

MANOHARRAO KAMDI MAHAVIDYALAYA



ADMISSION COMMITTEE

Preface- admission Committee is formed in the college to initiate the process and to monitor its smooth conduct so that the students do not face any problem while seeking admission in the institute. The students are considered as top priority and the committee takes its responsibility likewise to complete the procedure.

Aims and Objectives

- Admission Committee is constituted by the Principal involving the faculty members of the college. The committee works normally for the duration of one year.
- On the closing day of academic session a meeting is convened by the Principal, & the faculty members to form a new admission committee to discuss the admission policy to be adhered to for the forthcoming session.
- The committee formed also looks into the matter of distribution of flyers and pamphlets in the newspapers and contacting nearby junior colleges to seek admissions.
- The admission committee is primarily assigned with the responsibility of admissions to Entry level i.e. part I classes and part ii and Final year.
- The admission committee starts functioning immediately after the declaration of XII results which is usually in the last week of May or first week of June every year.
- All the necessary guidelines for admissions and fee structure etc. are provided to the committee by the college administration in writing.
- The complete admission programme for the current academic year is chalked out as per the university guidelines till the last date of Admission prescribed by the University against the vacant seats.
- All relevant notices regarding issue of application forms, last date of submissions,

commencement and completion date for admission, documents to be submitted, enrolment forms etc, are displayed in the college premises particularly near the admission counters and at the venue where the admission committees occupy their places for counselling and finalization of admission.

- The clerks of scholarship section are available at the venue of admission. They also provide necessary guidance to students as regards to scholarship facilities available to them.
- The admission committee and the Principal is constantly monitoring to ensure that there are no irregularities.
- The admission committee exercises all possible care & caution to ensure that prescribed quota for backward categories like SC, SBC, ST, NT, OBC etc are duly filled in.
- Day-to-day admission status is updated and sent to the Principal .
- Irregularities, if any, are sorted out.
- The committee ensures the smooth conduct of admissions and maintains the records of the meeting conducted in documented form.
- It is also responsible to keep the record of the students admitted, payment and receipts.
- The admission committee submits a detailed report to the Principal at the end.

ADMISSION PROCEDURE

- Information Brochure can be collected from the college office on payment. Application for admission in any class/faculty should be registered as per the notification of the college given as displayed in the notice board.
- Students from outside Maharashtra Board and University desirous to seek admission for higher courses of the University are required to submit an Eligibility Certificate which can be obtained from Rashtrasant Tukadoji Maharaj Nagpur University on payment of the prescribed fee as per letter of University Bearing Enrol No 95/2865 dated .4.5.1995. No admissions will be finalised in absence of the eligibility criteria.
- Every application must be written in the candidate's own handwriting and must be endorsed by the Parents/Guardians of the candidate who will be responsible.
- For admission to all classes, original School/College Leaving or Transfer Certificate, mark-list and true copies of the same should be brought at the time of admission. Every application must be accompanied by the certified true copies attested by the Gazetted officer or the Principal.
- No admission form will be accepted in absence of the mark-list of the qualifying examination passed.

A student admitted in the college has to pay the fees and other dues for the entire academic session even if he/she leaves the college in the middle of the session. No transfer certificate will be issued unless the entire amount of the fees prescribed is paid.

Note: The original school/college leaving certificate will not be returned in any case after

admission.

No applicant for admission can claim admission as a matter of right on the basis of ex-studentship of this college. Once the examination for which a student is admitted, is over, he/she shall cease to be a student of this college, whether he/she has actually appeared for the said examination or not and irrespective of the fact that the student has not taken the transfer certificate.

The Principal has powers to refuse admission or cancel admission once granted, if a student is found guilty of gross misconduct or misbehaviour or any act of indiscipline, or is found guilty of using unfair means in the college examination for which disciplinary action has been taken against the student or for participating in any agitation or taking out processions etc.

Reservation of seats: 50% seats are reserved for backward classes, students belonging to all reserved categories.

- On admission every student shall obtain on payment of Rs. 20.00 an identity card carrying his/her own passport size photograph duly pasted on it and shall preserve this card carefully in order to produce it on demand as and when required. In case of loss, it can only be reissued on payment of Rs. 50/- (Fifty) only. Every student must bring the identity card daily to the college and return the same to the office at the time of receiving their admission cards for Board/University. .

