

**6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc**

## 1. Admission Policy

Admission Policy is for the application and admission of students into different program

offered by Sasmira's Institute of Commerce and Science, hereinafter referred to as SICS. The college is affiliated to University of Mumbai and thus has to follow the rules set by the University for the purpose of admission. The Eligibility Criteria is

- A candidate for being eligible for admission shall have passed H.S.C. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination or Diploma in any Engineering branches with two years or three years duration after S.S.C. conducted by the Board of Technical Education, Maharashtra State or its equivalent examination by securing minimum 45% marks for general category (in one attempt) at the respective Examination and minimum 40% marks for the reserved category (in one attempt).
- admissions are purely based on merit duly following the reservation policy as per the norms of Government of Maharashtra.

- SC (13%)
- ST (7%)
- DT(A) (3%)
- NT(B) (2.5%)
- NT(C) (3.5%)
- NT(D) (2%)
- OBC (19%)
- SBC (2%)

- While drawing the merit list, weightage has to be given to students from Arts, Commerce and Science Stream at 12th standard level. The stream wise weightage to be given is as under :

Stream Commerce Arts Science Diploma in Engineering and Other Percentage 45% 25% 25% 5%

- The applications are to be accepted and processed by the college stream wise separately and the merit list is to be displayed stream wise taking into account the reservation policy prescribed by the Government of Maharashtra.

([https://drive.google.com/file/d/1-4Fb8DFg1cibt3LQZKr6IQ5yn\\_uA8FRi/view?usp=sharing](https://drive.google.com/file/d/1-4Fb8DFg1cibt3LQZKr6IQ5yn_uA8FRi/view?usp=sharing) )

- **General Principles:**



  
Principal  
Sasmira's Institute of Commerce & Science  
'Sasmira' Sasmira Marg,  
Worli, Mumbai - 400 030.

1. The policy and procedures provide equal opportunities to students and fulfil the educational needs of the differently-abled.
2. Students are given unbiased guidance and advice.
3. College has the right to cancel any admission (if any), in accordance with its rules and regulations.

**Formation of Admission Committee:**

1. The Principal shall appoint committees at the beginning of the year as required by rules.
2. The functions & responsibilities of the admission committee will be as follows:
  - Shall conduct meetings and maintain appropriate records.
  - Government and University rules related to admission shall be followed.
  - Admission to optional subject shall be given as per merit and student's preference.
  - Appropriate documents shall be collected and verified from each student at the time of admission.
  - Report of admission shall be submitted to the Principal on a daily basis. At the end of the admission process, a final report, as per the given format, shall be submitted to the University□  
All records shall be maintained as under- 1. Circular File, 2. Working file, 3. Any other.

**Admission Procedure:**

1. Mumbai University issues Admission schedule every year for the admission to all first year courses.
2. As per the schedule, the college issues application forms for admissions and the prospective students intending to secure admission in the college, duly fill out the application forms either in offline or online mode as the case may be.
3. The admission committee scrutinizes all applications that are received and the merit list received by the Mumbai University and then displays the merit list .
4. The admission committee is involved in the entire admission process and ensures that the entire process is carried out smoothly and fairly and all rules and regulations are adhered to.

<https://drive.google.com/drive/folders/1WBYw6LqkvH4x053H1JQ9zLjQx5xKDGz3?usp=sharing>

