



SWAYAM SIDDHI MITRA SANGH'S DEGREE COLLEGE.

(Affiliated to University of Mumbai, Recognised by Govt. of
Maharashtra)

(An ISO 9001-2000 Certified Institute)

SonadeviCompund, Near Octroi Naka, Kalyan Road, Bhiwandi, Dist-Thane-421302.

Tel. : (02522)249191/8805249191. E-Mail : ssmsdegreecollege@gmail.com Website: www.swayamsiddhi.info

ADMISSION POLICY AND PROCEDURES:

1. For admission to each class/year of the course, admission committee of faculties and authorities is to be constituted to facilitate of the process of admission with one or two members being designated as Admission In-Charge/s.
2. The admission of courses is to be officially announced on the college website along with the name/s of Admission In-charge/s along with their contact numbers with the link for online form filling and submission of admission/merit forms and payment of fees.
3. The admission committee will be responsible for counselling in the choice of subject selection on the basis of the performance of the candidate in the qualifying examination.
4. Admission to various courses run by the college would be granted on "First come First serve" basis subject to availability of vacant seats for the course.
5. For admission to certain courses, where the ratio of number of applicants to the number of seats available is high, merit forms will have to be filled by the desirous candidates' up to a last date. After the last date is over, admission merit list will be declared on a scheduled date and time.
6. The merit list will contain the list of candidate names who qualifies to secure admission within a scheduled time limit and also the names of candidates who are in the wait list.
7. If the candidate whose name has appeared in the merit list fails to secure admission within the scheduled time frame, the seat will be allotted to other candidates in the waiting list as per wait list number in the second merit list. No correspondence or coercion later for grant of admission from candidates who fail to secure admission within the stipulated time frame will be entertained.
8. Admission to courses affiliated to the University of Mumbai and admissions will be granted only if the candidate desirous of seeking admission satisfies the eligibility criteria prescribed by the university.



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9. The reservation policy of the state government and the norms of the affiliating University will be applicable.
10. For students with disabilities (Divyangjan), 3% of the seats will be reserved.
11. Admission granted to the candidates by the college would be purely provisional. It will be confirmed after the due process of eligibility is completed by the candidate with the assistance of the college eligibility section and the affiliating university verifying and granting eligibility approval to each candidate for each course.
12. Admission to certificate/short term courses will be granted on the basis of eligibility criteria fixed by the college.
13. The rules for cancellation of admission/refund of fees would be as per the rules prescribed by the affiliating university.
14. Admission to any course would be granted by the college only after payment of prescribed course fees.
15. However, if the candidate is unable to pay full fees, he/she will have to apply for the installment facility with the assistance of the admission committee which will recommend the instalment amounts with their due dates to the Principal/Vice-Principal who will finally approve the instalment request.
16. The original fee receipts /transaction details of the admission fee paid will have to be preserved by the candidate till he or she fully passes out the concerned course.
17. Admission to students who are children/wards of the college staff would be granted concession in fees as per the staff welfare measures currently in force.

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Bhiwandi-421 302 (T.S. 2014)

Mahesh Soni

(I/C Principal)

