac{A + B + C}{3} = \frac{300}{3} \% \quad A = A1 + A2$$

DEGREE COLLEGE

A. Examination :

- There shall be two examinations, one at the end of each term and they shall be called first term examination and second term examination. Both term examinations shall be of equal marks and of equal duration. First term examination shall be based on the portion of the syllabus taught in the first term and the second term examination shall be based on the portion of the syllabus taught in the second term as prescribed by the Board of studies.
- The Practical examination in a subject shall be held only once and at the end of the second term.
- The passing shall be based on the average of the first term examination and second term examination.
- The heads of passing in theory and practical shall be separate.
- Scheme for paper without practical and paper with practical are as follows :

PAPER WITHOUT PRACTICAL

First Term Exam.	Marks	50
Second Term Exam.	Marks	50

PAPER WITH PRACTICAL

First Term Exam.	Marks	50
Second Term Exam.	Marks	50
Practical Exam at the End of 02nd Term	Marks	40 per paper

In subjects where project/tutorials are prescribed as part of workload in the syllabus, the papers in such subjects for each term examination shall be of 50 marks and 2 hrs. duration. Marks secured in each paper shall be appropriately converted into theory component (marks out of 45 as applicable) and remaining marks (i.e. 10 marks) shall be treated for project/tutorials as applicable.

B. ATKT Rules

Prevailing rules of University for allowed to keep terms (ATKT) for the next class are :

- F.Y. Classes of all faculties - A student is allowed to keep terms of S.Y. Class if fails in not more than 200 marks at F. Y. Final Result.
- S.Y. B.Com - A student is allowed to keep terms of S.Y. Class if fails in not more than 200 marks at F.Y. Final Result.
- S.Y.B.A. - A student is allowed to keep for T.Y.B.A. class if he / she fails in not more than 300 marks Final Result.

- S.Y.B.Sc. - A student allowed to keep terms for T.Y.B.Sc. if he / she fails in any one head of passing but secure 45% on the aggregate grand total.

T.Y.B.A. / B.Sc./B.Com.

- A student having ATKT status at both F.Y.B.A. / B.Sc./B.Com. and S.Y.B.A./B.Sc./B.com. Class is not eligible to go to T.Y. Class.
- A student who appears for final year degree exam of University of Mumbai, but has not passed lower classes. Then the result is held in reserve by University till passing lower classes.

Results :

Junior College : (Std XI) Arts, Sci, Com, MCVC

After every Unit Test and Terminal examination marks are shown in the class rooms. Final result is declared in the last week of April.

Results of Std XII are declared by HSC Board.

Degree College : (FY & SY / BA / BSc / B.Com / BMS / BMM)

Results of First Term examination are displayed on Notice Board in the month of November. However, the final results are declared in the last week of April.

Results of TY BA / BSc / B.Com / BMS / BMM and M.Com. are declared by the University of Mumbai.

Verification of Marks - (Degree and Junior College)

After results of Annual Exam, students can apply for verification of marks in one or more papers. **As per H.S.C. Board /University rules, there is no re-valuation or re-assessment.** Verification is done with respect to :

- Totalling of marks, question wise and overall.
- Transfer of marks from paper to marksheet and final compilation.
- Question remaining uncorrected or un - assessed if any.

COPYING CASES (Degree and Junior College)

Students who are reported to indulge in using unfair means during the examinations, face unfair means committee appointed for assessing the cases. The committee after scrutinizing the evidence and report of Junior and Senior Supervisors and Statements of Student, takes decision about the student according to rules set by University of Mumbai / HSC Board.

SPECIAL FEATURES

LIBRARY : The College Library, situated on the fifth floor, has a spacious and well - ventilated reading room. It has a rich collection of books on various subjects, which is continuously updated. The working hours of the Library are from 8.00 am to 6.00 pm on all working days. Students must strictly follow the rules of the Library to maintain its discipline.

There is a Separate Library for BMS and BMM Students

BOOK-BANK : The Library has a book-bank scheme for students of both Junior and Degree College. The text-books are loaned to the poor, deserving and needy students for use during the academic year. However, a small deposit is charged for the same.

NATIONAL CADET CORPS (NCC) : College has been allowed to raise a NCC unit for boys attached to the 01st Maharashtra Battalion - NCC Army Wing. It has a strength of One Part-time Commissioned Officer and 60 cadets. The NCC training is imparted to the cadets during regular parades which are held on Sundays and in the various camps held during the year. The Cadets are prepared for the "B" and "C" Certificate examinations. Students who desire to enrol for the NCC should contact the NCC officer.

