M. A. I – ADMISSION

English, Economics, Psychology and Marathi

[2015-16]

PROCEDURE AND SCHEDULE

Read the following instructions for M.A. Admission:-

Very important to note:

- Entrance Examination will be held only for MA - English.
- Entrance Examination for MA - Economics and Psychology is cancelled.
- Those students, who have got their qualifying examination results in Grades, should convert their grades into percentage marks and submit the copy certified by the Principal of their college. ONLY FORMS OF THESE STUDENTS WILL BE CONSIDERED FOR MERIT LIST.
- For applying for M.A., it is mandatory to have received the final mark list of the qualifying examination.

Abbreviations used in the Application Form:

- Home University: Savitribai Phule Pune University (also Pune University)
- OMH: Other-than-Maharashtra students
- Domicile state –
  - Select Maharashtra if you have passed X and XII examination from schools/college in Maharashtra
  - Select the state other than Maharashtra (as applicable) if you have passed X and XII examination from out of Maharashtra.
- Principal Subject: Subject of specialization at under-graduate level

General Instruction:

- Merit list will be prepared as per the rules and regulations notified by Govt. of Maharashtra and Savitribai Phule Pune University.
- Admissions of students shall be made on the basis of marks obtained by them in the subject concerned, in the second year and third year of the qualifying examination. If two or more students seeking admission have obtained equal number of marks in the subject concerned, the student who has secured more marks in the aggregate in the final year of qualifying examination shall be given priority (Ref. Ordinances as per Provisions of the Poona University Act, 1974).
- If the seats remain vacant after giving admissions to the students who have passed qualifying examination with the subject concerned at principal level, eligible students who have passed qualifying examination with the subject concerned at subsidiary level, shall be considered for admission to the post-graduate course concerned, on the basis of marks obtained in the subject concerned at the S.Y. and T.Y. level. If still, seats remain vacant, other eligible students may be considered for the admission.
• Appearance of student's name in Provisional General Rank List does not mean that the student has been admitted to the given course.

• As per directives of State of Maharashtra only the candidates domiciled in the State of Maharashtra are considered in Reservation category. Please note that if you do not attach a Caste Certificate in support, your application for admission against the quota of seats reserved for students of Backward Class, would not be considered. If you belong to DT(A), NT(B), NT(C), NT(D), OBC or SBC category, please submit Non-Creamy Layer Certificate issued on/after 31st March, 2015, by competent authority. Caste Validity certificate is necessary for students from Scheduled Tribes.

• Application forms of reserved category students submitted without caste certificate / caste validity certificate / Non-Creamy Layer Certificate (whichever applicable) will be processed in Open Category for preparing Merit List/s.

• Any student who does not pay the fees as per the Challan or does not submit the documents, or does not complete the admission procedure in any way, within the stipulated period, shall lose/forfeit the right to be admitted to the given course. Such student's name will be cancelled. The College will announce the next MERIT LIST to fill the vacant seats.

• For reserved categories, if any student fails to report or does not pay the fees or does not bring the necessary valid documents on the day of admission, and if seats remain vacant, those seats will be transferred to other eligible reserved category students by following due procedure.

• In case the first list candidate does not confirm his or her admission by the stipulated date, the candidate will be deemed ineligible for admission subsequently.

• In case of availability of seats, the second and third admission list will be displayed as per the stipulated schedule.

• Providing incorrect/false information or wrong marks for admission will lead to automatic cancellation of admission and forfeiture of the fees paid.

• Students from Pune University and Other Universities will have to obtain eligibility after admission.

• Technical assistance to students will be made available in B. J. Wadia Library, Reading Hall.

