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## STANDARD OPERATING PROCEDURE (SOP)

ON

### ADMISSION/INSTITUTIONAL ENTRANCE TESTS & ADMISSION PROCESSES

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PREAMBLE

#### ADMISSION/ INSTITUTIONAL ENTRANCE TESTS & PROCESSES

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## PREAMBLE

The vision of the college is, “To be a national model of academic excellence aspiring to promote advanced knowledge, the highest morals and values for the well being of the society”.

The mission of the college is, “To provide traditional, conventional, and innovative educational environment for creating global competence and to bring awareness of our rich and varied heritage to develop social responsibilities amongst the students from all backgrounds”.

The college realizes that it can achieve its vision and mission only if it caters to the diverse group of students - not just in and around the country but also accommodate international students from varied parts of global economy.

The college is aware that it is affiliated to Savitribai Phule Pune University, Pune and hence will have to abide by the rules of the same. Within the set limits the college will frame its admission policies and will adhere to the rules and regulations of the affiliating university and the rules set by Government of Maharashtra. College realizing its role in promoting equal opportunity will try and promote girls education by giving admissions to large percentage of girls. Similarly, the college will give due representation to all the categories of students like open category, reserved category (SC, ST, OBC, NT). College will create adequate facilities for handicapped students and will incorporate them in the system. The college will frame students’ friendly admission policy and procedure to help the international students. For greater transparency, the college will depend upon digital mode of admission.



## **SOP on establishment of College Admission Committee**

The IQAC of the college realizes the importance of giving due recognition to all the category of students in varied courses offered by the college. To justify the same, college will establish An Admission committee. This committee will be reviewed after three years. On the basis of past performance, the committee and committee members will be continued or changed. The decision will rest with the Principal of the college and IQAC. The composition of the admission committee will be as follows:

1. Chairperson (Principal)
2. Incharge of Admission committee (Senior member from faculty)
3. 3-4 teachers (representing all the faculties)
4. Administrative staff (A senior member)

The admission committee will work as per the guidance issued by the affiliating university and will follow the rules of admission of Government of Maharashtra.

The college will appoint an admission coordinator to review the working of the admission committee. The coordinator will be either an independent post or a incharge/ member of admission committee

### **Roles and responsibilities of the admission committee**

1. Conduct a pre admission meeting of the members and decide admission policy.
2. Be aware of the changes in rules and regulations of the reservation with respect to admission.
3. Frame a policy of admission for under graduates and post graduate programs to maintain transparency in the admission process.

5. The committee will fill the seats as per the guidance and regulations of the competent authority.
6. In case of Post graduate admissions, the committee will ensure that the admissions are conducted as per the merit list.
7. The list of the yearly admission of the students will be handed to the IQAC Coordinator for the record.
8. After the completion of admission process, the committee will ensure that the college completes the procedure of eligibility of the students.

### **Methods of Admission/Intake/Enrollment for Under Graduate Courses**

The college will frame a transparent and written policy of admission and this policy will be informed to the teaching staff, administrative staff and to the students. The policy will be framed by the admission committee in consensus with the IQAC. The IQAC will review the admission policy and suggest changes if any.

The admission criterion for the students will vary according to the faculty and the demand ratio of the same. The faculty wherein demand ratio is high, a merit list will be posted in due time. The dates of filling of forms, the dates of merit lists will be communicated to the stakeholders in advance.

In some faculties wherein demand ratio is moderate, the admission will be given on first come first basis.

If the number of aspirants to course/s is high then college will seek permission from affiliating university to fill in the extra seats.

Irrespective of the method of intake, the admission will give representation all the diverse group of students like girls, students from socially backward classes, financially weak backgrounds, foreigners etc.



The college will move toward digital admission in order to have greater transparency in the admission process.

### **Methods of Admission/Intake/Enrollment for Post Graduate Courses**

The admission committee along with the IQAC will take the decision regarding admission to other faculties. Admissions to professional courses like M.Sc Computer Science, Master in computer applications etc will be on the basis of entrance examination. In some courses wherein entrance examination is not feasible college will go for merit list or first come first basis.

Irrespective of the method, the college will motivate the meritorious students to the college.

The methods of admission will be communicated to the stakeholders in advance and the admission will adhere to all the deadlines. In some emergency if there is any change in the dates, the change/s will be communicated to stakeholders well in advance.

### **Rules and regulations of admissions**

The college will adhere to all the rules and regulations of admissions set by the affiliating university and Government of Maharashtra.

- Rules and regulations of admissions for in house students
- Rules and regulations of admissions for students of other states
- Rules and regulations of admissions for international students

### **Communication to ASIHE**

**All India Survey on Higher Education (AISHE)** was established by the Ministry of Human Resource Development for conducting an annual web-based survey,

thereby portraying the status of higher education in the country. The college has to submit the details of student's entry to UGC through AISHE. The college will appoint a Nodal officer, who will be responsible for sending the information. The nodal officer will submit the certificate to IQAC Coordinator.

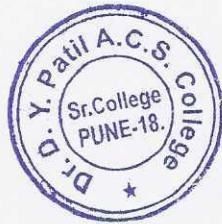
### **Institutional Responsibility**

The college will provide adequate teaching staff, administrative and security staff for completing the admission process in the college.

The college will provide basic infrastructural facilities like digital library, computer laboratories, reprography facility etc needed for completion of admission process.

The college will review the facilities provided every year and will update the same, if that is required.

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