NATIONAL SOCIAL SERVICE (NSS) : To encourage students to play a larger and more active role in the society, the college provides the NSS Scheme at both the Degree and Junior College level. Students who desire to join the scheme should contact the NSS officer. This extra-institutional service is available free-of-charge to the students.

COLLEGE GYMKHANA : Excellent facilities are provided for indoor and outdoor games to stimulate the physical and mental growth of the students Rizvi college students are well known for their regular participation in various inter - collegiate, inter - university national and international events. We are proud to mention that our teams have always won laurels in various tournaments. Our college is rated among the ten best college in Sports. A separate Gymnasium with well equipped modern machines is attached to Gymkhana.

Students who participate in the NSS programmes / complete the NCC training or represent the College in sports / cultural events are eligible to receive 10 grace Marks in the University examinations under section 0.229A and 0.229B of the Examination Rules and for Sports as per HSC Board rules.

COLLEGE CANTEEN : is located on the ground floor. The canteen is meant only for the bonafide students of the college.

JASHN-E-RIZVI : is a popular feature of each academic year This Annual Inter College Youth festival brings forth the Rizvi tradition of

Alumni Association

The association of old students has been set up to provide a platform for mutual inter-face amongst the past and present students of the College. To utilize the expertise and experiences of the old students for the upliftment of the performance of the College and to guide the present students to achieve their goals in a better way.

Students Grievance Cell

It has been set up to create a harmonious environment by redressing the grievances of the students concerned with academic and other related matters.

Career Guidance Cell

It provides an opportunity to students to seek new openings after completing their College education and help them in moulding their career and placement.

Students' Counselling Cell

Counselling is done by professionals who look after the welfare of the students by helping them to cope with stress and developing confidence among them to overcome and face highs and lows of the life.

Students' Council

It consists of students' representatives who look after and promote the productive involvement of the students in the day to day activities of the College.

Women Empowerment Cell

It is a special cell to inculcate the self-reliance, boldness and confidence in the girl students, so that, they can march shoulder to shoulder with their male counter parts.

Students Welfare Cell

The Cell is created to look into the welfare of the students.

CONCESSIONS AVAILABLE

1. **Girls Freeship** : (Std XI and XII) Girl students upto first, second and third child can avail this Freeship. They should be accompanied by their parents and should bring original and a xerox copy of their Ration Card, Domicile and proof of Stay in Maharashtra for 15 years at the time of admission.
2. **Economically Backward Class** : A student whose total family income for the entire year is less than Rs. 18,000/- can opt for this concession. The student must provide the Salary / Income Certificate duly certified by the Tehsildar's office.
3. **Primary / Secondary Teachers Concession** : A student whose parents are Primary / Secondary School teacher in an Aided school can avail of this concession. Students must submit Salary Certificate.
4. **Backward Class Freeship** : As per Circular from University of Mumbai No. Special Cell / 206 of 2002, Students belonging to schedules cast including Nuv Buddhist, Schedules Tribes, D.T and N.T Categories can avail freeship after submitting an undertaking to the college at the time of admission.
5. **Govt. of India Scholarship (for degree college)** : A student belonging to the Scheduled Cast with 60% marks in HSC Exam or equivalent can avail of this concession, provided his / her income is more than 60,965/- per annum. For this they should submit caste Certificate & Previous years mark sheet xerox.
6. **Railway / Bus Concession** :
 - (i) Short distance from house to college & back.
 - (ii) For native place during vacation.

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TENTATIVE CALENDER FOR ACADEMIC YEAR 2003-2004

(All dates and programmes are subject to change)

