



Accredited 'A' Grade by NAAC

HASSARAM RIJHUMAL COLLEGE OF COMMERCE & ECONOMICS

Affiliated to the
University of Mumbai

Dr.(Mrs.) Indu Shahani
Principal

Prof. (Mrs.) Rekha Bahadur
Vice-Principal

Mrs. Anila Pillai
Vice-Principal (Jr. College)

Prof. Parag Thakkar
Vice-Principal

Mrs. Deepika Bhatia
Vice-Principal (Jr. College)

CONTENTS



**Get set for an
exciting career
on joining
H. R. College ...**



| | |
|---|----|
| From the Desk of the Hon'ble Sheriff of Mumbai | 3 |
| Career Path - A student's destination at H.R. College | 4 |
| About the College | 5 |
| H.R. Office | 5 |
| Profile of Teaching Staff | 6 |
| Eligibility | 7 |
| Admission Criteria | 9 |
| Examinations | 11 |
| Scholarships | 16 |
| Jr. College Profile | 17 |
| Library Guide | 19 |
| Academics | 21 |
| Student Documents | 22 |
| Guidelines for admission | 23 |
| General Instructions | 25 |
| Calendar of Events | 27 |

From the Desk of the Hon'ble Sheriff of Mumbai

Learning at HR College is intense, fast paced, challenging and stimulating. The faculty and students together make up a vibrant community of achievers.

Our graduates and post graduate programmes have been producing students with quality instruction and hands- on practical experience that have launched successful careers and have helped students take advantage of professional opportunities.

The college is committed to imparting 'holistic' education and all round development of students. While students have done brilliantly in academics in college, they have also performed exceptionally well in extra-curricular activities specially in the cultural and sports fields. We stretch our students 'beyond academics' to engage them in all activities of the society.

At the core of our philosophy lies the conviction that we must become ambidextrous, and this dynamism is translated into the knowledge provided to our students. Our faculty is committed not only to laying the foundation of business knowledge, but also to enhance the understanding of these principles through applied experience and real world challenges. This combination enables our students to develop the professional skills and abilities most valued in the business arena.

I hope the information you find in this Prospectus is helpful to you while navigating through your college years.

In the role of the Sheriff of Mumbai and as the Principal of HR College, I take this opportunity to wish you all the very best in your future endeavours. I hope you visit us in the college and invest time in developing the future generation of students who come into this institution after you.



Dr. (Mrs.) Indu Shahani
Hon'ble Sheriff of Mumbai
Principal, H R College

Indu Shahani

CAREER PATHS AT H R COLLEGE

H.S.C.
2 years full-time programme

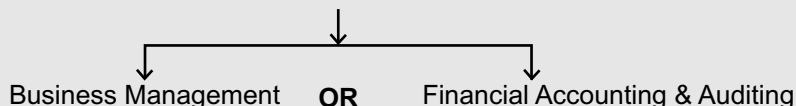


Destination
A Higher Secondary Certificate of Maharashtra Board

B.Com.
3 years integrated degree programme



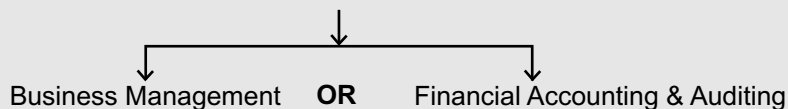
Destination
B.Com. degree from the University of Mumbai



B.Com. (dual degree)
3 years degree programme



Destination
B.Com. degree from the University of Mumbai



PLUS
Career-oriented programme

- a. Advt., Sales Promotion & Sales Mgmt.
- b. Tourism & Travel Management
- c. Tax Procedures & Practices



Destination
On completion of:
1st year - award of **Certificate**
2nd year - award of **Diploma**
3rd year - award of **Advanced Diploma**
from University of Mumbai

B.Com.(AF) OR B.Com.(BI) OR B.Com.(FM)



Destination
B.Com. (AF) OR B.Com. (BI) OR B. Com. (FM) degree with Area Specialisation from the University of Mumbai



B.M.S.
3 years degree programme



Destination
B.M.S. degree from the University of Mumbai

M.Com.
2 years degree programme



Destination
M.Com. degree from the University of Mumbai

ABOUT THE COLLEGE

Hassaram Rijhumal College of Commerce & Economics



The Hyderabad (Sind) National Collegiate Board started the H. R. College of Commerce & Economics in 1960. HR is exclusively a Commerce and Management college affiliated to the University of Mumbai and offers courses leading to :

- H.S.C. - Higher Secondary Certificate
- B.Com. - A Graduate degree in Commerce with Management or Accountancy
- B.Com. (dual degree) - A Graduate degree in Commerce plus Advance Diploma in Advertising/Tourism & Travel/Tax Procedure & Practice
- B.Com. - Accountancy and Finance
- B.Com. - Banking and Insurance
- B.Com. - Financial Markets
- B.M.S. - A Graduate degree in Management.
- M.Com - A Post-Graduate degree in Commerce.



The College is housed on 123, Dinshaw Wachha Road, Churchgate, Mumbai - 400 020. It has the following amenities:

- Common Rooms and Activity Rooms
- State-of-art Conference Room
- Seminar Room
- Library with open-shelf facility and Reading room
- Computer Centre
- Teaching Material Centre(TMC)
- Student Counselling Centre
- Students' Canteen (Butterfly Cafe)
- HR Gym

Students are required to maintain cleanliness and upkeep of the building and its classrooms.

HR OFFICE

- The office is located at ground floor of the college building.
- The regular office timings are from 9.00 a.m. to 5.00 p.m. - Monday to Saturday
- Payments are accepted and made from 9.30 a.m. to 12.30 p.m except on Saturdays.
- Students are requested to tender exact amount to get quicker service.
- A special Enquiry Counter has been installed where all queries may be addressed.
- Forms must be presented personally by students concerned and filled carefully and completely to avoid delays.
- Students may refer complaints to the Registrar or Office Superintendent.



FACULTY

Dr. Indu Shahani, Ph.D., M.Com., DHE
Ms. A. Pillai, M.Com., LL.B., B.Ed.
Ms. D. Bhatia, M.Com., B.Ed.

