



ADMISSION POLICY





Bahujan Hitay , Bahujan Sukhay!

Janata Shikshan Prasarak Mandal's

**MARUTRAOJI GHULE PATIL ART'S,
COMMERCE AND SCIENCE COLLEGE**

Ahmednagar, 414111 Ph.No. 0241-2779497

Web-www.mgpcollege.com. e-mail-mgpcollege@gmail.com



Online College Code No-C02430

ID No.PU/AN/ACS/111/2009

College Code No.893,

Pun.Code-CAAA017120

Introduction:

Janata Shikshan Prasarak Mandal's, Marutraoji Ghule Patil Arts, Commerce and Science College an affiliated college of SPPU, Pune. It is catering the diversified educational needs of the learners in terms of UG programmes in disciplines viz., arts, commerce and science. Student Admission Policy and Procedures is for the application and admission of students into different programmes of the college. The policy and procedures provide equal opportunities to students and fulfil the educational needs of the differently abled. Students are given unbiased guidance or advice. Students have the right to appeal about any aspect of the way in which their application or admission was managed.

Objectives:

1. To follow rules, regulations and guidelines on admissions including the reservation norms of the statutory bodies (including 5% reservation for persons with disabilities) such as UGC, GOM, GOI and affiliating university.
2. To prepare a prospectus with detailed information on the vision and mission, details of recognition, programmes and courses offered and durations, course pattern, eligibility and complete admission procedure.
3. To ensure the transparency and accountability in admissions through an efficient online/offline process.
4. To provide inclusive environment across all programmes.
5. To provide necessary guidance/counseling to ensure the interests, rights and needs of students who in various courses.
6. To provide clearer insights of the programs and courses, seat matrix, fee structures, and scholarships.
7. To aware the infrastructural facilities, teaching-learning process, learning resources, job opportunities and recognitions of HEI.

Admission Process:



1. HEI follows the online link <https://mgpcollege.vridhionline.com/> to process of registration for admissions to various programmes.
2. The applications are received from an individual along with the required documents and verified by Admission committee.
3. The eligibility criterions and documents are verified, applications are forwarded further for verification forscholarships or free ships and processed for payment of fees and confirmed.
4. The eligible students are given scholarships as per the Government norms and procedures laid by GOM andGOI.
5. The AC maintains the records of all student applications and admissions.
6. In case of cancellation of admission, the college follows the prescribed rules of university towards refund of fee paid as clearly mentioned in prospectus.
7. Admission process and procedure is published on the websites as well as newspapers.
8. College Admission Office before 4 pm on or before the last date.
9. The criteria for admission to any programme in HEI:
 - Based on the academic merit
 - The entrance test conducted (if any)
 - The list of selected candidate for admission as per the course requirements shall be notified on the notice board and individually intimated.
 - Medical fitness tests are to be done for the courses approved by DGS
 - Registrar shall issue Provisional Admission Letter to the selected candidates.
 - In case of non-admission of the selected candidate for any reasons, candidates who are waitlisted shall be allowed to join the program.

Admission committee

1. Principal
2. Vice-Principal
3. Senior Faculty
4. Head of the Departments

We strive to follow a scheme of continuous improvement and upgradation in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.



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Reservation for various categories in college as per

Gov. of Maharashtra:

Category	Percentage
SC	13%
ST	7%
VJ-A	3%
NT-B	2.5%
NT-C	3.5%
NT-D	2%
OBC	19%
SBC	2% (within the Caste Category percentage of 50%)
E.W.S. (Economical Weaker Section)	10%
Divyangjan	5%



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Eligibility Criteria

All admission process as per affiliated university Savitribai Phule Pune University, Pune . the details of the eligibility as per the eligibility manual link attached here https://www.google.com/url?client=internal-element-cse&cx=003920585355893542124:spnjtsxefwk&q=http://sppudocs.unipune.ac.in/sites/circulars/Eligibility%2520Circular/Eligibility%2520circular%2520No.%2520180%2520of%25202022._compressed_17082022.pdf&sa=U&ved=2ahUKEwj42JftisX_AhWDCIgKHWkDBa8QFnoECAEQAg&usg=AOvVaw2Y5iIF2UVxtTVr2dav9n03

MGP College IQAC



*Code Conduct for
student*

- 1) The students are bound by rules and regulations made by the college from time to time. Any matter not expressly stated in the rules shall vest at the discretion of the principal who also reserve the right of modifying any of these rules as and when felt necessary.
- 2) The students are required to read regularly the notices displayed on the notice - boards in the college. The college shall not be responsible for any loss to a student due to failure to read the notices in time.
- 3) Every student must carry his / her identity card regularly and produce the same when demanded by the authorities of the college.
- 4) Any student found of tampering / damaging the property of the college shall be punishable and might result in his / her expulsion from the college.
- 5) Smoking, chewing tobacco, drinking of alcohol and use of narcotic drugs are strictly prohibited on the premises of the college .
- 6) Any one found indulging in ragging in any form within or outside the college , shall be immediately expelled from the college.
- 7) The student shall not make any representation regarding any matter connected with college to the press or other outside institution or agency without the prior permission of the authorities of the college.
- 8) The student shall not form any organization, hold meeting nor invite any person for any function without the prior permission of the principal.