DATES	PROGRAMME
9th June, 2003	College Reopens
10th June, 2003	Lectures begins for F.Y./S.Y./T.Y.B.A./B.Sc./B.Com. & S.Y.J.C. (Arts / Science / Commerce / MCV C)
30th June, 2003	Orientation Programme for Students and Parents of F.Y.J.C. (Arts / Science / MCV C)
01st July, 2003	Orientation Programme for Students and Parents of F.Y.J.C. (Commerce)
02nd July, 2003	Lectures begins for F.Y.J.C. (All Faculties)
12th July, 2003	Friendship Day
15th August, 2003	Independence Day / Prize Distribution
23rd August, 2003	Traditional Day
25th August, 2003 onwards	1st Unit Test of F.Y.J.C. (All Faculties)
05th September, 2003	Teachers Days
22nd September, 2003	T.E.T. / A.T.K.T. Examination for F.Y./S.Y.B.A./B.Sc./B.Com.
01st October, 2003 onwards	Terminal Examinations for F.Y./S.Y.J.C. (All Faculties)
11th October, 2003 to	
06th November, 2003	Diwali Vacation
07th November, 2003	College reopens lectures / practicals of all classes continue
18th December, 2003 to	
20th December, 2003	Jashn-E-Rizvi
24th December, 2003	Athletic Meet
26th December, 2003 to	
01st January, 2004	Winter Break
02nd January, 2004	Lectures / Practicals of all classes continue.
19th January, 2004 onwards	2nd Unit Test for F.Y.J.C. (All Faculties) & Preliminary Examination for S.Y.J.C. (All Faculties)
20th February, 2004 onwards	Preliminary Examination for T.Y.B.A./B.Sc./B.Com.
01st March, 2004 onwards	Annual Examination for F.Y./S.Y. B.A./B.Sc./B.Com.
15th March, 2004 onwards	Annual Examination for F.Y.J.C. (All Faculties)
21st April, 2004 onwards	Results of F.Y./S.Y.B.A./B.Sc./B.Com.
26th April, 2004 onwards	Results of F.Y.J.C. (All Faculties)
27th April, 2004 onwards	Admission to the Next Academic Year
01st May, 2004 to	Summer Vacation
08th June, 2004	

SUBJECTS AVAILABLE

Junior College

FYJC (XI) & SYJC (XII) Arts / Science & Commerce will have **Six** Papers Students who opt for Electronics / Computer Science will have **five** papers.

FACULTY OF ARTS

F.Y.J.C. (XI)

- | | |
|----------------|--|
| (1) English | (2) Any one of the following Languages
Urdu / Hindi / Marathi |
| (3) Economics | (4) Sociology |
| (5) Philosophy | (6) History / Logic |

S.Y.J.C. (XII)

- | | |
|---------------|--|
| 1. English | 2. Any one of the following Languages.
Hindi / Urdu / Marathi |
| 3. Economics | 4. Sociology |
| 5. Philosophy | 6. History / Logic |

FACULTY OF SCIENCE

F.Y.J.C. (XI)

- | | |
|--|---|
| 1. English | 2. Any one of the following
Urdu / Hindi / Marathi / Inform. Tech.k
(20 seats) |
| 3. Physics | 5. Biology / Electronics k (50 seats) / Computer Science k (50 seats) |
| 4. Chemistry | 6. Mathematics |
| k Unaided through written test and Personal interview / Merit | |

S.Y.J.C. (XII)

- | | |
|---|--|
| 1. English Compulsory | 2. Any one of the following
languages
Urdu / Hindi / Marathi / |
| 3. Physics | 6. Mathematics |
| 4. Chemistry | |
| 5. Biology / Electronics / Computer Science | |

FACULTY OF COMMERCE

F.Y.J.C. (XI)

- | | |
|--|--|
| 1. English | 2. Any one of the following
languages :Urdu / Hindi / Marathi |
| 3. Economics | 4. Book-keeping |
| 5. Organisation of Commerce | 6. Secretarial Practice /
Mathematics /Inform.Tech.k
(40 seats) |
| k Unaided through written test and Personal interview / merit | |

S.Y.J.C. (XII)

1. English
2. Any one of the following languages :
Urdu / Hindi / Marathi
3. Economics
4. Book-keeping
5. Organisation of Commerce
6. Secretarial Practice / Mathematics

M.C.V.C.**FYJC**

1. English
2. Hindi
3. Foundation Course
4. Electronics Technology. 3 Papers I, II & III.

S.Y.J.C.

1. English
2. Hindi
3. Foundation Course
4. Electronics Technology. 3 Papers I, II & III.

DEGREE COLLEGE**FACULTY OF ARTS****F.Y.B.A.****(A) Compulsory : 3 Papers**

1. English - Communication Skills
2. Foundation Course I
3. Any one Language : Urdu / Hindi

(B) Optional : 3 Papers**Group A****Select any One Group**

- 1) Socio/Hist.k
- 2) Socio/Eco.
- 3) Phil/Hist.k
- 4) Socio/Phil.
- 5) Eco./Hist.k

Group B**Select any One**

- 1) English
- 2) Hindi
- 3) Urdu

k History Unaided**S.Y.B.A.**

1. Foundation Course - II
2. Applied component - Mass Communication.
3. Optional Subjects as offered at the F.Y.B.A.
(i) Economics (ii) Philosophy (iii) Sociology (iv) Urdu/English / Hindi.

