

College Admission Policy and Procedure

ADMISSION POLICY

- Smt. Maniben M P Shah Women's College of Arts and Commerce (Autonomous) under Seva Mandal Education Society's welcomes deserving girl students for admission into any of the Graduate/Postgraduate programmes offered on the campus.
- Admissions are given following open-door policy on a First Come First Serve basis to all desirous students.
- As College has Gujarati linguistic minority status, we give priority to Gujarati speaking students.
- No donations/ processing fees are charged for any admission in the institution.
- College with a motto of empowering women offers concession in the course fees as well as installment facility to needy but deserving students.
- Students will be officially registered on the college portal only after payment of fees for the respective academic programme as given in the instructions for online form filling.
- Admission will be given as per the eligibility rules of SNDT Women's University, Government of Maharashtra and UGC Guidelines.

ELIGIBILITY RULES (As given by SNTD Women's University)

Admission for First Year:

- Students coming from other than Maharashtra State must have English as a compulsory subject in their X/XII qualifying Board Examination.
- A candidate for being eligible for admission to the three-year programme leading to the degree of Bachelor of Arts / Commerce / Management Studies must have passed the Higher Secondary School Certificate (Std. XII) examination conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with the following subjects.
 1. English Paper of 100 marks
 2. Any one of the Modern Indian Languages or Modern Foreign Languages or any classical Language or Information Technology
 3. Any four subjects carrying 100 marks each

OR

Any one vocational subject carrying 200 marks

Any three subjects of commerce carrying 100 marks each.

OR

Must have passed the Higher Secondary School Certificate (Std. XII) examination with the Minimum Competency based vocational courses (MCVC) conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education

OR

Must have passed an examination of another University or Body Recognized as equivalent thereto.

OR

Must have passed any three-year Government recognized Diploma Programmes.

- The students who pass University Entrance Test (UET) conducted by the Centre for Distance Education (CDE) will be eligible to join the programme through Distance mode only. UET passing will be valid for a period of two years only.
- Distance Education Council (DEC) norms will be followed for admission into distance education programmes

Admission for Second Year:

1. Students from this University - should have cleared or have passed with admissible ATKT in first year from the same faculty.
2. Students from another university – should have studied at least three courses (Commerce, Economics and Accountancy) of four credits each in the first year. Passed in first year without ATKT.

OR

Passed three years Govt. D.T.E. recognized Diploma course of commerce/administration services.

Admission for Third Year:

1. Students from this University - should have cleared second
2. Students from another university – should have completed at least six courses of 4 credits each or 24 credits in the I and II year in the same subject. Passed in I and II year without ATKT.

ADMISSION PROCEDURE

1. A student desirous of seeking admission in the college should go to the college website www.mmpshahcollege.in and click on

Online Admission

2. Then, Click on the link for and after reading, make a decision regarding the degree of their choice.
3. Further, Click on the link for the Instructions pdf document giving guidelines to fill up the online form.
4. Open the online admission form of the respective degree/PG programme that you have chosen. Fill up the online form carefully. Do not leave any important information incomplete.
5. For BA degree programme the subject combination and BCom degree programme specialization subjects should be chosen correctly from the online form.
6. Submit the form after filling it completely and upload the following compulsory documents along with it.
 - Photo of SSC mark sheet
 - Photo of HSC mark sheet
 - Photo of HSC Leaving certificate
 - Photo of caste certificate (wherever applicable)
 - Student's Photo
 - Photo of Student's Signature
 - Aadhar card copy
7. Form will be scrutinised by the admission committee of the college and an acceptance email will be sent giving details for payment of fees in online mode (Bank details for RTGS and NEFT will be provided).
8. Every student has to fill up google form after payment of fees is done.
9. Admission of the accepted candidate will be confirmed only on payment of minimum registration charges for the respective Programme and filling of Google form giving their personal details.
10. **Fees Refund Policy:**

Category	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100/%	15 days or more before the formally notified last date of admission
(2)	90%	Less than 15 days before the formally notified last date of admission
(3)	80%	15 or less days after the formality notified last date of admission
(4)	50%	30 days or less, but more than 15 days after formally notified last date of admission
(5)	00%	More than 30 days after formally notified last date of admission

11. Other than Government Scholarship college has provision for freeship from donors, guidelines and form for the same are provided herewith in a separate document. Student is supposed to click on the below link for the form.

https://mmpshahcollege.in/images/pdf/freeship_ScholarshipFORM.pdf