



sasmira's

Institute of Commerce and Science

Affiliated to University of Mumbai

PROVISIONAL ADMISSION IN FIRST YEAR (A.Y. 2026-27)

Mr. / Miss. _____ has been provisionally admitted to **BMS / BAF / BBI / BSC-IT / BCA** course in **Sasmira's Institute of Commerce & Science (SICS), Sasmira Marg, Worli, Mumbai 400 030** for the academic year **2026 - 27**.

He/She has paid a fee of Rs. _____ towards the First Year of the course.

Due to unavoidable circumstances such as non-eligibility, default in qualification, or other academic requirements, the student may be shifted to another eligible course (BMS / BAF / BBI / B.Sc. IT / BCA) within **Sasmira's Institute of Commerce & Science (SICS)**.

Name of Student

Name of Parent/Guardian

Signature of Student

Signature of Parent/Guardian

Mobile No. (Student)

Mobile No. (Parent/Guardian)

Date of Admission

Signature of Registrar

Signature of I/C Principal



sasmira's

Institute of Commerce and Science

Affiliated to University of Mumbai

First Year Admission form A.Y. 2026 – 27

Form No.: _____

Program Preference

- B.M.S. – Bachelor of Management Studies
- B.A.F. – Bachelor of Commerce (Accounting & Finance)
- B.B.I. – Bachelor of Commerce (Banking & Insurance)
- B.Sc. IT – Bachelor of Science (Information Technology)
- BCA – Bachelor of Computer Applications

Student
Photo

Parent
Photo

I. Personal Details of Candidate

Name of the Applicant (In English)			
	(Surname)	(First Name)	(Middle Name)
Name of the Applicant (In Marathi/Hindi)			
	(Surname)	(First Name)	(Middle Name)

Mobile No.: _____ Email: _____

Gender: Male Female Other Date of Birth: _____

Place of Birth: _____ Instagram Id.: _____

II. Social Details

Religion: _____ Caste: _____ SubCaste: _____

Nationality: _____ BloodGroup: _____ Aadhar No.: _____

III. Address Details

Address	Correspondence	Permanent
Flat/ Room No.		
Building Name		
Street No/Sector		
Location		
City		
State		
PIN Code		

IV. Qualification

Address	HSC(XIIth)	SSC(Xth)
Year of Passing		
College/School Name		
Board/ University		
Marks Obtained (% or Grade)		

V. Parent / Guardian Details

Details	Father's Details	Mother's Details
Name		
Mobile No		
Email		
Occupation		
Organization Name		
Designation		

VI. Extra-Curricular Activities (if any)

Program/Activities	Achievement

VII. Documents Attached (2 sets of each)

- | | |
|--|--|
| <input type="checkbox"/> 10 th Marksheet | <input type="checkbox"/> 12 th Marksheet |
| <input type="checkbox"/> Leaving Certificate | <input type="checkbox"/> Domicile (If Applicable) |
| <input type="checkbox"/> Caste Documents (If Applicable) | <input type="checkbox"/> Aadhar Card |
| <input type="checkbox"/> Migration Certificate (If Applicable) | <input type="checkbox"/> Photo
(Student and Parent) |

VIII. Terms & Conditions / Undertaking

- a. As per Ordinance No. 6086 and Circular Ref. No. UG/01 of 2014 dated 5th May 2014 of the University of Mumbai, it is mandatory for every learner to maintain a minimum of 50% attendance in each course (subject) and an overall average of 75% attendance per semester.
- b. Cancellation and refund of fees shall be governed by Ordinance No. 2859 and Circular Ref. No. UG/412/2008 dated 11th September 2008 of the University of Mumbai.
- c. The student shall not indulge in any anti-college or unlawful activities. In case of misconduct or actions that harm the reputation of the college, the authorities reserve the right to take appropriate disciplinary action.
- d. Any student found soliciting or seeking undue benefits from external agencies to influence college decisions will be subject to strict disciplinary and/or legal action.
- e. Ragging is a criminal offence and is strictly prohibited within and outside the college campus, as per government and university regulations.
- f. College fees must be paid in four (4) equal instalments. Delay in payment may attract a fine and can lead to cancellation of admission.
- g. In case of any grievance, the student/parent/guardian must first approach the college authorities for resolution. Direct escalation to external authorities without prior intimation may result in the college declining responsibility and initiating appropriate action.