In case this card is lost the matter should at once be reported to the college office.

- The Medium of Instruction is only Marathi for Arts and Commerce Courses, which has to be noted by the students, writing the examination in English or any other language will not be allowed and can be heavily fined by the University.

ENROLMENT:

All the students who are new entrants to the degree college will have to enrol themselves in the University. A prescribed form for this purpose will be supplied by the college at the time of admission. A fine of Rs. 50/- per month is imposed by the University if the enrolment form along with the enrolment fee is not received by the University.

ATTENDANCE:

In order to qualify as a candidate for University Examination every student as per the University norms must attend not less than 75% of the lectures in each of their subjects of study offered.

No student shall remain absent from class without permission previously obtained. No one shall leave the premises without permission.

Leave of absence can be given only at the students own risk and certificate of any kind will not condone a deficiency in attendance.

Undertaking

Ihereby give an undertaking that I will maintain the attendance in each subject in both the terms for the academic session. I am aware that if my attendance out of 180 is less than 80% I shall be detained from appearing at Examination.

I undertake to abide by all the rules /regulations and conditions mentioned in the examination form.

I also undertake not to indulge into ragging.

Parent's signature

Student's signature.

Class-

Parent's name in Full

Residential Address

.....

.....

Phone/ mobile number

Email Id-

Students are nominally fined for the entire period of absence. Fine is imposed as a deterrent. Time and again notices are put/letters sent to guardians regarding attendance of their wards. It should be noted that college will not hesitate to detain students for want of requisite attendance. For genuine reasons, college may condone the deficit attendance provided medical certificate is produced by the student.

Attendance of students on National occasions like 15th August (Independence Day) and 26th January (Republic Day) and other college functions is compulsory. Disciplinary action shall be taken against students who remain absent on the above occasions.

All students including Scheduled Castes, Scheduled Tribes and Economically Backward Classes getting Scholarships or free ships will entirely depend on their regular attendance, which should not be less than 75% and satisfactory progress as evidenced by passing all university, monthly tests terminal and test examinations of the college, otherwise they will not be entitled for scholarship and free ship and they will be entitled to pay the full fees.

Scholarship

State Govt Open merit Scholarship- Students who have obtained 60% and above marks in the qualifying examination. This scholarship is subject to sanction of the Director of Higher Education, Pune.

Free education facilities are available to students belonging to **Economically Backward Classes**, in **Open Category** whose parent's income is within the income limit prescribed by Maharashtra State Government. This concession is limited to two children only. No concession shall be given to 3rd child & onwards. The students who are eligible for any other concession will not be entitled to get this concession. An application in prescribed form available on the website- **<http://ebc.dhemaharashtra.in>** is to be submitted within one month from the date of admission along with the Income Certificate for the year. If the E.B.C. form is rejected by the Govt. Office on any ground then the students will have to pay full fees to the college.

This concession is available to students whose parents are teachers or Non-Teaching Staff in Middle School/High School or Junior College in the Govt. Zilla Parishad/Corporation/Private Govt. Aided schools/colleges in regular pay scale. Secondary School Teachers should produce a certificate from their school stating that their school is on grant in aid and they teach upto which classes. This concession is limited to two children only. No concession shall be given to 3rd child onwards.

For students whose parents were Ex-Servicemen. Forms are available at Zilla Sainik Welfare Office, Nagpur and then to submit the said form to the college duly filled in and signed. The college will not issue these Ex-Servicemen Concession forms.

Scholarship to Physically Challenged students who are having 40% and above disability as per Medical Certificate are eligible for this concession & scholarship.

Students belonging to SC/ST/VJ/NT/SBC/OBC category will get concession in fees and scholarship (Maintenance Allowance) as per Government Rule. The students must produce caste certificate of their category.

Note:- 1) For SC/ST category students whose parent's income is below Rs. 2,00,000/- p.a. only. 2) For VJ/NT/SBC/OBC category students whose parent's income is below Rs.1,00,000/- p.a. only.

Freeship to students belonging to **SC/ST/VJ/NT/SBC/OBC** -Students desirous of availing concession in fees must produce caste certificate of SC & ST., and the students belonging to OBC/VJ/NT/SBC will submit Non Creamy-Layer certificate with the form otherwise their forms will be rejected.

