

## INSTRUCTION FOR ONLINE ADMISSION



### STEP 1

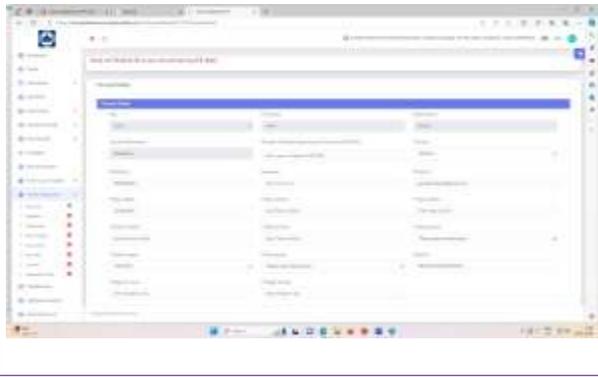
Visit the college website  
[www.dnyanasadhanacollege.org](http://www.dnyanasadhanacollege.org)  
and click the Admission Tab

### STEP 2

Sign in at MasterSoft Portal  
by using the Username and  
Password obtained from College  
(Check your college WhatsApp Group)  
or  
Click on Get Username and Password



### Login झाल्यानंतर विद्यार्थ्यांनी Personal Details भरावे

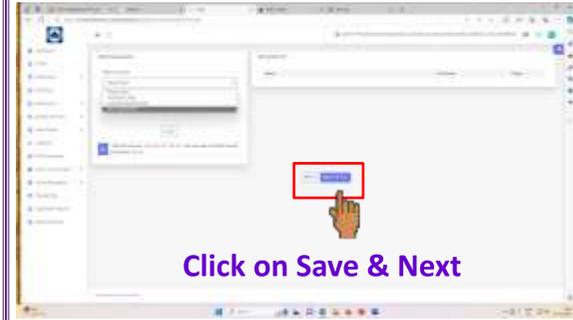


### STEP 3

- Login using your Username & Password.
- Fill in personal, parents, and academic details, as well as photo and signature. Save and proceed at each step.
- In this step, you must select subject combinations. Selected subject combinations will be confirmed based on merit and available seats.

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### HSC Marksheet, FY & SY Marksheet Upload करावे



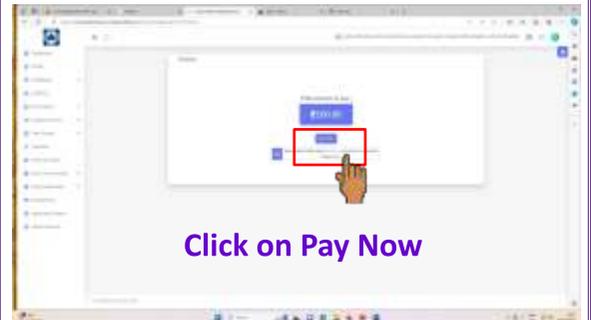
#### STEP 4

Upload the previous year's mark sheets and click the "save and next" button.

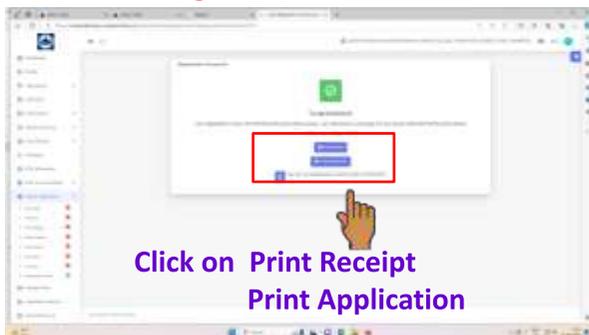
#### STEP 5

- Pay the Prospectus Fees (Online) through the OMNIWARE.
- After payment, you will successful payment message.

### Prospectus Fee



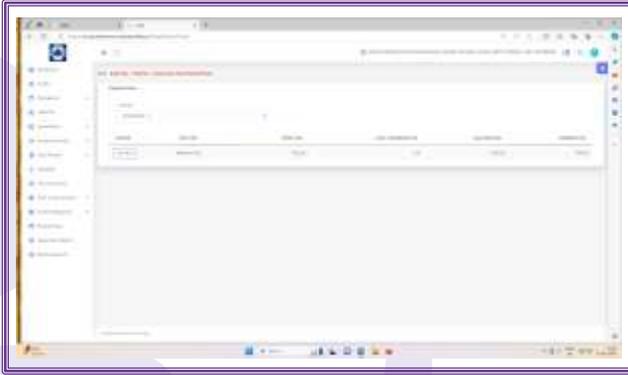
### Registration Successful



#### STEP 6

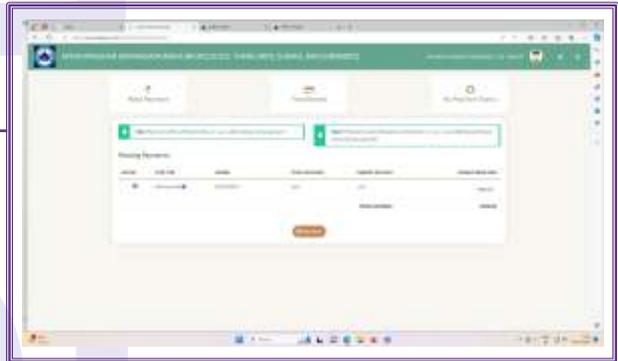
Then confirm and print the application form.