HOW TO APPLY ON LINE

1. Go to www.desociety.org → Applicant Registration → fill up the Applicant Registration Form with the correct name of the course subject you are applying for.
2. Put in your correct e-mail and mobile number.
3. You will receive your user id and password.
4. You will be asked to register yourself as an applicant using your e-mail id and cell phone number.
5. Log in again using the user id and password received on you cell phone.
6. Read the guidelines and make a note of it.
7. Click on Save and Next to fill in your profile details.
8. Go to Profile → select the subject you want to apply for → Upload your formal photo.
9. Fill your personal information, parent details, and guardian details (if guardian details are not applicable, then fill parent details again).
10. Fill in all the other tab details (X, XII, graduation, etc.)
11. Don't forget to click ‘Save and Next' before moving on to next page.
12. Check the box ‘Declaration to be accepted by the applicant'
13. Click on Save and Next
14. Scroll down to click on FINISH at the bottom of the page.
15. The system will ask you to verify. Check the details once again and then click on FINISH.

ONCE YOU CLICK ON FINISH, THE FORM WILL NO LONGER BE EDITABLE.

Take print out of:

- Application Form
Documents (self attested) to be attached to the Application Form:

- X, XII std mark list (self-attested)
- SYBA and TYBA mark lists
- Leaving / Migration / Transference Certificate (as applicable)
- Domicile Certificate (if applicable)
- Non-Creamy Layer Certificate issued after 31st March, 2015
- Caste Certificate (if applicable)
- Caste Validity (if applicable)
- Change of Name Certificate (if applicable)
- Qualifying Examination(s) combined Mark Sheet (for all years) as well as separate mark sheet of each year (for other-than-S. P. Pune University students)
- Gap Certificate
- Other relevant certificates, e.g. ex-serviceman, handicap, Jammu/Kashmir, etc.

Bring the attached documents in original at the time of admission for verification.

Get your Application Form details checked and signed, pay the Fee/s and submit the Application Form along with necessary documents in Office No. 1, and take receipt from the office.

Hall Ticket for Entrance Examination (M.A.-English) will be available for printing 24 hours post submission of application and payment of fees in college office.

HALL TICKET IS MANDATORY FOR APPEARING FOR THE ENTRANCE EXAMINATION OF M.A.-ENGLISH.

Receipt Number will be Seat Number for the Entrance Test (M.A.-English). Bring your receipt and valid photo id proof (e.g. passport, Adhar Card, PAN card, Voter’s card or License) on the day of Entrance Test.

Dr. Shobhana Abhyankar
Vice Principal

Dr. Dipak Choughule
Officiating Principal
## SCHEDULE AND PROCEDURE OF M.A. I ADMISSION

