

**Janseva Foundation Loni Budruks**

**Arts and Commerce  
College, Shendi**



**Admission  
Process Policy**

**Prepared by  
Internal Quality Assurance  
Cell**

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# Admission Process Policy

1. Before commencement of every academic year Admission Committee is constituted in the college in which the various Heads of Department of the College and staff is included.
2. The admission committee constituted plans and guides the students regarding admission admission form.
3. A Coordinator is appointed for all branches to help the process as per the requirement.
4. Staff visits nearby local villages and Junior Colleges of Bari, Wasali, Taked, Barshingave, Pendshet, Waranghushi, Randha, Shendi, Manhere, Pimparkane to communicate with students to increase admissions.
5. Visit the nearby junior colleges and collect the information of 12th passed candidates and inform them about facilities available with PPT or documentary videos in the college like various Scholarships, Earn and Learn Scheme, Competitive Exams, Library , Sports facilities, etc.
6. Displaying flex boards at prominent places and in front of the concerned Junior College.
7. To interact, counsel and resolve difficulties of students by giving them information about policies of the college regarding admission and about branches of studies available, employment opportunities etc.
8. To spread the information of the college through social media by making an Information regarding admission is advertised in newspapers and through SMS, Whats App groups or through short documentary video reviewing the progress of the college activities and various social media platforms.
9. Providing needy and deserving students with the opportunity to pay college fees in installment.
10. The college abides to Savitribai Phule Pune University eligibility criteria for admission to Programmes.
11. The selection process is purely based on first come first serve basis.
12. The decision of the college Principal with regard to admission will be abiding.
13. All applications of the students who have been granted admission should accompany the following:
  - Result of qualifying examination
  - Original L.C / T.C. and two attested true copies of L.C. / T.C.
  - Passport size photographs.(latest)
  - Copy of Aadhar Card
  - Migration certificate
  - Anti-Ragging Affidavit

- Caste certificate/ Physically Handicapped certificate (If Applicable)
  - Income Certificate (If Applicable)
14. All admissions are subject to grant of eligibility of University.
15. Minimum 70% attendance in each subject is compulsory as per the Savitribai Phule Pune University rules.
16. All admissions and cancellations of admission and refund of fees shall be as per the norms of Savitribai Phule Pune University.
17. Reservation for backward Category-candidates will be as per the norms of Govt. of Maharashtra.

## Category wise Reservation

Sr. No.	Year	SC	ST	OBC	Gen	Other (NT,SEBC,SBC)
1	2018-19	13%	7%	19%	48%	13%
2	2019-20	13%	7%	19%	48%	13%
3	2020-21	13%	7%	19%	32%	29%
4	2021-22	13%	7%	19%	32%	29%
5	2022-23	13%	7%	19%	48%	13%

18. Admission is open to every eligible candidate.
19. Admission to UG course is granted on the basis of the information furnished by the candidate in the application form. If the same is found to be wrong / inadequate / false, his or her admission will be liable to be cancelled.

# ADMISSION PROCESS

Admission committee


Student Section

Account Section

Student Section

Admission Confirmed



  
**PRINCIPAL**  
Janseva Foundation Loni BK's  
Art's And Commerce College,  
Shendi(Bhandardara)-422604  
Tal. Akole. Dist. Ahmednagar,