Principal
Vice-Principal (Jr. College)
Vice-Principal (Jr. College)

Teaching faculty - Junior College

COMMERCE

Ms. A. Pillai, M.Com., LL.B., B.Ed.
Ms. L. Sharma, M.Com., B.Ed.
Ms. L. Pillai, M.Com., B.Ed.
Ms. B. Sharman, M.Com., B.Ed.
Ms. R. Malhotra, M.Com., B.Ed.

ACCOUNTANCY

Ms. K. Shah, M.Com., B.Ed.
Ms. D. Bhatia, M.Com., B.Ed.
Ms. R. Verma, M.Com., B.Ed.
Mr. N. Mehta, B.Com., F.C.A.

ENGLISH

Ms. M. Ghosh, M.A., B.Ed.
Ms. A. Gandhi, M.A. B.Ed.
Ms. M. Bothra, M.A., M.Ed.
Ms. M. Rodricks, M.A. B.Ed.

ECONOMICS

Ms. S. Abdulla, M.A., M.Phil., DHE.
Ms. A. Sawant, M.A., M.Com., B.Ed.
Ms. M. Iyer, M.A., B.Ed.
Ms. S. Deshpande, M.A., B.Ed.

REGISTRAR

Mr. S. Jagtiani

LIBRARIAN

Ms. M. Naik, B.Sc., M.Lib.Sc.

FRENCH

Ms. M. Ganguli, M.A., B.Ed.
Ms. B. Multani, M.A. B.Ed.

HINDI

Ms. S. Shahe, M.A., B.Ed.

MARATHI

Prof. (Ms.) B. Kanpile, M.A., B. Ed.

IT

Ms. Anuradha Shivkumar, MCA

MATHS & STATISTICS

Ms. B. Shah, M.Sc., B.Ed.
Ms. M. Bharne, M.Sc., B.Ed.
Ms. D. Acharya, M.Sc. B.Ed.

PHYSICAL EDUCATION & SPORTS

P. K. Singh, M.P.Ed., B.Sc., P. G.
Dip. in Sports Science & Nutrition,
N.I.S. in Hand-ball & Tennis

ASST. LIBRARIAN

Ms. M. Riswadkar, M.Lib. Sc.

IMPORTANT CIRCULAR

For FYJC Admissions 2005-2006

Students desirous of seeking admission to this college should please note that it has been the practice of H.R. College to admit students of very high quality and also to promote personality development and all-round progress to inculcate National Character and discipline.

Accordingly, in addition to marks at the last qualifying public examination, weightage may also be given to the aptitude of students for the particular stream, extra-curricular activities, their participation in sports for admission to college. The applicants may have to appear for personal interview.



ELIGIBILITY CERTIFICATE

(R. 80)

1. Students seeking admission to the Junior College Classes and who have passed the public examination of the Statutory Boards, recognised bodies and universities outside Maharashtra State will have to produce the following documents for admission as well as eligibility purpose:

1. Admission form with one photograph pasted and four pinned on the top of the form.
2. Address slip with email address
3. Student's form
4. Original marksheet with 2 xerox copies
5. Original Passing Certificate
6. Original School Leaving Certificate /Transfer Certificate
7. Original Migration Certificate
8. Transcripts of Syllabus of the subjects passed.

2. The Divisional Secretary shall issue Eligibility Certificate on receipt of the above documents.

MIGRATION CERTIFICATE FOR

ADMISSION (R.81)

A migration Certificate from any other statutory Board, recognised body or university conducting the examination passed by the candidate shall have to be produced by candidates coming from other states and seeking admission to first year or second year of a Junior College.

ELIGIBILITY

Statement showing Eligibility of the Students passing various Examinations outside Maharashtra for admission to Junior College in the State.

| Sr.No. | Name of Examination | Eligibility for Admission |
|---------------|---|----------------------------------|
| 1. | Public Examination of Statutory Board 10th Standard in the New Pattern of 10+2+3 outside Maharashtra State (If offered and passed in English) | F.Y.J.C. |
| 2. | XI Std. Home Examination in the new Pattern of +2 outside Maharashtra on Reciprocal basis. | S.Y.J.C. |
| 3. | X class school examination integrated course (agreeing to appear at the 10 year S. S. C. supplementary Examination). | F.Y.J.C. |
| 4. | XII Std. Examination of integrated course outside Maharashtra. | S.Y.J.C. |
| 5. | Old 10 years S. S. C. Examination in Vidharbha and Marathwada with English. | F.Y.J.C. |
| 6. | Old 11 years S. S. C. Examination in Western Maharashtra with English. | F.Y.J.C. |
| 7. | All India Higher Secondary Examination 11 years. Central Board, New Delhi, (C. B. S. E.) | S.Y.J.C. |
| 8. | I. C. S. E. Examination, New Delhi. | F.Y.J.C. |
| 9. | I. S. C. Examination (11 years) New Delhi. | S.Y.J.C. |
| 10. | Secondary School Examination, Rajasthan. | F.Y.J.C. |
| 11. | Higher Secondary Education, Rajasthan. | S.Y.J.C. |
| 12. | Anglo-Indian High School Examination Std. XI, Tamil Nadu, Madras. | S.Y.J.C. |
| 13. | Students failed in P.U.C.P.D.F.Y. (Mumbai) examinations or students of any University in Maharashtra. | F.Y.J.C. |
| 14. | Government Commercial Diploma. | S.Y.J.C. |

(Arts & Commerce Stream only)

ADMISSION CRITERIA

Following documents are to be submitted by the students, at the time of admission, whose names appear in the Merit list

For SSC

Documents Required

- A. Admission form
- B. Original Marksheet with two attested xerox copies.
- C. Original School Leaving Certificate +2 attested xerox copies
- D. One Xerox copy of the First & the Last Page of RationCard (For girls applying for government freeship-staying in Maharashtra for more than 15 years and upto the third child)

For ICSE/CBSE

Documents Required

1. Admission form
2. Application form for Eligibility Form (from HSC Board Office)
3. Original marksheet + 3 attested xerox copies
4. Original Passing Certificate + 3 attested xerox copies
5. Original School Leaving Certificate/Transfer certificate+3 attested xerox copies
6. Original Migration Certificate +2 attested xerox copies
7. Original Character Certificate +2 attested copies
8. Transcript / Syllabus of passed subjects (1copy)
9. Deed of Undertaking on Rs.20/- Stamp paper (Matter pinned with the application form for eligibility as in point Number 2)
10. One Xerox copy of the First & the Last Page of the Ration Card (For girls applying for government freeship-staying in Maharashtra for more than 15 years and upto the third child)

Note: 2 Xerox copies should have original signature of the principal and not rubber stamp signature.