**M. A. I – ENGLISH, ECONOMICS, PSYCHOLOGY AND MARATHI**

**[2015-16]**

<table>
<thead>
<tr>
<th>Steps</th>
<th>Date/s</th>
<th>Admission Process</th>
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<tbody>
<tr>
<td>1.</td>
<td>3rd July, 2015</td>
<td>T.Y.B.A. mark sheets of S. P. Pune University are available for distribution Time: 2.00 pm onwards, in respective departments</td>
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</tbody>
</table>
| 2.    | 4th July to 9th July, 2015 | ● Read the above instructions about How to Apply and fill the Application Form.  
● Completed form must be submitted on-line  
● Print-out of completed Application Form must be submitted in person in College Accounts section; along with the necessary fees and self-attested documents, from 11.00 a.m. to 2.00 p.m. (Only Applications for MA-Psychology should be submitted in Office No. 3).  
● Get the Fee receipt signed from College Office.  
● For M.A. English, get the print out of Hall Ticket (refer to instructions above) for Entrance Test.  
● Postal / courier submissions will not be accepted. |
| 3.    | 11th July, 2015 | ● Entrance Test (ET) (Written) –  
  ○ MA I English – 11.00 am to 12.00 noon  
  ○ Seating arrangement will be displayed on notice board on the day of ET |
| 4.    | 15th July, 2015 | ● Provisional GENERAL RANK LIST will be displayed on Department notice board/website by 12.00 noon.  
● Appearance of name in the Provisional Rank List does not imply confirmation of admission to the given course.  
● Any complaints/queries regarding the Provisional RANK LIST should be submitted in writing along with supporting document/s by 12.00 noon on 16th July, 2015, to the concerned department.  
● Complaints, if any, will be addressed and sorted out by the department / College authorities after verification of supporting documents submitted. |
| 5.    | 16th July, 2015 | FIRST MERIT LIST will be displayed on department notice board / college website by 4.00 p.m. |
| 6.    | 17th, 20th and 21st July, 2015 | ● Students in the FIRST MERIT LIST must fill the Admission Form on line, upload the necessary documents and take a print out of the Admission Form and Challan (PROCEDURE FOR SUBMISSION OF ADMISSION FORM WILL BE UPLOADED ALONG WITH FIRST MERIT LIST).  
● They must bring the printed copy of completed Admission Form along with the necessary and valid (self-attested as well as original) documents.  
● They should take signature of concerned Coordinator on the Admission |
<table>
<thead>
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</tr>
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<tbody>
<tr>
<td>7.</td>
<td>21st July, 2015</td>
<td>Second MERIT LIST will be displayed on department notice board / website after 4.00 p.m. ONLY IF SEATS REMAIN VACANT.</td>
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| 8.    | 22nd, 23rd & 24th July, 2015 | Students in the SECOND MERIT LIST must fill the Admission Form on line, upload the necessary documents and take a print out of the Admission Form and Challan.  
They must bring the printed copy of completed Admission Form along with the necessary and valid (self-attested as well as original) documents.  
They should take signature of concerned Coordinator on the Admission Form from respective departments.  
They should pay fees to confirm admission.  
Time for payment of fees- 11.00 a.m. to 2.00 p.m.  
Students must show the paid fees Challan at the respective department after which further steps like issuance of handbook, identity card, etc will be initiated by the College. |
| 9.    | 24th July, 2015 | Third MERIT LIST will be displayed in the department after 4.00 p.m. ONLY IF SEATS REMAIN VACANT.                                                                                                                                                                  |
| 10.   | 25th, 27th & 28th July, 2015 | Students in the THIRD MERIT LIST must fill the Admission Form on line, upload the necessary documents and take a print out of the Admission Form and Challan.  
They must bring the printed copy of completed Admission Form along with the necessary and valid (self-attested as well as original) documents.  
They should take signature of concerned Coordinator on the Admission Form from respective departments.  
They should pay fees to confirm admission.  
Time for payment of fees- 11.00 a.m. to 2.00 p.m.  
Students must show the paid fees Challan at the respective department after which further steps like issuance of handbook, identity card, etc will be initiated by the College. |
| 11.   | 29th July, 2015 | Lectures of M.A. Part I – English, Economics, Psychology and Marathi will begin                                                                                                                                       |
Commencement of M.A. Classes

1. Lectures of M.A. Part I will begin on **29th July, 2015**
2. Students can refer to Department / College notice board for class time table

**RULES for REFUND OF FEES**

(University of Pune Order Ref. PGS/542, Date: 17.2.2011)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Time of cancellation</th>
<th>Vacant seat has been filled by another candidate before last date – amount to be deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From 1&lt;sup&gt;st&lt;/sup&gt; day to 10&lt;sup&gt;th&lt;/sup&gt; day (first day is inclusive) from the date of commencement of the course</td>
<td>20% of the total fees</td>
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<tr>
<td>2.</td>
<td>From 11&lt;sup&gt;th&lt;/sup&gt; day to 30&lt;sup&gt;th&lt;/sup&gt; day (first day is inclusive) from the date of commencement of the course</td>
<td>40% of the total fees</td>
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<tr>
<td>3.</td>
<td>After 30 days (first day is inclusive)</td>
<td>100% of the total fees</td>
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Dr. Shobhana Abhyankar  
Vice Principal

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