



Marata Vidya Prasarak Samaj's

Karmveer Abasaheb Alias N. M. Sonawane Arts, Commerce
and Science College

Morenagar, Baglan (Satana), Nashik – 422301, (MS) India

(Affiliated to Savitribai Phule Pune University)

Re-Accredited by NAAC- 'A' Grade (CGPA-3.18)

Admission Process

Policy and Procedures

Student's Grievance Redressal Cell (SGRC)

Introduction:

Karmveer Abasaheb Alias N. M. Sonawane Arts, Commerce and Science college, Satana is an affiliated college of SPPU, Pune. It is catering the diversified educational needs of the learners in terms of UG and PG 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 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.

Guiding Principles:

1. HEI must have an Admission Committee (AC) for easy and efficient admission process.
2. AC should aware the terms and conditions of admissions and procedures for various programmes to all students.
3. AC monitors the student application and admission process, by providing the means for application to the students.
4. All the applications are processed by the AC in accordance with student's admissions policy and procedures.
5. The eligibility criteria for all programmes must be strictly followed as per the norms of affiliating university.

Admission Process:

1. HEI follows the online process of registration for admissions to various programmes.
2. The applications are received from an individual along with the required documents and verified by AC.
3. The eligibility criteria and documents are verified, applications are forwarded further for

Criterion VI Governance, Leadership and Management

- verification for scholarships 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 and GoI.
 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. The criteria for admission to any programme in HEI:
 - Based on the academic merit
 - The list of selected candidate for admission as per the course requirements shall be notified on the notice board and individually intimated.
 - 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.
 - Concerned Authorities
 1. Departmental Admission Committee
 2. Head of the Departments
 3. Admission Committee
 4. Vice-Principal
 5. Principal

Committee:

- **Chairman**
 - **Prin. Dr. Dilip Dhondge**
- **Coordinator**
 - **Prof. R. J. Padvi**
- **Member**
 - **Prof. R. K. Jadhav**
 - **Prof. V. M Jagtap**
 - **Prof. R. T. Tuplondhe**
 - **Prof. A. B. Raut**
 - **Prof. S. G. Pawar**

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.

Date: 31/8/2018

Place: Satana