Additional Information

1. The student must affix his recent photograph on the admission form and have 3 more copies of the photograph with him for the identity card and other purposes.
2. He / She will have to pay the fees on the day of admission to F.Y.J.C. Class.
3. Applications of students of this college for admission to S.Y.J.C. must be accompanied by (i) Identity Card of F.Y.J.C. and (ii) Progress Report showing promotion to the S.Y.J.C. Class.

Note:

- i) Students are advised in their own interest, that before submitting certificates, mark sheets etc. in the original to the College office, they should retain true copies of the documents with themselves. **The Original School Leaving Certificate or Transference Certificate will be kept by the College permanently and under no circumstances will it be given .**

Back to the students. Hence, students should keep sufficient number of xerox copies of School Leaving or Transference Certificates with them.

N.B.: If both the standards i.e. the First Year Junior College and the Second Year Junior College are attached to the same college, admission fees will be charged only once at the time of admission of a student to any one of these standards.

Eligible Girls can avail of freeship on production of Xerox copy of first and Last page of Ration Card

Academic Year (The Two Terms)

The Academic year is divided into two terms.

1st Term : 8th June 2009 to 24th October 2009

2nd Term : 16th November 2009 to 30th April 2010.

Winter Break : 26th December 2009 to 1st January 2010.

The College will be closed on Sundays and Public Holidays declared by the Government and on such days as the Principal may declare from time to time.

Mode of Refund of Fees

- (a) If a student informs the institution before the commencement of the academic year that he wants to withdraw and he cannot continue his education in the same institution for any reason, the institution concerned should refund the tuition fees, term fees, laboratory fees (if any) and Library and Laboratory deposits, if any, actually recovered from the student in full. The admission fee may however, be retained by the Institution.
- (b) If a student desires to withdraw and applies for refund of fee after the commencement of the academic year, the institution concerned should retain the admission fee, term fee and laboratory fee (if any), in full and also the proportionate amount of the tuition fee till the end of the month in which the refund is claimed. The remaining amount of tuition fee, if any, should only be refunded. The library deposit and laboratory deposit should also be refunded (For example, if a student applies for refund of fees in the month of July after the academic year has started, he will be entitled for refund of proportionate amount of tuition fees only for the subsequent months, i.e. August onwards, if the tuition fee has been recovered on term basis, and the institution will retain the proportionate amount of tuition fee for the month of June and July only. If however, the tuition fee is recovered on monthly basis the student will not be entitled for any refund of tuition fee for and upto the month of July paid by him. In both the cases, the entire amount of admission fee, term fee and laboratory fee if any, may be retained by the institution. The library deposit and laboratory deposit if any, should however, be refunded in full).

EXAMINATIONS



Four examinations will be held for the F.Y.J.C students in the course of the academic year:

1. **Mid-term Test no. 1** will be held in the month of August. The portion for this examination will be the portion taught upto the last working day before this examination..
2. **The Terminal examination** will be held at the end of the first-term. The portion for this examination will be the entire portion taught during the first-term.
3. **Mid-term Test no. 2** will be held in the second-term. The portion for this examination will be the portion taught from the first working day of the second-term to the last working day before this examination.
4. (i) **The Preliminary Examination** for **S.Y.J.C.** classes only, will be held in the month of January. The portion, pattern and duration of the examination will be the same as prescribed by the Board for the H.S.C. examination.

(ii) **Annual Examination** (i.e. The Second Terminal Examination) for the **F.Y.J.C.** classes only, will be held in the month of March/April. The portion for the examination will be the portion taught during both the terms.

Re-examination of First Terminal / Second Terminal examination is arranged only for those students who inform the Principal, in writing, of their inability to appear for the First Terminal / Second Terminal examination because of ill-health or for reasons beyond their control and to the satisfaction of the Principal.

The detailed programme of the respective examinations showing the duration of each question paper and the number of marks assigned will be put up on the notice board from time to time.

The students should note that their performance in each test /examination will be taken into consideration while promoting them to the next higher class and while sending them up for the H.S.C. examination. Attendance and performance at tutorials will also be given due weightage.

If a student is found copying or using unfair means in any paper/subject at an examination, and the unfair means committee after enquiry finds him guilty, the student shall be expelled from the examination and the performance of such a student in the entire examination, including the paper/subject, if any, for which the student has already appeared, shall be treated as null and void, and for the purpose of the computation of the final result, the students shall be treated to have scored “zero” marks in each of his/her papers/subjects at the examination, and shall

FINAL EXAMINATIONS

There will be no public examination at the end of the first year of the Junior College.

The Annual examination at the end of the first year will be an internal examination. There will be public Examination (Higher Secondary Certificate Examination) at the end of the second year. This examination will be held under the auspices of the Maharashtra State Board of Secondary and Higher Secondary Education.

College Examinations and Tests

There will be college examinations and tests which will be announced from time to time. Attendance at all these examinations and tests is compulsory. Students have to show satisfactory progress at the examinations and the tests as these will be taken into account at the F.Y.J.C. annual examination.

Attendance at all lectures and tutorials held during the academic year is compulsory. Tutorial exercises written by a student in the course of the year will be taken into account in determining the satisfactory progress of the student at the end of the year.

Rules of Promotion at the F.Y.J.C. Annual Examination

The rules of promotion are as under:

1. Minimum marks for passing in a subject will be 35%.
2. There shall be no concession of A.T.K.T. at the F.Y.J.C. level.
3. The result of the First Year of Junior College (Std. XI) class will not be decided on the marks obtained in the annual examination alone. According to the prescribed standards of evaluation, equal weightage will be given to:
 - (a) First Terminal Examination.
 - (b) Annual Examination and
 - (c) Unit Tests.

The Final result of the student will be based on the average marks $\frac{a+b+c}{3}$

4. There shall be no re-examination in the case of students who have failed.

5. Candidates who have failed at the first year Junior College examination shall have the option to claim exemption in the subjects in which they have secured minimum passing marks.