- 9) Every student must actively participate in maintaining cleanliness of the campus of the college. The student must avoid any act which may spoil the campus.
- 10) The students have to park their vehicles at the student's parking stand only.
- 11) Every student must be regular and punctual in attending classes, Practicals and any other work. Attendance of 75% lectures, Practicals is compulsory.
- 12) A student will not be allowed to appear for the university examination unless he / she fulfils the condition of 75% attendance.
- 13) The students should not secure admission to any other college or institution by fabrication of fact or information.
- 14) A student shall not do any misconduct or indiscipline in the classrooms, laboratories, playground, library, gymnasium or any place of social and cultural activity on the campus of the college. The students shall abide by the general rules of discipline laid down by the college authorities from time to time. In all the matters, the Principal's decision shall be final and binding on all the students.
- 15) The official class trips and visits must be arranged with the prior permission of the principal.
- 16) The class teacher will be appointed for every class. The students should approach to their class teacher for any help they need regarding their studies or extra - curricular activities or in case of any other difficulty.



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Rules of the Library :

- 1) Once a student gets admission, he/ she shall bring two passport size photographs. After producing handbook in the library, student will be provided a identity card, library card. A student should affix his / her photographs on the card and get them duly stamped in the library.
- 2) If a student fails to take his library card and identity card within a month from admission, he / she will have to pay fine of Rs. 50/- per month for each card.
- 3) A fresh identity card will be issued only after on payment of Rs. 100/-
- 4) A student will have to submit his / her library card to the library to cancel the membership before the annual examination.
- 5) The librarian may cancel the membership of a student if he/she violets the rules of the library.
- 6) If a student leaves the college, his / her membership of the library is cancelled. In such case, he / she will have to submit library card in the library.
- 7) One textual and one non textual book will be issued on the library card.
- 8) The books issued shall be submitted before the due date, otherwise a fine of Rs.1 per book per day will be levied for each overdue book.
- 9) Check the book before it is borrowed. Ensure that the book you are borrowing is not torn or spoiled. If so, bring it to the notice of the library attendant.
- 10) If a book is lost, double cost of the book will have to be paid and the receipt of the same will have to be produced in the library.
- 11) If a student submits a book in a damaged condition, he / she will have to



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replace it with a new book.

- 12) If a student does not get a book after frequent oral demands, he / she should approach to the assistant librarian or librarian.
- 13) Absolute silence must be observed in the reading hall and library. Violation of this may lead to the cancellation of the membership of the student.
- 14) The student shall abide by the general rules of discipline and conduct laid down by the librarian from time to time regarding reading hall and book bank scheme.



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Rules & condition for granting terms

For the grant of academic terms, the students are required to fulfil the following.

- 1) A student must be regular and punctual in attending classes and practicals. Attendance of 75% lectures and particle is necessary for granting terms of the student.
- 2) A student must have satisfactory performance in term end terminal examination and other tests conducted from time to time.
- 3) A student should be regular in attending N. S. S. activities, N. C. C. parades and physical education activities.
- 4) If a student is a cadet of N. C. C., he / she should deposit all the kits issued to him / her during the year.
- 5) A student should pay all the fees of college and hostel before filling in the examination form.
- 6) Every student admitted to the first year of Arts / Commerce / Science / BBA-CA / Biotech / Com. Sci. & Hostel students are required to undergo a compulsory medical examination from the nominated medical practitioner by the college. The student will be informed about the details of the same soon after the commencement of the academic year. If he / she will not be eligible to appear for the examination.

Rules for Laboratories:

- 1) A student is required to handle all the equipments of the laboratory very carefully.
- 2) A student should avoid the wastage of gas, water, electricity and chemicals etc.
- 3) A student should follow all the instruction issued by teachers.
- 4) A student is required to submit the journals in time.
- 5) If a student is absent for practicals, the head of the concerned department may impose a fine of Rs.10/- for each practical.
- 6) A student will have to compensate the damage of equipments.



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- 7) A student shall pay the required amount of deposit, otherwise he will not be permitted to attend the practicals.