Undertaking by Applicant

I, Mr./Ms. _____, hereby solemnly declare that all the information provided by me in this application form is true and correct to the best of my knowledge and belief. I have read, understood, and agree to abide by the above-mentioned terms & conditions.

I undertake to follow all the rules and regulations of the College and the University from time to time.

Date : _____

Place : _____

Signature of the Applicant

Undertaking by Parent/Guardian

I, Mr./Ms./Dr. _____, have read and understood the information given above and confirm that it is true to the best of my knowledge.

I understand that if any information is found to be false or misleading, I shall be held responsible and liable for appropriate action as per the applicable rules.

Date : _____

Place : _____

Signature of the Parent/Guardian

For Office Use Only

Candidate is Eligible for admission to **First Year** for the **Academic Year 2026 - 2027**.

• **Course Allotted**

- B.M.S. – Bachelor of Management Studies
- B.A.F. – Bachelor of Commerce (Accounting & Finance)
- B.B.I. – Bachelor of Commerce (Banking & Insurance)
- B.Sc. IT – Bachelor of Science (Information Technology)
- BCA – Bachelor of Computer Applications

Fees Paid : _____

Receipt No: _____

Date: _____

Signature of the Clerk

Faculty Counsellor

Principal



sasmira's

Institute of Commerce and Science

Affiliated to University of Mumbai

UNDERTAKING FOR DISCIPLINE AND ACADEMIC COMPLIANCE

I Mr./Miss. _____ Son/Daughter of _____, have taken admission in the first year for **BMS/BAF/BBI/B.Sc.IT/BCA** at **Sasmira's Institute of Commerce & Science**, Worli, Mumbai 400030 for the Academic Year 2026 - 2027.

I hereby undertake to comply with the following rules and regulations:

1. I am aware that **BMS/BAF/BBI/B.Sc. IT/BCA is a three-year full-time course**. Therefore, **I will not pursue any other course simultaneously** without prior permission from the Institute.
2. I shall abide by all rules of the **Code of General Conduct** and regulations of the Institute regarding **attendance, discipline, safety, and cleanliness**, as may be framed from time to time.
3. I am aware that **chewing pan, tobacco, smoking, or consumption of alcohol/drugs** within the **Institute premises, campus, events, industrial visits or camps is strictly prohibited and will be dealt with seriously**.
4. I shall be **punctual in attending lectures, guest lectures, workshops, and conferences** organized by the Institute and shall not remain absent **without prior permission from the faculty or the Principal**.
5. I/We hereby declare that I/my ward **have not taken admission and will not take admission to any other full-time course/programme** in any other Institute/University without prior permission from this Institute.
6. I shall **not resort to any illegal or unfair means during examinations** and shall be liable for **disciplinary action, including expulsion from the Institute**.
7. I have read and understood the **anti-ragging provisions laid down by AICTE**. I undertake that I will **not be involved in ragging in any form** and will submit the required undertaking on the **Anti-Ragging Portal (<https://antiragging.in>)** within the prescribed time.
8. I am aware of the provisions of the **Women Development Cell (WDC)/Internal Complaints Committee (ICC)** as per the **Supreme Court guidelines (Vishakha Judgment)**.
9. I have read and understood the **fee structure and payment details** for the Academic Year 2026–2027.
10. I am aware of the fees payable for the academic year and **undertake to pay the full fees within the stipulated time through bank transfer/cheque/card only**.
11. I am aware that all **admission cancellation and refund processes must be completed within six months of admission**. I understand that I will **not be eligible to apply for a refund after this period**.
12. I/We have **read and understood all the rules and provisions mentioned** in this undertaking.