6. In the case of students of standard XI 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 the terminal examination by setting a different question paper as early as possible but in any case before the end of 2nd term on dates and timings convenient to the College.

If a candidate fails to appear for terminal examination the second time his result at the annual examination shall be decided on the average marks:

$$\frac{a+b+c}{3} \quad \text{and not} \quad \frac{b+c}{2}$$

7. A candidate must secure minimum 35 marks out of 100 in each of the two compulsory languages, Environment Education and in each of the four optional subjects.
8. If a candidate appearing in all the subjects and fails in one or more subjects, his deficiency of marks in maximum 3 subjects to a minimum of 30 marks but not exceeding 10 marks in any one subject, shall be condoned for the purpose of passing the examination.

H.S.C. Examination (at the end of the second year) and other fees (R. 94)

| | |
|----------------------------|------------|
| Examination | Rs. 245.00 |
| Late Application Fees | Rs. 25.00 |
| Statement of Marks | Rs. 10.00 |
| Application Form | Rs. 5.00 |
| H.S.C. Passing Certificate | Rs. 10.00 |
| (For IT students only) | Rs. 200.00 |
| Maths Practical | Rs. 15.00 |

510.00

Admission to the Examination Hall (R. 96)

- I.a Every candidate admitted 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.
- I.b The Admission Card shall be issued to the candidate before he/she appears for the Examination on behalf of the Divisional Board by the Head of the Junior College and signed by the candidate in the presence of the Head of such Junior College.
- I.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/herself as to the candidate's identity by making enquiries to corroborate the information available to him from the list of candidates.
- I.d The conductor shall issue to the candidate a permit signed by him, to be presented by the candidate on subsequent days of the Examination.
- 1.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.
- 2. 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 the starting of the paper.
- 3. No candidate suffering from any infectious or contagious disease shall be admitted to the Examination Hall. If any such case is brought to the notice of the Conductor of the Examination, he will make separate arrangements for his / her seating.

Eligibility of Regular Candidates to appear for the Examination (R. 88)

A candidate attending the Second Year of Junior College class shall be eligible to appear for Higher Secondary Certificate examination to be held at the end of the Second Year of Junior College on fulfilling the following conditions:

- I.a In case of February or March examinations, he / she should have attended the final standard of one or more recognized Junior college for not less than 75 per cent of the working days, separately in two different terms.

Provided that, a candidate who does not fulfill the requirement of the minimum attendance of 75 per cent separately as stated above, and whose deficiency is not condoned and who is thus not admitted to the examination or whose very application for admission to the examination is not forwarded by the Head of the Junior College on account of likely deficiency in attendance or whose application was withdrawn under Regulation 93 (8) shall make up the deficiency in attendance, either:

- (i) during the first part of the next academic year, if he/she intends to appear for the examination in the following October or November

OR

- (ii) during the first or second or both parts of the next academic year, if he /she intends to appear at the examination in the following March or April.

- I.b The Divisional Chairman, may, for special medical reasons or circumstances beyond the control of the candidate as certified by the Head of the Institution or suo-moto, condone a deficiency in the percentage of attendance prescribed under clause (a) above, upto 15 percent. The Divisional Chairman, may on the merit of the case condone such deficiency either in Part I or Part II or in both the parts separately, provided that, the Divisional Chairman on recommendation of the Head of

the Junior College concerned may condone deficiency in attendance beyond 15 per cent, in respect of a student who represents India or Maharashtra in any International, National or Inter-State Sports or games held in India or abroad to the extent the student is required to remain absent from the Junior College for such participation.

- 1.c The Head of the Junior College concerned, shall withdraw under Regulation 93(8) on or before the date prescribed therein, forms of application forwarded to the Divisional Board's office in respect of those candidates who do not fulfill the conditions laid down under provision to clause (a) above, unless the deficiency in attendance is condoned by the Divisional Chairman in cases referred to him by the Head of the Junior College on or before 20th February or 20th September as the case may be with statement of attendance of each such candidate in the form prescribed by the Divisional Board.
2. The Head of the Junior College has certified that:
 - (a) he has kept the prescribed attendance as laid down under Clause (1) (a) above.
 - (b) to the best of his knowledge, the candidate is a fit person as regards character for admission to the examination. Where in the opinion of the Head of the Junior College, the character of any candidate is not good, he shall nevertheless forward the application of the candidate to the Divisional Board, after endorsing thereon the reasons for forming such opinion, with the instance (if any) in support thereof. All such applications shall be considered by the Standing Committee which shall, on merits of each case, decide whether the candidate be permitted to appear at the Examination or not, and the decision of the Standing Committee shall be final.
3. Every candidate attending the Second Year of Junior College Class, if he / she makes a proper application to the Divisional Board for appearing at the Examination, if he / she satisfies the condition laid down in this Regulation regarding attendance and completing practical work (if any) and if the Head of the Junior College certifies that he / she is a fit person as regards character, for admission to the examination or where such a certificate is not given, the Standing Committee decides that the candidate be permitted to appear at the Examination, then such a candidate shall have the right to be admitted to and to appear for the Examination.
4. Where a proper application is made by the candidate to the Divisional Board for appearing at the Examination, and the conditions regarding attendance and completing practical work (if any) are satisfied, the application shall not be withheld by the Head of the Junior College on any other ground.
5. Every candidate (whether private or regular) shall abide by the instructions which the Divisional Board may, from time to time, issue through the Heads of Junior Colleges regarding submission of application forms, admission to the Examination Hall and discipline during the course of the Examination. Any breach of such instructions will render a candidate liable for action under Regulation 91.

CONCESSION TO SPECIAL CATEGORY OF STUDENTS



Blind, Deaf, Dumb, Spastic, Physically Handicapped children and those with learning disabilities (Dyslexia, Dyscalculia, Dysgraphia) are granted the following concessions by the Maharashtra State Board of Secondary and Higher Secondary Education, Pune, vide its circular Number. SV/Br.M/Regulation 5907, 8th July 1999.