T.Y.B.A.

1) Six papers of 100 marks each & of 3 hrs. duration out of the optional subject offered at S.Y.B.A. Examination. Any one of the following :

- 1) Economics
- 2) Sociology

2) The following combinations of two subjects of 3 papers each are also allowed at the TYBA provided the students had offered the same at SYBA level.

Socio / Philosophy

Philosophy / Economics

Socio / Economics

Philosophy / English

Socio / English

Economics / English

3) Every subject has two compulsory applied components

(Paper VI & IX) which have :

- i) Theory of 80 marks of 2 ½ hrs duration and
- ii) Project of 20 marks

Separate passing in Theory and Project is necessary

BMM

A three year degree course consisting of Six-Semesters

Details are available in Separate Prospectus. Available to BMM Students.

FACULTY OF SCIENCE**F.Y.B.Sc.**

(A) Foundation Course Paper I

(B) Select any one of the following group of subjects :

Group	Available Seats
1) Physics, Chemistry, Maths	Open
2) Chemistry, Botany, Zoology	Open
3) Physics, Chemistry, Computer Science k	10
4) Physics, Maths, Computer Science k	10
5) Chemistry, Maths, Computer Science k	10
6) Botany, Zoology, Computer Science k	18

Physics, Chemistry, Botany, Zoology, and Computer Science will have two Theory papers and two practicals each. Mathematics will have only two theory papers.

k **Unaided through written test and Personal interview / merit.**

S.Y.B.Sc.

(A) Foundation Course II

(B) Select any one of the following group of subjects out of the subjects offered at F.Y.B.Sc class.

Group	Available Seats
1) Physics, Maths	Open
2) Chemistry, Physics	Open
3) Botany, Zoology	Open
4) Chemistry, Botany	Open
5) Chemistry, Zoology	Open
6) Physics, Computer Science	10
7) Maths, Computer Science	10
8) Chemistry, Computer Science	10
9) Botany, Computer Science	09
10) Zoology, Computer Science	09

Physics, Chemistry, Computer Science, Botany, and Zoology will have three papers each. Plus 3 practicals. Mathematics will have three papers. Practical in third paper only.

T.Y.B.Sc.

Any one of the following Group of subject to be selected.

MAIN SUBJECT	APPLIED COMPONENT
1) Chemistry	Drug & Dyes
2) Physics	Electronic Instrumentation
3) Computer Science	Web Technology and Designing
4) Unaided Botany and Zoology	three papers each.

Major subjects have 4 papers of 100 marks each of 3 hours duration and 4 practicals of 50 marks each of 5 hours duration.

Applied components have two papers of 60 marks each and of three hours duration & 2 practicals of 40 marks each of three hours duration.

FACULTY OF COMMERCE

F.Y.B.Com.

1. Foundation Course Paper I
2. Business Communication
3. Business Economics Paper I
4. Environmental Studies
5. Mathematical & Statistical Techniques
6. Accountancy & Financial Management Paper - I
7. Commerce - I

S.Y.B.Com

1. Foundation Course Paper II
2. Business Law
3. Accountancy & Financial Management - Paper II
4. Commerce - II Business Environment & Development
5. Business Economics - Paper II
6. Applied Component (i) Advertising

T.Y.B.Com

- (A) (7 Papers of 100 marks each of 3 hours duration)
1. Management & Human Resource Development (Paper I)
 2. Business Economics - Indian Economic Problem
 3. Financial A/c. & Auditing (Paper III)
 4. Costing & Auditing (Paper IV)
 5. Management Accounting (Paper V)
 6. Applied Component (Paper VI) Export Marketing
 7. Applied Component (Paper VII)
- (B) **Select any one of the following**
- i) Direct & Indirect Taxation or
 - ii) Computer System

BMS

A Three year Degree course consisting of six-semesters. Details are available in separate prospectus available to BMS Students.

