

## **Admission Procedure-Under Graduate Programmes**

1. The Application process for admission to all the undergraduate programmes i.e. B.A./ B.Sc./B.Voc. is online. The applicant must have a valid email id and a cell phone number to commence the application process. Also, please have your AADHAR CARD ready for admission process.
2. You will also need a valid bank account in a nationalized bank. This is essential in case of refunds of deposits, for scholarships/freeships, for refunds in case of cancellation of admission etc.
3. The admission process will start after the declaration of results of H.S.C. / 12th std. by Maharashtra Board.
4. Kindly go through the eligibility criteria for the concerned undergraduate courses for which you will be applying, in the Circulars section of official web site of Savitribai Phule Pune University ([www.unipune.ac.in](http://www.unipune.ac.in)). The same is also provided on the college web-site.
5. Application forms will be made available online on [www.fergusson.edu](http://www.fergusson.edu) from the day after the declaration of 12<sup>th</sup> std. Results of Maharashtra State Board (Day 1).
6. Follow the instructions given in the Admissions link on the college web-site.
7. When you click on 'Apply' you will be directed to the registration page on [www.deccansociety.com](http://www.deccansociety.com) . Click on the link 'Applicant student registration'. A form blank registration form will appear. Fill in this form with correct information to register. You have to register only once, even if you wish to apply for more than one programmes or in more than one colleges of Deccan Education Society.
8. Keep your scanned signature and scanned latest photograph (JPEG/JPG format) ready, as per the guidelines displayed while filling the application form. Upload your signature and photo before submitting the application form.
9. Application form fee is Rs. 50/- which is to be paid via online payment only (Using NetBanking, Credit card or debit card only). However, for every application form the applicant has to pay Rs. 50/- separately via online payment only.
10. Applicant is requested to keep scanned copies of all the required documents ready which are required to be uploaded at the time of admission only. Do not upload any document before admission is confirmed. List of documents (whichever is applicable) includes:
  - a. Standard 10th Marklist
  - b. Standard 12th Marklist
  - c. Domicile Certificate
  - d. Caste certificate
  - e. Caste Validity
  - f. Non-Creamy layer Certificate
  - g. Gap Certificate

h. Documents required to support claim for Defence/ Physically Challenged quota.

i. Aadhar Card

j. Bank Account details.

10. Last date of submission of application forms will be the 5th day from the next day of declaration of 12th standard result (Day 1 - Day 5). This will be announced separately at the time of 'admission notification'.

11. The list of all candidates who have applied for the undergraduate courses will be displayed on Day 6 as per merit and relevant category, treated as provisional merit list.

12. Discrepancies (if any) in the provisional merit list, need to be communicated by the applicant only through e-mail Id of the concerned department displayed on [www.fergusson.edu](http://www.fergusson.edu). on next day. (Day 7). Telephonic communication will not be entertained in this regard.

13. Final merit list of all candidates (with discrepancies corrected if any) who have applied for the undergraduate courses as per merit and as per the relevant category, will be displayed the next day (Day 8).

14. Along with the merit list the schedule for provisional admission to B.Sc. / B.A. / B.Voc. will be displayed.

15. A counselling session will be organized on Day 10 as per the date and timing displayed in the provisional admission schedule. Students should report 15 minutes before the beginning of the counselling session. Otherwise the student will not be considered for admission.

16. At the time of the counselling session the physical presence of the student or a person authorized by the student (authority letter necessary) is an absolute must. Claim for admission due to absence at the counselling session will not be entertained under any circumstances.

17. All students should carry original caste certificate, non-creamy layer certificate, caste validation certificate, certificate to prove date of birth and original mark lists of 10th and 12th Standard examinations at the time of provisional admission and counselling.

18. A student who accepts the offered provisional admission for grantable course must pay the entire fees immediately by cash paid through challan in the bank or by DD. Those students who are offered provisional admission to non-grant courses, should pay Rs. 5,000/- by cash paid through challan in the bank or by DD.

19. Remaining fees, if any, have to be paid within three days of the provisional admission. Failure to do so within the stipulated time frame will result in the candidate losing claim over the admission and the Rs. 5,000.00 paid earlier will not be refunded. The seat will then be allotted to the next eligible candidate.

20. Remaining fees can be paid via online payment only (Using NetBanking, Credit card or debit card only).

21. Provisional admission does not imply confirmation of admission. Admission will only be confirmed if student fulfils the eligibility criteria for the respective B.Sc. / B.A. /B.Voc. as

per the eligibility criteria of S.P.P.U. and the students makes the payment of complete fees within next 3 days.

22. The process will stop as and when all available seats are filled up.