

Mula Education Society's
Arts, Commerce and Science College, Sonai
Tal. Newasa, Dist. Ahmednagar, Maharashtra

POLICY AND PROCEDURES FOR ADMISSIONS

I. Preamble

Mula Education Society's Arts, Commerce and Science College, Sonai, is committed to impart quality education services to under-graduate and post-graduate students. In tune with the Institution's mission, "Dissemination of Education for Knowledge, Science and Culture" and "*Jo Je Vanchhil To Te Laho*" (May whatsoever aspirations of those be fulfilled), the institution has framed the 'Education Policy', which ensures that admissions are provided to all students, irrespective of their caste, creed, religion and economic conditions.

II. Purpose:

The purpose of "**Policy and Procedures for Admissions**" is to define the rules, eligibility, procedures for admissions and selection criteria to various undergraduate and postgraduate programs offered by the Arts, Commerce and Science College, Sonai, in the form of a public written statement and make available to all stakeholders so that they can take informed decisions regarding admissions in the institution.

The policy also enables the institution to constantly improve its quality and expand its academic horizons in the field of higher education. It also ensures that students of this institution are provided value based, quality education and help in fulfilling their aspirations so that they will become very good citizens, and contribute significantly to the development of the nation.

III. Admission Policy:

1. Admissions are provided to all students, irrespective of their caste, creed, religion and economic conditions.
2. Government of Maharashtra's Reservation policy is strictly followed while admitting students to all programs offered by the college.

3. Out of the total available seats for each academic program, 52% seats will be reserved for reserved/ backward communities / categories, 3% seats are reserved for physically handicapped students. However, if these seats are not filled in the scheduled period, the students from the waiting list of the open category will be admitted.
4. Incentives in the form of fee concessions are provided in admissions for sports persons.
5. A student who has played at National or All India (from parent university) levels and is holding a valid certificate of participation, will be given a fee concession of 90% in his total fee for the programme.
6. A student who has played at State, University or Zonal level and has received a medal (Gold, Silver or Bronze) will be given a fee concession of 80% and those who were just participants in the events mentioned above will be given a fee concession of 70% in his/her total fee for the programme in which he has taken admission.
7. In all the cases holding a valid certificate of participation is necessary.
8. Students availing the benefit of fee concessions, should pay a minimum amount of Rs. 50/-, at the time of admission.
9. Admission will not be granted on duplicate TC. However if the candidate produces an FIR about the lost TC and an affidavit on a stamp paper, he may be considered for admission. The final decision lies with the head of the institution.
10. The institution strictly adheres to the eligibility criteria set by the Savitribai Phule Pune University, Pune while granting admission to various programs offered by it.
11. At the time of admission, the admission committee will scrutinize original documents.
12. Students can appeal about any of their grievances / aspects of the way in which their application for admission was managed.
13. College has the right to cancel any of the programmes into which students are admitted with proper reason, in accordance with its rules and regulations of the parent University and Government of Maharashtra.
14. All admissions granted by the institution will be provisional, until they are confirmed by the University, subjected their eligibility. Admissions to first year of undergraduate programmes (F.Y.B.A. / B.Com. / B.Sc.)are strictly on merit basis.
15. The admission in case of F.Y.B.B.A. / F.Y.B.B.A.(Computer Application) will be given on first come first serve basis.

16. Students seeking admission are given unbiased guidance.

IV. Eligibility Requirements

Since the institution is affiliated to Savitribai Phule Pune University, Pune it strictly follows the eligibility criteria set by the University for granting admission to various programmes offered by it.

A. UG Eligibility Criteria

1. Candidates must have passed 10+2 or equivalent for getting admission into BA / B.Sc. / B.Com / BBA programs.
2. Candidates must have completed 10+2 or equivalent with PCM for getting admission into BCS and B.Sc. in relevant subjects.

B. PG Eligibility Criteria:

- 1) Candidates must have a degree in B.Com for admission into M.Com.
- 2) Candidates must have passed B.Sc. with relevant subject for admission into M.Sc.
- 3) BA with relevant subject is required for MA program.

C. Obtaining Eligibility Certificate from the Parent University

Eligibility certificate is the first document which enables the students to get admission to the chosen programme in the College. Since the college is affiliated to the Savitribai Phule Pune University (SPPU), Pune, a student seeking admission to any of the degree programmes offered by the college, should obtain Eligibility Certificate from the SPPU. If a student is not eligible and not getting eligibility certificate from the University his / her admission will be totally rejected and the money spent by the students and their valuable years are wasted.

In the interests of the students, the college ensures that the admitted students get eligibility certificate from the University. It is the duty of the students to fill and submit eligibility forms and pay required fees to the college in time.

The institution should ensure that the process of obtaining eligibility certificates from the Savitribai Phule Pune University, Pune should be completed expeditiously.

V. Admission Procedures

1. Aspirants, seeking admission to any of the undergraduate/postgraduate programmes offered by this college can apply online by filling in the form available in online mode, in the institutions website.