M.Com Part-I

Compulsory Papers

1. Business Policy and Strategic Management
2. Economics of Global Trade and Finance

Optional Groups :

Core Subject	Applied Components
3. Accountancy	(i) Advanced Financial Accounting (ii) Advanced Cost Accounting
4. Business Management	(i) Human Resource Management (ii) Marketing Strategy and Plans.

M.Com Part-II

Compulsory Paper

1. Research Methodology

Optional Groups :

Core Subject	Applied Components
2. Accountancy	(i) Advanced Financial Management (ii) Advanced Auditing & Tax (iii) Advanced Management Accounts
3. Business Management	(i) Organisational Behaviour (ii) International Marketing (iii) Entrepreneurship Management

FEES

Fees are charged as per the guidelines of University / Govt. G. R. received from time to time. (Refer fee chart). **The students are required to pay fees of both the terms together in first term.**

CAUTION MONEY & DEPOSITS

1. The amount of the caution money and deposits will be refunded to the student when he/she leaves the College or cancels his/her admission.
2. The student has to apply in prescribed form for the above refund and will be required to submit the Identity Card along with the application for refund.
3. The above caution money and deposits, **not claimed** within a period of twelve months from the date of result of the last examination will stand **forfeited**.

RULES OF REFUND OF FEES

Application for refund of fees shall be made in the prescribed form available in the college office.

A student applying for discontinuation and refund of fees shall surrender the Identity Card and the Library Reader's Ticket if issued to him/her and original fees receipt along with his/her application.

JUNIOR COLLEGE

1. If a student informs the College in writing, before the commencement of the academic year that he / she wants to withdraw and he / she cannot continue his / her education in the college for any reason the full fees will be refunded after deducting an administrative charges of Rs. 20/- per month from the date of admission. The Admission fees shall however be retained by the college.
2. If a student desires to withdraw and apply for refund of fees after commencement of First Term the college will retain the tuition fees only for month(s) beginning from the month in which the academic year had commences and ending with the month in which the student had applied for withdrawal and refund of fees. The tuition fees for the remaining months of terms will be refunded. The other fees will not be refunded.

If a student desires to withdraw and apply for refund of fees in Second Term. No fees will be refunded to student.

SENIOR COLLEGE

As per University rules received from time to time.

PARTICULARS	FEES CHART FOR THE ACADEMIC YEAR 2003-2004 (JUNIOR COLLEGE)			
	FYJC (XI)		SYJC (XII)	
	Arts/ Commerce Rs.	Science Rs.	Arts / Commerce Rs.	Science Rs.
Admission fee	20	20	--	---
Tuition fee	240	240	264	264
Term fee	40	40	44	44
Lab. fee	--	70	--	70
Library fee	50	50	50	50
Gymkhana fee	150	150	150	150
Exam fee	15	15	15N	15N
Exam Stationery Charges	200	200	150	150
Caution money (Refundable)	20	20	--	--
Miscellaneous Fee	200	200	200	200
TOTAL	935	1005	873	943

NOTE :

1. Admission fees for S.Y.J.C. students Rs.22/- will be charged from outsiders only.
2. **Board Exam fees from S.Y.J.C.** students will be charged as per H.S.C. Board direction alongwith the H.S.C. Board Examination form.
3. **Eligibility fees** as per direction of H.S.C. Board will be charged from the students passing S.S.C. Exams from other than Maharashtra State Board.
4. **The fees are subject to change and as per the notification received from the concerned authorities balance amount of fees if any will be collected in the Second Term.**
5. The student opting Computer / Electronics / Information Technology will pay an additional fee alongwith the other fees ie Rs. 10000 for Std XI and Rs. 10000 for Std XII.
6. Breakages, if any will be charged in the Second Term.