1. Spastic Candidates shall be given extra two hours to solve the question paper and learning disabled candidates shall be given extra one hour to solve the question paper. These candidates shall be permitted to write the answer scripts or they shall be permitted to take help of writer for full paper or part of the paper in case the candidate feels tired or too exhausted while writing the paper. The writer will be provided in consultation with the Head of the Institution concerned. The writer shall be persons not directly concerned with teaching the candidates but are able to understand the candidates' speech. They shall be chosen very carefully and instructed to write down exactly what the spastic, learning disabled candidate says to them. Before the examination commences, an undertaking shall be taken from the writer to the effect that there will be no misuse of the concession.

The institution shall arrange to provide tables and chairs (specially made for such students) etc., if necessary without any charge to the Board. However the supervision charges at the time of examinations will be borne by the Board.

2. These candidates will be given nearest examination centre, of their choice and further seating arrangements of these candidates shall be made in a separate room.
3. In the case of deaf and dumb and learning disabled candidates, teachers from the Junior college concerned may be permitted for a period of maximum 15 minutes to explain the question paper to the concerned candidates, in the examination hall.
4. In the case of Blind, Deaf, dumb, Physically disabled spastics and learning disabled candidates selecting vocational course a certificate of having completed the course satisfactorily issued by the Head of Institution specially recognised for imparting education to such students shall be considered valid for HSC Examinations.
5. Blind, spastics, physically disabled and learning disabled candidates shall be exempted from drawing figures, maps and graphs etc. and the marks for these, shall be proportionately increased. However all these candidates will have to appear for practical examinations in the respective subjects.

SCHOLARSHIPS



Students of the Junior College may apply for E.B.C. concessions and scholarships, Open Merit Scholarships, National Scholarships etc., if they are eligible for them as per the rules laid down by the Government. For details contact the Professor-In-charge.

Application for Scholarship and remission of fees or other concession will be considered only after the applicant has been admitted to the College and has paid fees in full for the academic year. The committee will decide for the same. The freeships and scholarship are subject to regular attendance, satisfactory performance and good conduct.

Note:

1. E.B.C., P.T.W.F., S.T.W.F. etc. should apply for concessions simultaneously with admission to College.
2. No student will get double concession i.e., either two scholarships and fee concession simultaneously.

Students who do not apply for Scholarships or Freeship for which they are eligible, will under no circumstances be considered for remission in fees by the College.

Scholarships & Concessions

- 1) National Merit Scholarships.
- 2) State Government Open Merit Scholarships.
- 3) Govt. of India Scholarships and Freeships to B.C. Students.
- 4) E.B.C. Freeships.
- 5) Freeships to the children of Armed Forces and Freedom Fighters.
- 6) Freeships to the children of Primary School Teachers.
- 7) Freeships to the children of Secondary School Teachers.
- 8) Students' Aid Fund concessions for deserving students.

NOTE:

Eligible SC/ST students will be charged fees as per the government rules. Scheduled Caste and Scheduled Tribes students are also eligible for Government of India Scholarships. All possible help and guidance will be given to them to get these Scholarships/Freeships sanctioned for them.

STUDENTS' AID FUND

The Students' Aid Fund of the College gives all possible assistance for paying tuition fees, examination fees, etc. to all poor, needy and deserving students. Prescribed forms must be obtained by the desirous students on time and must be submitted latest by the month of July.

The Students' Aid Fund has a Book Bank too. Needy students can borrow sets of books, after duly sanctioned for the duration of the academic year, on the basis of refundable deposit. Further details can be ascertained from the Professor In-charge, Book Bank.

JR. COLLEGE PROFILE



OPEN HOUSE

A Unique platform for a dialogue between parents, students and teachers. The Open Houses are held periodically to provide opportunity to parents to interact with the Principal and teachers and get first hand progress reports of their wards. HR recognises the fact that students undergo a major change in their career as they come out of school and enter Junior college where the environment is of self-discipline. Naturally every parent is interested to know how his/her ward has adapted to this change. HR invites parents to visit the college periodically and provide an opportunity to interact with the teachers, and get a feedback. A Teacher is assigned as a mentor to the students.



Career Orientation Program

To make the students aware about the various career options available to them after their SYJC, we at H R College annually organize a 'Career Orientation Program' for them while they are in SYJC. This program is conducted in the 1st week of July and includes powerpoint presentations on Subjects like 'BMS Degree Course' the 'BAF' and 'BBI' Degree courses and also Add on Courses like Travel & Tourism, Advertising and Tax Practices. Students are encouraged to ask questions and all their queries are answered promptly and in detail. It gives the students a holistic idea about the available career options and encourages them to be focused and goal oriented.



Grade Improvement Program

This is a unique program initiated at Junior College for the “not so bright” students with the aim of enhancing their grades in SYJC. These students are identified on the basis of their FYJC annual results. A preliminary meeting of these students, their parents and teachers is organized. Extra examination and tests are conducted for these students and a relationship of “mentor and mentee” is built and maintained between these students and teachers.

Public Speaking Workshop

To enhance self-confidence & overcome nervousness & stage fright. Public speaking is a necessary requirement in many a competitive exam, start early to give you an added edge.



Computer Workshop

To create Computer Awareness among students, the HR Computer Lab is equipped to facilitate learning.

Communication Skills Workshop

To inculcate effective communication skills, the programme highlights important facets in communication, making students aware that effective communication is a must.



Maths Workshop

To develop mathematical expertise and be one up. Maths quizzes are also conducted to make learning interesting as well as fun-filled.

French Conversational Course

To Provide an opportunity to speak a foreign language and be fluent in it. Not only do we have an effective instructor but we also have the Linguaphone to help students acquire the correct accent.

PHYSICAL TRAINING, GAMES, & SPORTS

Sports, an important component to all-round development, is a must for every successful student. The College encourages student participation in sports at all levels - Local, National and International. The college invites coaches in different areas for physical training and fitness of the students. Training is given on Campus or at selected venues with appropriate amenities for the respective sports.

Activities covered are : Indoor games. Table Tennis, Badminton, Chess, Carom, Football, Cricket, Swimming, and Skating. All interested students should contact our Sports Director for further information.

Various Clubs in Junior College

Students are encouraged to join different Clubs / Associations as HR believes in imparting holistic education. They get an opportunity to hone their leadership skills, communication skills and enhance their self confidence.