Post matric scholarship for Minority students. Student from Minority Communities (i.e. Muslim, Christian, Sikh, Boudha & Parsi) whose Parent's Annual Income is below or equal to Rs.2.00 Lakhs and who is Domicile of Maharashtra State and having 50% Marks in X std is eligible for this scheme. This concession is allowed to only two children from the family. No other scholarship is permissible for this scheme. The details and forms are available on website of Director, Higher Education, Pune (www.dirhe.org.in)

Other Information

At the time of submission of any type of concession form students are required to produce their Identity Card, without which the form will not be accepted.

Students belonging to SC/ST/VJ/NT/SBC/OBC Category will submit GOI Scholarship or Freeship form only.

Students of outside Maharashtra State are not eligible to avail any type of concession.

Eligible and deserving students for the scholarship are advised to submit the prescribed application forms along with necessary certificates duly filled in, to the Scholarship clerk on or before the dates mentioned. After this date, forms will not be accepted.

All scholarships payable to the students are directly deposited in their Aadhar link bank account by the government.

All Concession holders must see the notices displayed on the college notice Board from time to time regarding the sanction of the scholarship, forms etc. All the payments are made by transferring amount to student's individual Aadhar link saving account. Therefore, all the students availing any type of concession are hereby advised to open Saving Account preferably in Bank of India or Bank of Maharashtra. Students are also advised to submit clean and neat photocopy of Bank Pass Book to scholarship Section along with Mobile Numbers, so that message regarding transfer of amount will be conveyed to them. The students who are admitted under Backward category are advised to submit their Caste Certificates to the admission section or else their admissions will not be confirmed.

List of documents required for scholarship.

OTHER INFORMATION the scholarship/concession holders and parents are expected to read all notices. If the concession/scholarship forms of concerned students are rejected by the concerned Govt. departments on any ground, such students shall have to pay full fees to the college within 15 days from the date of such notices

Online Admission Programme from the year 20-21 and Onwards

Current admission Process as per University Notifications.

Rashtrasant Tukadoji Maharaj Nagpur University UG Admission Student Level

- Portal : <https://rtmnu.university>
- Student to register at the portal
- Register at the portal using your mail id and mobile number.
- After registration, the student will be provided username and password for login
- The student should login to fill Admission registration form.
- Apart from details the student to upload photo, signature and documents.
- The scanned copy of mark sheets of X and XII have to be compulsorily uploaded

- If the student is short of document other than mark sheets he/she can still proceed with completion of admission registration.
- On successful filling of form an “Admission Registration Number” (ARN) will be generated.
- Student can take print out of the same.
- Student while applying to college will provide ARN
- The college will be responsible for authentication of student’s documents uploaded on portal
- The college can upload/edit/delete documents of a student
- The college can download the documents
- The college will follow regular admission procedure
- On finalisation of admission the college will update ARN of all admitted students on the portal
- The college will ensure that at the time of finalisation of admission of a student all relevant documents of the student are uploaded to portal.

Instructions for Online Registration and Admission.

Steps Links for Online Applications

Important Dates

I. Registration on RTMNU Site <http://rtmnu.university> From 17/07/2020 onwards.

II. Registration on COLLEGE Site www.mkm.ciecd.org

III. Fill the Google form <https://forms>.

*Note: All the above three STEPS are necessary for online application.

Details of Admission Process Important Dates

1 Display of Merit List.

2 Finalization of Admissions from Merit List.

3 Spot Admissions (if necessary) Till last date of admission prescribed by the University against Vacant Seats.

- Following documents are necessary for online application Process.
 - i. University Registration Slip (ARN)
 - ii. 12th Marksheet (2 copies)
 - iii. 10th Marksheet
 - iv. Transfer / Leaving Certificate
 - v. Caste Certificate
 - vi. Gap Certificate, if required
 - vii. Migration Certificate & Eligibility Certificate for the students of other Board / University.
 - viii. Aadhar Card

- All types of online transactions are charged by the payment transfer agencies. Institute will not be responsible or liable for charge backs.
- For any Queries / Enquiry contact the Admission Committee.

Admission Committee:

Dr. Usha sakure
Dr. Meenakshi wasnik
Shri. sachin Chapke.
Dr. Naina dewani
Dr. Yamuna rewatkar.

.....



[PRINCIPAL]
OFFICIATING PRINCIPAL
Manoharrao Kamdi Mahavidyalaya
Chitanvispura, Mahal, NAGPUR.