## INSTRUCTION FOR ONLINE ADMISSION



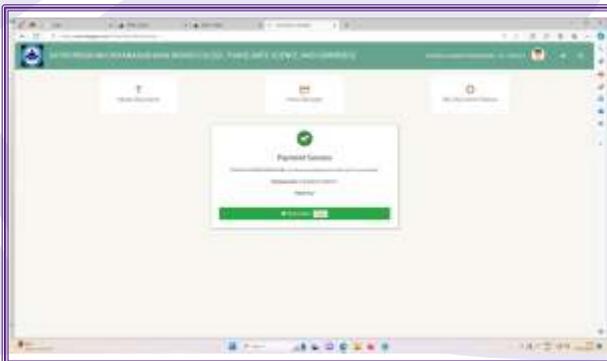
### STEP 7

CLICK ON THE PAYABLE FEES WHERE THE STUDENT WILL GET THE FEES AMOUNT.



### STEP 8

CLICK ON THE PAY NOW BUTTON AND MAKE THE ONLINE PAYMENT.



### STEP 9

AFTER SUCCESSFUL PAYMENT, STUDENT WILL GET THE PAYMENT SUCCESSFUL MESSAGE.



### ***Equity Policy in Admission Process:***

*Satish Pradhan Dnyanasadhana College Management do not discriminate students for Admission on the basis of personal or social circumstances such as gender, socio-economic status, migrant background, age, special needs or place of residence.*

### ***Important Information to the Students Seeking Admission***

*(All Students/Parents/Guardians should read carefully and understand)*

- 1. Students seeking admission from other colleges should have passed in all subjects and obtained No Objection Certificate (N.O.C.) from the last college attended.*
- 2. Students should note that all admissions will be as per prevailing University rules/ Board rules and Government norms and will be provisional till confirmed by the authorities.*
- 3. Students seeking admission at F.Y. in any stream should verify the subjects available at T. Y. level. College shall offer only those subjects or combinations which are mentioned in the prospectus.*
- 4. All parents/guardians must sign the admission form after going through and understanding the rules, regulations and code of conduct governing their wards.*
- 5. Students who do not submit original mark sheet, passing certificate and leaving certificate and other necessary documents will not be granted admission and if granted, all such admissions will be provisional.*
- 6. If any educational information and documents submitted by students are found to be false or misleading, it will call for legal action and expulsion from the college.*

*(Note: In case of any disputes, the decision of the Principal will be final and binding.)*

### ***Rules to be Followed by Students***

- 1. Every student must possess a valid Identity Card issued to him/her by the college authorities, with photograph bearing the signature of the Principal. The card must be kept on display (either with a sling or clip or worn around the neck). Any student without a valid College Identity Card will not be permitted to enter the college premises.*
- 2. Students' attendance in lectures, practicals, field visits is compulsory as per University guidelines. Accordingly, every student must attend at least 75% of the total number of lectures. Attendance for tutorials/practicals, all the class tests, assignments engaged in each term of the respective academic year is compulsory.*
- 3. Students remaining absent during lectures, practicals or examination on medical grounds must submit medical certificate to the vice principal/course co-ordinator or parent teacher or Examination committee convener immediately after the examination.*
- 4. Students are required to be present in classroom well in time.*
- 5. All students should maintain strict silence in the corridors, classrooms and library hall.*
- 6. Every student is responsible for taking care of the college property and maintaining cleanliness of the premises.*

7. *While representing the college in workshops, seminars, excursion, field visits, internships etc. all students should follow utmost discipline and decorum.*
8. *Every student should read the notices displayed by the college from time to time. **Any ignorance or failure on their part to read the notices will not be excused.***
9. *Library books, periodicals etc. should be handled carefully. Any damage or loss of books by the students should be compensated for within 7 days.*
10. *All students are informed that they must carefully fill examination forms on or before the due date notified. All T.Y. students should note that their form submission as per university guidelines is online.*
11. *All students and their parents should note that discipline is of utmost priority in gaining admission to the college and that discipline must be maintained by students throughout their tenure in this college.*
12. *Any student failing to attend the college for 75% of the total number of lectures/tutorials/practicals engaged during the academic year is liable for disciplinary action resulting in cancellation of his/her admission.*
13. *Students are prohibited from bringing mobile phones or any kind of valuables in college premises. The college will not be held responsible in case of loss of the same.*
14. *Students must not misuse blackboards, disfigure walls and windows, tamper with furniture and fittings or cause any damage to the college property directly or indirectly. Otherwise cost for damages will be collected from students by charging common breakage.*
15. *Students are not allowed to communicate any information or write to the press about matters related to the college administration without prior permission of the Principal.*
16. *Any act of tarnishing the reputation of the college or teachers will be viewed seriously.*
17. *Students are strictly prohibited from collecting funds in the name of the college.*
18. *Any student found guilty of disobedience, misconduct or misbehavior or any other act of serious indiscipline, is liable either to lose his term or face expulsion from the college.*
19. *Students involved in any kind of violent behaviour inside and outside college campus will be handed over to the police.*
20. *Students indulging in malpractices of whatsoever nature including use of unfair means at the examinations will be liable for disciplinary action as per the rules and procedures laid down by Maharashtra Universities Act. 1994 and the Government of Maharashtra Act No. XXXI of 1982.*