Rules regarding identity card

- 1) Once a student is admitted, the identity card is issued to him / her from the library. He / she is required to affix a photograph (6 cms x 4 cms) on the space provided for and get it duly stamped and signed by the librarian.
- 2) If student fails to get the identity card before 31st July every year, he / she will have to pay a fine of Rs.100/-
- 3) If the identity card is lost, the student should immediately inform in writing to Librarian. A duplicate card will be issued on payment of Rs.100/-. If the original card is found there after, it must be deposited to the librarian.
- 4) The college is not responsible for any misuse of identity card by the student.
- 5) A student must always carry with him / her the identity card issued to him / her. He / she must produce it whenever asked by the authorities of the college.
- 6) The identity card issued by the college is not transferable.



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Gymkhana Rules :

The gymkhana managing committee (GMC) organizes and administers the overall Gymkhana activities of the college. The principal is the ex-officio chairman of the committee. The student selected for various games should be regular in all respect. He / she should follow all the instructions issued by the Physical Education Director and rules of the Gymkhana.

Cancellation of Admission :

- 1) If a student wants to cancel his / her admission, he / she should apply printed form available in the college.
- 2) The student must deposit his / her identity card, library card, library book, laboratory equipments, N. C. C. kits etc. with the college and should produce clearance certificate from various departments and sections of the college. Any amount of deposit / fees of a student will be refunded only after producing the clearance certificate.



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Rules for cancellation admission and refund of fees & deposit

Refund of Fees: If a student chooses to withdraw from the program of study in which he is enrolled,

the college/ institution concerned shall follow the following five-tier system for the refund of fees" remitted by the students.

Sr.No.	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received in the Institute
1	100%	Within 10 days from the date of admission taken by the student concern
2	90%	After 10 days and before 15 days from the date of admission taken by the student
3	80%	After 15 days and before 20 days from the date of admission taken by the student concern
4	50%	After 20 days and before 30 days from the date of admission taken by the student
5	00%	concern After 30 days from the date of admission taken by the student concern

Note:

- 1) In case of Sr. No. (1) in the table above, the college/Institution concerned shall deduct all amount not more than 5% of the fees paid by the student, subject to a maximum of Rs.5000/-as processing charges from the refundable amount.*
- 2) Fees shall be refunded by all college / Institution to an eligible student within fifteen days from the date of receiving a written application from him/her in this regards.*



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Transfer Certificate (T.C.)

For the purpose of getting T.C., a student should apply in the prescribed form available in the college along with handbook & collage identity card.

Transference Certificate Regular Students		
a	Within 6 months from the date of declaration or result.	60
b	Between 6 months to 12 months from the date of declaration of result.	100
c	After 12 months from the date of declaration or result.	200
d	Migration Certificate	200
e	Other fees Bonafide certificate (Regular & External)	85



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Scholarship and Free - ship

- 1) To avail Chatrapati Rajashri Shahu Shikshan Shulk Yojna student should submit income certificate from the competent authority in 4 copies.
- 2) A student applying for B. C. and other scholarships should submit four copies of passport size paragraphs and caste certificate issued by the competent authorities in 3 copies.
- 3) A student from other college should submit sanction number and other details of the concessions or scholarship from the earlier college
- 4) Notices regarding scholarship and free ships are displayed on the notice boards. Student should read and follow the contents of the notices. If he / She fails to do so, the college will not be responsible in any matter.
- 5) For any scholarship, a student is required to open a saving account with the any nationalized bank and inform the college of his / her account number. The scholarship will not be paid in cash but deposited in the bank account only.
- 6) For B. C. Free ship, the student should preserve the challan of the examination fees paid.
- 7) The scholarship holder students have to make the voucher in time, otherwise the scholarship will be returned to the Government and he / she will have to pay full fees to the college.



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Examination Rules.

- 1) Students are required to produce identity card for appearing university examinations.
- 2) A student should not bring with him / her any paper, book, notes or any other material into the examination hall.
- 3) Strict action will be taken against the student found guilty of copying or intending to copy or for any other unfair means and malpractices during the conduct of examination. This action will be in accordance with the provisions in the relevant university ordinances and will not be permitted to appear for the examination.
- 4) The student should keep notebooks, books, notes, bags etc. outside the examination hall, when the examination is in progress. The college is not responsible for any loss of such material.
- 5) Students are required to read the notices regarding examination details displayed on the notice boards.
- 6) Violence of any rules or an act deemed as indiscipline on the part of students shall result in disciplinary action by the college under the Pune university ordinance no. 7146 dated on 10th March 2003.
- 7) A student who has adopted or attempted unfair means in the examination, may not be admitted in the next year by the college.

Account office cash counter timing

Monday to Friday -10.00 am to 2.00 pm.

03.00 pm to 05.00

pm Lunch Hours -2.00 pm to 3.00 pm

Saturday -10.00 am to 1.00 pm

End of the policy