1. Young Minds : A council of the Junior College Students, the body was formed with the objective of developing leadership skills and decision making abilities of our young students. The students skills in event management also come to light as does their creativity and innovative thinking. The club engages in many a activities that allows its members to develop various facets of their personality. Being a representative students body the club also inculcates values of social responsibility and moral obligation. All this is achieved in a fun filled way lots of laughter, enthusiasm and joy.

2. Hindi Sahitya Parishad : is an association which promotes Literary and Cultural activities in our National Language. It provides a platform for its students to participate and organize events like Essay Competition, Hindi Debates, Gul-E-Gulzar, Dance Competition, One Act Plays, Antakshari etc.

3. French Club : Encourages students, who have taken French, to come together and organize activities like French Festival, Book Reviews, etc.

4. Cascade Club : The College regularly organizes Competitions, spanning a variety of activities : Elocution, Debates, Rakhi-Making, Card-Making, Mehendi, Poetry-Recitation, Poetry-Writing, Essay-Writing, Poster-Making and Calligraphy.

LIBRARY GUIDE



In keeping with the times, the library has been thoroughly revamped with an air-conditioned reading room. As per the mission of the college our library is committed in providing information in this age of knowledge revolution.

The library has a collection of more than 47,000 books and 89 periodicals. It also has a collection of Audio-Visual materials, CD-ROMs, Floppies, maps etc..A language laboratory has been started to teach Indian and Foreign Languages.

The Library is kept open from 8 a.m. to 6.30 p.m. throughout the year except on Sundays and Public Holidays. However it also functions by special arrangement on Sundays and public holidays when exams draw near. 6.30 p.m. onwards special classrooms are kept open as night reading room.



Every bonafide student of this College may become a member of the library. No library fee is charged. A Library Borrower's Card is issued to every student on submitting the identity card and the First Term Fee Receipt. These Borrower's cards will be maintained in the Library. An ex-student may be allowed to use library facilities after obtaining permission from the Principal.

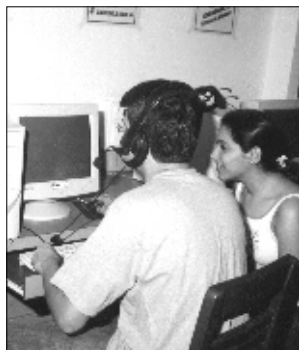
HOW TO LOCATE A BOOK

Books in the library have been classified according to the Dewey Decimal Classification Scheme. Signboards bearing the names of particular subjects are displayed on the cupboard.



The Library follows the open access system.

The Library maintains Three types of catalogues in card form : (1) Author Catalogue (2) Title Catalogue (3) Shelf List. (Arranged Class-wise according to Classification Scheme). Books are generally catalogued under the surname of the author and in case of Government and Institutional Publications, under the name of that particular country or institution. Catalogue cards are arranged alphabetically. Recent arrivals are displayed in the Library Display Cupboard. The catalogue has also been put in computerised form. The library uses SLIM package with which books can be located via different access points like author, title, keyword, publisher, etc.



USE OF BOOKS

Readers are requested to use the books with care. They should not do any marking with pen or pencil in the books, nor should they fold pages, nor try to remove pages from books and magazines or take any material without being issued out of the library. For serious study a calm and peaceful atmosphere is necessary and we therefore, request the readers to help us maintain such an atmosphere in the Library. Students should refrain from causing disturbance to others or else they will be denied access to library facilities.



RE-ISSUE OF BOOKS

The books must be returned to the library on the date marked on the date slip at the end of the book. As a rule, a book will not be re-issued on the day on which it is returned. It may be issued the next day, if there is no other claimant for it.

BOOKS FOR INTERNAL READING

A considerable number of textbooks and help books for various examinations are kept apart for internal reading in the Reference Section. Books from Reference Section must not be taken out of the Library under any circumstances and should be returned on the same day before 6.30 p.m. In case the book is not returned on the same day a fine of Rs.5/- shall be charged. If the book is not returned on the next day the default will be reported to the Principal.

DAMAGES AND LOSS

Every borrower is supposed to check the pages of the book before getting it issued. The last borrower shall be held responsible if the book is found damaged. If a borrower loses the book he shall have to pay the market price plus replacing charges.

PENALTIES FOR DEFAULTS

The fine for overdue books will be
Rs.1.00 per day for one week of overdue period.
Rs.2.00 per day for next one week of overdue period.
Rs.5.00 per day for next period of overdue.
For reference books the fine would be Rs.5.00 per day.

TERMINATION OF MEMBERSHIP

The membership of the library will be cancelled immediately if a person is found guilty of violating wilfully the rules and regulations of the library. Facility of issuing books for home reading can be suspended if a borrower is in the habit of retaining books overtime.

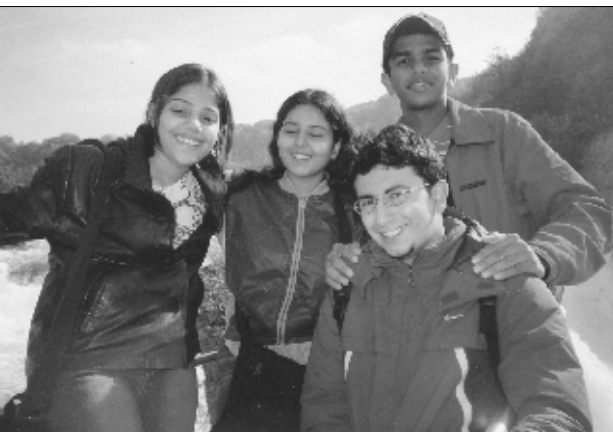
CLEARANCE CERTIFICATE

At the end of the second term all books must be returned to the library. However, by special provision, books would be issued during examination period. The Librarian will issue a 'NO DUE' CERTIFICATE to a borrower who has cleared his / her account. This is necessary for obtaining the refund of Student Deposit from the College Office.

TEACHING & LEARNING MATERIALS CENTRE

The Teaching & Learnings Materials Centre (TLMC) is a curriculum laboratory which provides resources aimed at improving the teaching and learning process. The TMC has activity guides, simulation games, instructors manual, cassettes, slides, curriculum guides, multimedia kits, video discs etc.

STUDENT DOCUMENTS



Identity Card

After admission, each student will be given on a nominal charge his / her Identity Card, to which he / she must affix his / her photograph and obtain the signature of the Principal. Students must always be wearing their duly completed Identity Card in the College premises.