**FEE CHART FOR THE ACADEMIC YEAR 2003-2004
(DEGREE COLLEGE)**

PARTICULARS	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	Arts/Com. Rs.	Science Rs.	Arts/Com. Rs.	Science Rs.	Arts/Com. Rs.	Science Rs.
Tuition Fees	800	800	800	800	800	800
Laboratory Fees	-	600	-	600	-	600
Library Fees	175	175	175	175	175	175
Gymkhana Fees	175	175	175	175	175	175
Other Fees	125	125	125	125	125	125
Extra Curr. Activities	25	25	25	25	25	25
Adm. Form and Prosp.	50	50	50	50	50	50
Magazine Fees	50	50	50	50	50	50
ID & Library Cards	25	25	25	25	25	25
Group Insurance	20	20	20	20	20	20
Students Welfare Fund	25	25	25	25	25	25
Utility Fees	100	100	100	100	100	100
Development Fund	300	300	300	300	300	300
Enrolment Fees	200	200	-	-	-	-
Computer Practical Fees	600/ 875	600/ 850	600/ 875	600/ 850	600/ 875	600/ 850
Examination Fees	500	500	500	500	k	k
Marksheet	25	25	25	25	k	k
Passing Certificate	25	25	25	25	k	k
Univ.Sports & Cult Fees	10	10	10	10	10	10
Univ.Disaster Relief Fund	10	10	10	10	10	10
Univ.Connectivity 'e' chrgs.	20	20	20	20	20	20
Transference Certificate	100	100	100	100	100	100
Bonafide Certificate	10	10	10	10	10	10
No Objection Certificate	10	10	10	10	10	10
Transcripts	500	500	500	500	500	500
Refundable Deposits :						
(i) Laboratory Deposit	-	600	-	-	-	-
(ii) Caution Money	250	250	-	-	-	-
(iii) Library Deposit	300	300	-	-	-	-

Note :

1. Tuition Fees for foreign students (outside India) will be Rs. 4,000/- p.a.
2. The Examination Fees for T.Y.B.A./B.Com./B.Sc. will be charged as per University direction alongwith the University Examination Form.
3. **The fees are subject to change and as per the notification received from the concerned authorities balance amount of fees if any will be collected in the Second Term.**
4. Students of T.Y.B.Com. class offering Computer System will pay an additional fees of Rs. 2,000/- alongwith the other fees.
5. Students of F.Y./S.Y./T.Y.B.Sc. class opting Computer Science will pay an additional fees of Rs. 8,000/-, Rs. 10,000/- and Rs. 12,000/- respectively alongwith other fees.
6. Breakage, if any will be charged in the Second Term.

**FEE CHART FOR THE ACADEMIC YEAR 2003-2004
(DEGREE COLLEGE)**

PARTICULARS	FIRST YEAR		SECOND YEAR		THIRD YEAR		M.Com.	M.Com.
	BMM Rs.	BMS Rs.	BMM Rs.	BMS Rs.	BMM Rs.	BMS Rs.	Part-I Rs.	Part-II Rs.
Tuition Fees	6000	6000	6000	6000	6000	6000	1000	1000
Admission Fees	-	-	-	-	-	-	50	50
Library Fees	300	300	300	300	300	300	200	200
Gymkhana Fees	200	200	200	200	200	200	175	175
Other Fees	125	125	125	125	125	125	125	125
Extra Curr. Activities	25	25	25	25	25	25	25	25
Adm. Form & Prosp.	50	50	50	50	50	50	50	50
Magazine Fees	50	50	50	50	50	50	50	50
ID & Library Cards	25	25	25	25	25	25	25	25
Students Welfare Fund	25	25	25	25	25	25	25	25
Utility Fees	100	100	100	100	100	100	100	100
Development Fund	300	300	300	300	300	300	300	300
Enrolment Fees	200	200	-	-	-	-	-	-
Computer Prac. Fees	600/ 875	600/ 875	600/ 875	600/ 875	600/ 875	600/ 875	-	-
Examination Fees	1270	1270	1270	1270	k	k	k	k
Marksheet	25	25	25	25	k	k	k	k
Passing Certificate	25	25	25	25	k	k	k	k
Industrial Visit Fees	500	500	500	500	500	500	-	-
Project Fees	-	-	-	-	500	500	-	-
Univ. Sports & Cult Fees	10	10	10	10	10	10	10	10
Univ. Disaster Relief Fund	10	10	10	10	10	10	10	10
Univ. Connectivity 'e' Charges	20	20	20	20	20	20	20	20
Univ.Registration Fees	-	-	-	-	-	-	800	800
Univ. Reg Form Fees	-	-	-	-	-	-	15	15
Transfer Certificate	100	100	100	100	100	100	100	100
Bonafide Certificate	10	10	10	10	10	10	10	10
No Objection Certi.	10	10	10	10	10	10	10	10
Transcripts	500	500	500	500	500	500	500	500
Refundable Deposits:								
(i) Laboratory Deposit	600	600	-	-	-	-	-	-
(ii) Caution Money	250	250	-	-	-	-	250	-
(iii) Library Deposit	300	300	-	-	-	-	300	-

Note :

1. The fees are subject to change and as per the notification received from the concerned authorities. Balance amount of fees if any will be collected as and when applicable.
2. The Examination Fees for T.Y.BMB/BMS and M.Com. Part I & Part II will be charged as per University direction alongwith the University Examination Form.
3. Breakage, if any will be charged in the Second Term.