Signature of the Student

Signature of Parent/Guardian

Date: ____/____/____



sasmira's

Institute of Commerce and Science

Affiliated to University of Mumbai

Declaration and Undertaking for Student Code of Conduct & Institutional Policies

I, _____, hereby declare that I have been informed about the rules, regulations, and student support systems of the institution. I am aware that ragging in any form is strictly prohibited, and I undertake that I will not engage in, support, or encourage any such activity. I understand that strict disciplinary action will be taken against me if I am found involved in ragging.

I am aware of the institutional committees established for student welfare and grievance redressal, including the Anti-Ragging Committee, Internal Complaints Committee (ICC), and Grievance Redressal Cell. I understand that these committees function as per the guidelines of University of Mumbai.

I understand that issues related to harassment or misconduct can be reported to the Internal Complaints Committee (ICC), which functions in accordance with the Sexual Harassment of Women at Workplace Act, 2013.

I agree to maintain discipline, proper behavior, and respect towards all faculty members, staff, and fellow students. I will follow all institutional rules and regulations and will use the facilities responsibly. I also understand that I should approach the concerned committee for any grievance and may escalate the matter to the Principal if it is not resolved.

I undertake to contribute towards maintaining a safe, respectful, and inclusive campus environment.

I, _____, father/mother/guardian of the above student, hereby declare that I am aware of the rules and regulations of the institution. I have explained to my ward the importance of discipline and good conduct and assure my cooperation in ensuring compliance. I understand that appropriate disciplinary action may be taken in case of any misconduct.

For Assistance, You May Contact

- **Prof. Sunil Tiwari** : 9223319987
(Head – Discipline Committee)
- **Prof. Zarin Ansari** : 9321322993
(Assistant Professor)
- **Dr. Puja Ahuja** : 9702482435
(Assistant Professor)
- **Prof. Umesh Machi** : 7875131713
(Assistant Professor)
- **Mr. Santosh Pawar** : 7977704488
(Registrar)

Escalation (If Not Resolved at Committee Level)

- **Dr. Ashish Chutke** : 9820196393
(Principal)

Signature of Student

Contact No.

Signature of Parent/Guardian

Contact No.



sasmira's

Institute of Commerce and Science

Affiliated to University of Mumbai

ANTI-RAGGING UNDERTAKING & DECLARATION

I Mr./Miss. _____ Son/Daughter
of _____, have taken admission in the
first year for **BMS/BAF/BBI/B.Sc.IT/BCA** at **Sasmira's Institute of Commerce & Science**, Worli,
Mumbai 400030 for the **Academic Year 2026 - 2027**.

UNDERTAKING

I hereby undertake to comply with all the following rules and regulations:

1. **Ragging is strictly prohibited** within the premises of the institution, including classrooms, campus, hostels, transportation, and any related academic activities.
2. **Ragging includes** any conduct that causes or is likely to cause physical, psychological, or emotional harm, fear, shame, or embarrassment to a student.
3. **All students are required to maintain discipline** and respect the dignity of fellow students, faculty, and staff at all times.
4. **Any student found involved in ragging** will be subject to strict disciplinary action.
5. **Abetment or support of ragging** (direct or indirect) is also considered an offense and will attract the same punishment.
6. **Students must report incidents of ragging** immediately to the Anti-Ragging Committee, faculty members, or institutional authorities.
7. The institution follows the guidelines issued by the **University Grants Commission (UGC)** and other statutory bodies to prevent ragging.
8. **Ignorance of anti-ragging rules will not be accepted** as an excuse for any misconduct.

DECLARATION

I hereby declare that:

- I have read and understood the **UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009**.
- I fully understand that ragging is a criminal offense and is strictly prohibited inside and outside the campus.
- I have not been found guilty of or convicted for any act of ragging in the past.
- I undertake that I will not indulge in any form of ragging or misconduct towards any student.
- I understand that if found guilty of ragging, I am liable for punishment as per UGC norms and the Maharashtra Prohibition of Ragging Act, 1999, which may include suspension, rustication, or cancellation of admission.
- I shall maintain proper conduct, discipline, and decorum as a student of the institution.

Signature of Student

Signature of Parent/Guardian

Contact No.: _____

Contact No.: _____

Date: ____/____/____