They will not be allowed to attend classes or enter the Library or attend College functions unless they have their regular Identity Card with them. The same is required even by students and Ex-students at the College & Board Examinations. Surprise checks of Identity Cards will be held periodically.

Loss of Identity Card should be reported to the College Office in writing without delay with a statement of the circumstances in which it was lost. Penalty will be charged for the issue of a duplicate Identity card.

Railway Concession

All students (male students below 25 years and all lady students) are eligible for concession on railways for local journeys between the stations nearest to the place of their residence in Mumbai and the College (Churchgate/CST). As per the railways rules, students cannot avail local concession (after the annual examination) when lecture or assignment are not in progress.

Long journey Railway concessions will be granted only during vacation according to rules published by the Railways, for journeys between their place of permanent addresses correctly filled in the Admission forms. The place of permanent residence, in the application for admission means the place where the student and / or his parents normally reside. This address will not be allowed to be changed during the academic year, unless there is a change of residence which has to be intimated to the office. Forms for above concessions are available at the College office.

GUIDELINES FOR ADMISSION



- A) While deciding merit the college will consider:
- Performance at the last examination and also previous record.
 - Performance at extra-curricular activities like cultural activities, sports at State and National level, N. C. C., N.S.S.
 - Personal interview.
- B) 50% of total number of seats will be reserved for Sindhi students.
- C) Admissions to SC/ST students as per rules
3% of the seats from the quota will be reserved for the following categories of students:
- wards of officers / executives on transfer. State and Central both private and Govt. services.
 - children of defence personnel currently in service or retired.
 - physically handicapped students / other medical problems.
 - children of freedom fighters.
- D) After admitting students according to B & C criteria as stated above, rest of the seats will be given first to in-house college students.
- E) After giving admissions to in-house students, if seats are left, the same will be given to outside students on merit.



- F) While admitting the outside students preference should be given to:
- Students coming from Higher Secondary Schools which have no colleges attached to them.
 - Very high merit-holder students with no financial support.
 - Children of NRIs.
 - Children of Past students.
 - Students staying in the vicinity of the college.



- G) Cut-off points for admission of Sindhis and non-Sindhis along with the list of students called for interview will be put up on the Notice Board.
- H) Schedule of dates for Admission and fee acceptance offers will be put up on the Notice Board.
- I) Since admission to college is decided on various criteria students are advised to submit along with their form xerox copy of marksheet, copies of testimonials and certificates and any other information as per the above guidelines.

If they have not attached copies with admission form then the same must be brought at the time of interview.

- J) Personality proforma will be issued to students along with the admission form to enable them to write details of their academic excellence, their participation in extra-curricular activities and also to provide details of information as per guidelines F.

This filled in personality proforma of student will enable the interview committee to give proper weightage on different points and decide about the merit of students.

- K) The Principal is empowered as per section 65 of the Mumbai University Act of July, 1994 to refuse admission of student even if he has merit otherwise, if he doubts his character, or feels that student's association with the institution is not desirable due to various reasons.

Every care has been taken to ensure transparency and objectivity in admission process. The College imparts the best quality of education and produces citizens of national character, discipline and integrity with the highest proficiency in their profession.

Following the guidelines of the H. S. N. C. Board, the college reserves the right to manage and administer the working of H.R. College in accordance with Article 30 (1) of the Constitution of India with the sole object of achieving academic excellence.

GENERAL INSTRUCTIONS

- 1) Every student must obtain on admission, his Identity card which must have his/her photograph duly attested and should be wearing it around his/her neck at all times. Every student will have to submit two copies of his/her latest photograph of Passport size at the time of admission.
- 2) Students must attend lectures and tutorials according to the time-table on all working days of the college. Students must not absent themselves from lectures, tutorials and examinations without prior permission of the Principal.

STUDENTS ARE WARNED THAT IF THEIR ATTENDANCE AT LECTURES AND TUTORIALS IS UNSATISFACTORY, THEIR NAMES WILL NOT BE CONTINUED ON THE COLLEGE ROLLS.

- 3) In case of illness, a student must apply for leave, as soon as possible, with a doctor's certificate. He / she must personally report to the Principal on resuming college.
- 4) Students must not attend classes other than their own without the permission of the Principal.
- 5) Students must not loiter on the college premises while classes are going on.
- 6) Smoking is strictly prohibited on the College premises.
- 7) Students shall do nothing either inside or outside the College that will, in any way, interfere with its orderly admission and discipline.
- 8) No Society or Association shall be formed in the College and no person invited to address a meeting without the Principal's prior permission.
- 9) No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study notes, charity or any other activity without the prior sanction of the Principal.
- 10) In College debates and other meetings, the Chair must be taken by a responsible person approved by the Principal and the subject of debate must have the prior approval of the Principal.
- 11) No student will be allowed to take active part in current politics.
- 12) No student shall communicate any information or write about matters dealing with the College administration to the Press.
- 13) Students are expected to take proper care of the College property and help in keeping the premises neat and clean. Doing damage to the property of the College, e.g. disfiguring walls, doors, fittings or breaking furniture etc. is a breach of discipline and the guilty will be duly punished.
- 14) Students should not leave their books, valuables and other belongings in the class-rooms.

GENERAL INSTRUCTIONS

- 15) The College is not responsible for lost property. However, students may make claim for lost property at the office, if it is deposited in the College Office.
- 16) Students applying for certificates, testimonials, etc. and those requiring the Principal's signature on any kind of documents or application should first contact the College office. No papers should be brought by students directly to the Principal for his/her signature.
- 17) Students requiring certificates or testimonials in regard to their performance and progress in a subject should apply through the Professor-In-charge to college.
- 18) If, for any reason, the continuance of a student in the College is, in the opinion of the Principal which shall be final, detrimental to the best interest of the College, the Principal may ask such a student to leave the College without giving reason for this decision.
- 19) Students joining the College are bound by the Rules and regulations of the College.
- 20) Insubordination and unbecoming language or misconduct on the part of a student are sufficient reasons for his suspension or dismissal.
- 21) Students receiving Government or College Scholarships or any remission in fees must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at College and Board Examinations.
- 22) All College activities have to be organized under the guidance and supervision of the Principal and Professor-In-Charge.
- 23) Students must not associate themselves with any activity not authorized by the College Principal. Serious view will be taken of students found organizing or participating in such unauthorised activities.
- 24) Students using unfair means at examinations will not be readmitted to the College.
- 25) It is the responsibility of the students to read the notice-boards regularly for important announcements made by the College office from time to time. They will not be excused or given any concession on grounds of ignorance.
- 26) Use of cell phones and chewing of gum in class will not be permitted.
- 27) Students are required to carry the necessary text books to class to facilitate learning.
- 28) Matters not covered by the existing rules will rest at the absolute discretion of the Principal.