AVAILABLE SEATS IN JUNIOR COLLEGE Academic Year 2003 - 2004

Faculty	Class	No. of Divisions		Total Seats	Distribution k						Last Year's Cut-Off %age	Criteria of Admission	
		Aided	Un-Aided		Minority	Institutional	Management	Sports	Transfer	Open			
Arts	F.Y.J.C.	01	-	100	50%	20%	5%	05	02	05	18	35%	Merit Basis
	F.Y.J.C. (General)	03	-	205	103	41	10	03	04	10	37	50%	Merit Basis
Science	F.Y.J.C. (Comp. Sc.)\$	-	02 Batches	50	25	10	03	03	01	02	09	65%	Merit/ Test Basis
	F.Y.J.C. (Elec.) \$	-	02 Batches	50	25	10	03	03	01	02	09	60%	Merit/ Test Basis
	F.Y.J.C. (Inf. Tech.)\$	-	01 Batch	20	10	04	01	01	01	01	03	60%	Merit/ Test Basis
Commerce	F.Y.J.C. (General)	07	-	660	330	132	33	33	13	33	119	45%	Merit Basis
	F.Y.J.C. (Inf. Tech.)\$	-	02 Batches	40	20	08	02	02	01	02	07	60%	Merit/ Test Basis

NOTE : **k** In case, candidates are not available in any category, the seats will be filled in from student belonging to open category.

\$ If candidates are not available seats will be merged with General Category.

AVAILABLE SEATS IN DEGREE COLLEGE Academic year 2003 - 2004

Faculty	First Year	No. of Divisions		Total Seats	\$ Distribution										Last Years Cut-Off %age	Criteria of Admission		
		Aided	Un-Aided		Muslim Minority	Mgmt	Open	Trans/ Hand/ Sports, etc.	K Reserved Category 25%									
		SC	ST						DT(A)	NT(B)	NT(C)	DT(D)	OBC					
Arts	F.Y.B.A.	01	-	120	60	60	18	08	04	02	02	02	02	02	01	11	35%	Merit Basis
	F.Y.B.M.M	-	01	60	30	09	04	02	04	02	01	01	01	01	01	05	50%	Merit/ Test Basis
Science	F.Y. B.Sc.	01	-	100	50	50	15	07	03	03	1.5	1.25	1.75	1	9.5	50%	Merit Basis	
	F.Y.B.Sc. (Comp. Sc.)	-	02 Batches	48	24	07	03	03	01	01	01	01	01	01	04	65%	Merit/ Test Basis	
Commerce	F.Y.B.Com	03	-	360	180	180	54	25	11	23	13	05	05	06	04	34	45%	Merit Basis
	F.Y.B.M.S.	-	02	120	60	60	18	08	04	02	02	02	02	02	01	11	50%	Merit/ Test Basis

NOTE : **\$** Preference to Inhouse Students

k In case, candidates are not available in reserved category, the seats will be filled in, from student belonging to category other than the reserved category.

**Institutions of
Rizvi Education Society**

Phones : 26426767 / 9, 26424961, 26409780

MUMBAI

Institutions	Phones
1. Rizvi Springfield High School. (S.S.C and I.C.S.C)	26050622 /3
2. Rizvi College of Arts, Science & Commerce.	26480348
3. Rizvi College of Architecture.	26044196 26050624
4. Rizvi Institute of Management Studies & Research.	26040924 26042180
5. Rizvi College of Hotel Management & Catering Technology.	26044176 26052071
6. Rizvi College of Engineering.	26052070 26052072
7. Rizvi Law College	26052070
8. Rizvi B.Ed College	26052070

JAUNPUR

1. Dr. Akhtar Hasan Rizvi Learner's Academy.
2. Smt. Meena Rizvi Girl's College.
3. Dr. Akhtar Hasan Rizvi College of Arts, Science & Commerce.
4. Dr. Rizvi B.Ed. College
5. R.D.M. Intermediate College

ALLAHABAD

1. Dr. Rizvi Springfield High School.
2. Dr. Akhtar Hasan Rizvi Degree College.
3. Dr. Akhtar Hasan Rizvi College of Education.