



**Shirdi Sai Rural Institutes
ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA**

POLICY DOCUMENT

ADMISSION PROCESS POLICY



**Prepared by
Internal Quality Assurance Cell (IQAC)**

**ASCC,
Rahata**

Admission Process Policy

1. At the start of each academic year, the college forms an Admission Committee involving Heads of Departments and staff members.
2. The Admission Committee plans and assists students in filling out online admission forms.
3. A Coordinator is assigned to each branch to facilitate the admission process as needed.
4. College staff visit nearby villages and junior colleges in Rahata, Pimplas, Astgaon, Shirdi, Ranjangaon, Korhale, Babhaleshwar, etc., to engage with students and promote admissions.
5. Staff visit nearby junior colleges to gather information on 12th-grade candidates and inform them about the facilities available at the college, such as scholarships, the Earn and Learn Scheme, competitive exams, library access, and sports facilities, using presentations or documentary videos.
6. Flex boards are displayed prominently, including in front of relevant junior colleges, to advertise the college and its offerings.
7. The college interacts with students, provides counseling, and resolves any difficulties they may have by informing them about admission policies, available study programs, and employment opportunities.
8. The college disseminates information through social media, creating awareness about its offerings.
9. Admission details are advertised in newspapers, as well as through SMS, WhatsApp groups, and short documentary videos showcasing the college's activities on various social media platforms.
10. Initial information from interested students is gathered using Google forms and other social media platforms.
11. Needy and deserving students are given the option to pay college fees in installments.
12. The college adheres to rules and regulations of Government of Maharashtra and Savitribai Phule Pune University's eligibility criteria for admission to its programs.
13. The decision of the college Principal with regard to admission will be abiding.
14. All applications of the students who have been granted admission should accompany the following:
 - Result of qualifying examination.
 - Original L.C / T.C. and two attested true copies of L.C. / T.C.
 - Passport size photographs. (latest)
 - Copy of Aadhar Card

- Migration certificate (if outside)
- Anti-Ragging Affidavit
- Caste certificate/ Physically Handicapped certificate (If Applicable)
- Income Certificate (If Applicable)

15. All admissions are subject to grant of eligibility of University.

16. Minimum 70% attendance in each subject is compulsory as per the Savitibai Phule Pune University rules.

17. All admissions and cancellations of admission and refund of fees shall be as per the norms of Savitribai Phule Pune University.

18. Reservation for backward Category-candidates will be as per the norms of Govt. of Maharashtra.

Category wise Reservation

SC	ST	OBC	Gen	Others (NT, SEBC, SBC)
13%	7%	19%	48%	13%

19. Admission is open to every eligible candidate.

20. Admission to UG course is granted on the basis of the information furnished by the candidate in the application form. If the same is found to be wrong / inadequate / false, his or her admission will be liable to be cancelled.

ADMISSION PROCESS