CALENDAR OF EVENTS 2009-10

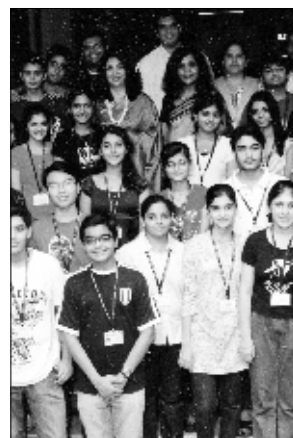
| | Day | Date | Event |
|------------------|----------|-------------------|--|
| JUNE | Mon | 8 | SYJC Re-opens & Lectures begin |
| | Mon | 06 to 13 | SYJC Career Orientation Programme |
| JULY | Tue | 07 | Guru Purnima (H.S.P) |
| | Tue | 14 | French National Day |
| | Fri | 17 to 18 | FYJC Orientation (YM) |
| | Mon | 20 | FYJC Lectures begin |
| | Fri | 24 | Essay Competition (H.S.P) |
| | Mon | 27 | SYJC Defaulter's list |
| | Thur | 30 | Rakhi / Card Making Comp (Cascade) |
| AUGUST | Sat | 01 | SYJC Open House |
| | Tue | 04 to 05 | Chocolate Day (RCHR) |
| | Thur | 06 | Mehendi Competition (Cascade) |
| | Fri | 07 | Debating Competition (Commerce Club) |
| | Sat | 15 | Independence Day (Cascade) |
| | Thur | 20 | FYJC Units - English & Economics |
| | Fri | 21 | FYJC Units - Languages / IT & Accounts |
| | Sat | 22 | FYJC Units - O.C & SP/Maths & Assignment |
| | Mon | 24 | FYJC Units - E.E & Vivas |
| Tue | 25 to 27 | FYJC - Vivas | |
| SEPTEMBER | Tue | 01 | Prom nite (RCHR) |
| | Wed | 09 | Standup Speak up (Code) |
| | Fri | 11 | Gule-Gulzar (H.S.P) |
| | Wed | 16 | Rose Day (YM) |
| | Tue | 22 | FYJC Defaulters list |
| | Sat | 26 | FYJC Open House |
| | Thu | 24 to 29 | SYJC Vivas |
| | Wed | 30 | Terminal Exam FYJC Maths - I |
| OCTOBER | Thur | 01 | SYJC Maths - I & II / SP |
| | Sat | 03 | FYJC - O.C |
| | Mon | 05 | SYJC - Economics |
| | Tue | 06 | FYJC - Accounts |
| | Wed | 07 | SYJC - Languages & IT |
| | Thur | 08 | FYJC - English |
| | Fri | 09 | SYJC - English |
| | Sat | 10 | FYJC - Maths II & SP |
| | Mon | 12 | SYJC - O.C |
| | Tue | 13 | FYJC - Languages & IT |
| | Wed | 14 | SYJC - Accounts |
| | Thur | 15 | FYJC - Economics |
| | Tue | 20 | SYJC - E.E |
| | Wed | 21 | FYJC - E.E |
| Sat | 24 | Term End Meeting. | |



P.S :- The above schedule is subject to change.

CALENDAR OF EVENTS 2009-10

| | Day | Date | Event |
|-----------------|-----------|-----------------------|--|
| NOVEMBER | Mon | 16 | College Re-opens |
| | Wed | 18 | Comquiz Elims |
| | Thur | 19 | Fun N Fair (YM) |
| | Fri | 20 | Essay writing (Code) |
| | Sat | 21 | SYJC Paper Distribution |
| | Mon | 23 | Comquiz Finals |
| | Tue | 24 | SYJC Meeting with Toppers & Failures |
| | Wed | 25 | French Fiesta |
| Mon | 30 | FYJC Defaulters list | |
| DECEMBER | Tue | 01 | Sports Day |
| | Sat | 05 | FYJC - Open House |
| | Mon | 07 | SYJC Defaulters list |
| | Sat | 12 | SYJC - Open House |
| | Mon | 14 | Mix / Match Day |
| | Tue | 15 | Indo - Western Day |
| | Wed | 16 | Black / White Day |
| | Thur | 17 | Sari / Tie Day |
| | Fri | 18 | Denim Day / Movie (French Assignment) |
| | Sat | 19 | Traditional Day |
| Mon | 21 to 23 | SYJC Maths Practicals | |
| JANUARY | Mon | 04 | SYJC Prelims - Maths - I with Practical / SP |
| | Tue | 05 | SYJC Prelims - Languages & IT |
| | Wed | 06 | SYJC - Prelims English |
| | Thur | 07 | SYJC Prelims - Accounts |
| | Fri | 08 | FYJC Scantron - English & E.E & Eco |
| | Sat | 09 | SYJC Prelims - Economics |
| | Mon | 11 | FYJC Scantron - O.C & Lang / IT & P.E |
| | Tue | 12 | SYJC Prelims - O.C |
| | Wed | 13 | FYJC - Scantron O.C & Accounts |
| | Fri | 15 | SYJC Prelims - Maths - II |
| Sat | 16 | SYJC - E.E | |
| FEB | Mon | 01 | FYJC Defaulters list SYJC Prelims Paper Distribution |
| | Tue | 02 | SYJC - Meeting with Toppers & SYJC Board Maths Practicals & Vivas |
| | Wed | 03 | SYJC Board Maths Practicals & Vivas |
| | Sat | 06 | FYJC Open House |
| MAR | Last Week | FYJC Annual Exams | |
| APR | | FYJC Results | |



P.S :- The above schedule is subject to change.