

## Admission Policy

### **Procedures related to Admission to Under graduate courses for the academic year 2017-18**

Principles:

1. The highest claim for admission is of merit
2. As a part of selection procedure at entry point, comprehensive uplift and service to society as well as the norms of social justice should be strictly followed.
3. In order to do justice to people who spend part of their life and allot time and assets towards the development of society through educational activities the management needs some say in the admission procedure. This also may be used for the benefit of meritorious eligible candidates who for some technical reason are not part of the admission process as well as for the marginal near merit class

#### Admission procedure for Undergraduate Courses

(All the days mentioned below are excluding Sunday and Public holidays)

1. 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. / 12<sup>th</sup> std. by Maharashtra Board.
4. Application forms will be made available online on [www.fergusson.edu](http://www.fergusson.edu) from the next day onwards (Day 1).
5. 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)).
6. Applicant has to create his/ her account to apply for undergraduate courses. Also keep ready scanned signature and photograph as per the guidelines displayed while filling the application form.
7. Single loginId and password is to be used for filling application forms for multiple undergraduate courses. Upload your signature and photo before submitting the application form.
8. 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.
9. 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 10<sup>th</sup> Marklist
- b. Standard 12<sup>th</sup> 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 Defense/ Physically Challenged quota.
  - i. Aadhar Card
  - j. Bank Account details.
10. Last date of submission of application forms will be the 5<sup>th</sup> day from the next day of declaration of 12<sup>th</sup> standard result (Day 1 - Day 5).
  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 relevant category will be displayed the next day (Day 8). The First merit list of candidates eligible for admission will also be displayed on the same day (Day 8).
  14. The First merit list based admissions will be conducted from Day 10. Candidates need to be present in the admission hall in the given time slot with the original necessary documents and total amount of fees be paid in cash. Candidates need to note that inability to provide necessary documents and/or late reporting for the admission procedure will make the claim for admission void.  
Candidates who have been allocated seats in the first merit list based admissions will be given three days for payment of complete fees for the undergraduate courses including the day of seat allocation (Day 10 to Day 12). Failure to pay fees in this time period will make the claim on the seat allocated void. Part payment of fees is strictly not allowed. If the fees are not filled up by the allotted time period the admission stands automatically cancelled.
  15. After the first merit list based admissions has concluded (Day 12), the second merit list will be displayed on Day 13, if seats remain vacant.
  16. The second merit list based admissions will commence on Day 14.
  17. Candidates whose names appear in the list of candidates eligible for the second merit list based admissions should report from Day 14 in the admission hall on time with the original necessary documents and total amount of fees to be paid in cash for confirmation of seat allocation and acceptance. Candidates need to note that inability to provide necessary documents and/or late reporting for the admission procedure will make the claim for admission void.  
Candidates who have been allocated seats in the second merit list based admissions will be given three days for payment of complete fees for the undergraduate courses including the day of seat allocation (Day 14 to Day 16). Failure to pay fees in this time period will make the claim on the seat allocated void. Part payment of fees is strictly not allowed. If the fees are not filled up by the allotted time period the admission stands automatically cancelled.
  18. The third merit list based admissions will commence on Day 17.
  19. Candidates whose names appear in the list of candidates eligible for the second merit list based admissions should report from Day 17 in the admission hall on time with the original necessary documents and total amount of fees to be paid in cash for confirmation of seat allocation and acceptance. Candidates need to note that inability to provide necessary documents and/or late reporting for the admission procedure will make the claim for admission void.

Candidates who have been allocated seats in the second merit list based admissions will be given three days for payment of complete fees for the undergraduate courses including the day of seat allocation (Day 17 to Day 19). Failure to pay fees in this time period will make the claim on the seat allocated void. Part payment of fees is strictly not allowed. If the fees are not filled up by the allotted time period the admission stands automatically cancelled.