2. Information regarding admissions is provided in institution's website (<https://www.acssonaicollege.com>) under 'Academics> Admissions'.
3. From academics, select "Admissions" and click on 'Admission Link', (<http://acssonai.vriddhiedubrain.com>), provided in middle of the web page. A student has to register for admission online by providing required information and create a login id and password.
4. Students who were in the college during the previous year, (Students seeking admission to Second and Third year of undergraduate Programs viz., S.Y & T.Y. BA /B.SC /B.COM / BBA / BBACA, shall also apply online for admission.
5. Such students should apply immediately after the declaration of the results of the pertinent examination of the previous year.
6. After filling the online admission form, they shall take out a print-out of the filled-in application (hard copy), and it should be duly signed by the applicant.
7. The students shall attach all required photocopies of documents, in support of their eligibility, to the admission.
8. The hard copy of the filled-in application, duly signed, completed in all respects and accompanied by all requisite documents shall be submitted to the admission committee, appointed for the purpose, on or before the last date notified by the college in the college.
9. The list of requisite documents to be attached to the admission form is given in the next section (V A, B &C).
10. The admission forms which are incomplete or incorrectly filled or submitted late will be summarily rejected.

A. F.Y.B.A. / B.Com. / B.Sc. / B.B.A. / B.B.A. / (Computer Application)/ B. Voc.:

For admission to the above classes, the following documents should be submitted along with admission form by the students who have passed H.S.C. examination from the Maharashtra Board.

- i. Statement of marks (H.S.C.) - attested photo copy.
- ii. School Leaving Certificate Original + photo copy.
- iii. Eligibility form
- iv. Affidavit (Gap Certificate) if applicable
- v. Caste Certificate - attested photocopy

- vi. Income Certificate of Tahsildar - attested photo copy
- vii. Domicile Certificate
- viii. 4 Passport size photographs.
- ix. Photo copy of Aadhaar Card
- x. Photo copy of Voter Identity Card
- xi. Bank Passbook (Nationalized Bank) - front page, photo copy
- xii. Anti-Ragging – Affidavit

B. S.Y. and T.Y.B.A. / B.Com./B.Sc./B.B.A./B.B.A.(Computer Application)/ B.Voc.:

For admission to the above classes, the following documents should be submitted along with admission form.

- i. Statement of marks: Last qualifying exam attested photo copy.
- ii. Caste Certificate - attested photocopy
- iii. Income Certificate of Tahsildar - attested photo copy
- iv. Domicile Certificate
- v. 4 Passport size photographs.
- vi. Photo copy of Aadhaar Card
- vii. Photo copy of Voter Identity Card
- viii. Bank Passbook (Nationalized Bank) - front page photo copy
- ix. Anti-Ragging – Affidavit
- x. The students from other colleges of SPPU, Pune (in addition to above)
- xi. No objection certificate (NOC) from the Principal of the college last attended.
- xii. Application of the Transfer Certificate (addressed to the Principal of the college last attended) with requisite T.C. Fees or, Transfer Certificate original + 1 Photocopy.
- xiii. Eligibility Case Number.
- xiv. Scholarship Award No. if applicable.
- xv. Students from other University - (in addition to the above) 1) Migration Certificate Original + 1 Photocopy each and 2) Eligibility Form.

C. M.A. / M.Com. / M.Sc.:

For admission to the above classes, the following documents should be submitted along with admission form by the students.

- i. Statement of marks of UG. Original +1 attested photo copy.
- ii. Transfer Certificate. Original + photo copy.

- iii. Eligibility form
- iv. Affidavit (Gap Certificate) if applicable
- v. Caste Certificate - attested photocopy
- vi. Income Certificate of Tahsildar - attested photo copy
- vii. Domicile Certificate
- viii. 4 Passport size photographs.
- ix. Photo copy of Aadhaar Card
- x. Photo copy of Voter Identity Card
- xi. Bank Passbook (Nationalized Bank) - front page, photo copy
- xii. Anti-ragging – Affidavit

D. The students from other colleges of SPPU, Pune (in addition to above).

- i. No objection certificate (NOC) from the Principal of the college last attended.
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- iii. Eligibility Case Number.
- iv. Scholarship Award Number, if applicable. The students from other University - (in addition to above)
- v. Migration Certificate Original + 1 Photocopy each
- vi. Eligibility Form

Note:

- 1. All original documents shall be scrutinized at the time of admission.
- 2. The students who have passed HSC examination from other Board/State should provide migration certificate of respective board.
- 3. Students admitted should attend classes regularly.
- 4. Irregular students having less than 75% attendance shall not be allowed to appear for the final examination.

VI. Selection Process:

- 1. The admission form submitted by the applicant is scrutinized by the Admission committee (AC) and if found eligible it is approved by the admission committee. It is then sent to generate the Fees Challan in the college office.

2. The candidate should collect the AC approved application form and challan and pay required fee in order to secure admission. The admission fees should be remitted in the Yash Multi State Bank situated in the campus.
3. The AC approved admission form along with the challan of paid fees should be submitted in the college office on the same day. The candidate is informed about confirmation of his admission in the institution.
4. The admission granted by college is provisional, until it is confirmed by the University.

VII. Implementation of Policy and Procedures:

1. Students applying individually should be made aware of the terms of student admissions policy and procedures by the Admission Committee (AC) of the college.
2. AC monitors the student application and admission process, by providing the materials and means for application to the students.
3. All the applications are processed by the AC in accordance with students Admissions policy and procedures.
4. The entry requirements like student age, academic qualification etc., are looked after by the AC.



Principal

A handwritten signature in blue ink, consisting of stylized initials and a surname.

PRINCIPAL
Mula Education Society's
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