21. *Smoking, chewing pan, tobacco, or any kind of intoxicants is strictly prohibited as per government directives. Students found indulging in such activities in the college premises will face expulsion from the college.*
22. *Students are directed not to bring any outsider to the college premises.*
23. *Students shall not organise on their own, picnics, excursion, trips etc. without prior written permission of the Principal.*

*(Note: In case of any dispute, the decision of the Principal will be final and binding.)*

### **General Instructions**

- *Students who request leave of absence from lectures/practicals/tutorials for participating in sports, games, cultural or any other activities for and on behalf of the College/Activity group, should submit the application countersigned by the respective Vice-Principal.*
- *Parents of Degree College students are requested to kindly contact the class teacher, Head of Department, Vice-Principal or the Principal, at least once in a term to keep themselves abreast with their wards attendance and progress.*

*Students must refrain from ragging, as ragging is a cognizable offence as notified by the Government of Maharashtra Resolution No. TEM / 10967620 / 96 dated 06.09.1996*

## INFORMATION REGARDING SCHOLARSHIP/FREESHIP

### RESERVED CATEGORY STUDENTS:

CATEGORY	DEPARTMENT	SCHEME NAME		COURSE NAME
		SCHOLARSHIP	FREESHIP	
SC	Social Justice and Special Assistance Department	Government of India Post-Matric Scholarship	Post Matric Tuition Fee and Examination Fee (Freeship)	B.A, B.Com., B.Sc., B.Sc.(IT), B.Sc.(CS), BMS, MMC, BBI, BAF, M.Com., M.Sc. (OC), M.Sc.(Bot.), M.Sc.(IT)
ST	Tribal Development Department	Post Matric Scholarship (Government of India)	Tuition Fee and Exam Fee for Tribal Students (Freeship)	
OBC	OBC, SEBC, VJNT & SBC Welfare Department	Post Matric Scholarship to OBC Students	Tuition Fee and Examination Fees to OBC Students	B.A, B.Com., B.Sc., B.Sc.(IT), B.Sc.(CS), BMS, MMC, BBI, BAF, M.Com., M.Sc. (OC), M.Sc.(Bot.), M.Sc.(IT)
VJNT		Post Matric Scholarship to VJNT Students	Tuition Fee and Examination Fees to VJNT Students	
SBC		Post Matric Scholarship to SBC Students	Tuition Fee and Examination Fees to SBC Students	
OPEN	Directorate of Higher Education	Rajashri Chatrapati Shahu Maharaj Shikshan Shulka Samiti Scholarship Scheme		B.A, B.Com., B.Sc., B.Sc.(IT), B.Sc.(CS), BMS, MMC, BBI, BAF, M.Com., M.Sc. (OC), M.Sc.(Bot.), M.Sc.(IT)

### DETAILS OF INCOME LIMIT :

CATEGORY	SCHOLARSHIP	FREESHIP
SC	Less than Rs. 2,50,000/-	No Income Limit
ST	Less than Rs. 2,50,000/-	No Income Limit
OBC, SBC, VJNT	Less than Rs. 2,50,000/-	More than Rs. 2,50,000/- Upto Rs. 8,00,000/-

### CHART SHOWING CONCESSION (IN PERCENTAGE) IN FEES FOR RESERVE CATEGORY

COURSE NAME	CASTE CATEGORY				
	SC	ST	OBC	SBC	VJNT
B.A.	100 %	100 %	100 %	100 %	100 %
B.COM.	100 %	100 %	100 %	100 %	100 %
B.SC.	100 %	100 %	100 %	100 %	100 %
B.SC.(IT)	100 %	100 %	100 %	100 %	100 %
B.SC.(CS)	100 %	100 %	100 %	100 %	100 %
BMS	100 %	100 %	100 %	100 %	100 %
MMC	100 %	100 %	100 %	100 %	100 %
BBI	100 %	100 %	100 %	100 %	100 %
BAF	100 %	100 %	100 %	100 %	100 %
M.COM	100 %	100 %	100 %	100 %	100 %
M.SC.(OC)	100 %	100 %	100 %	100 %	100 %
M.SC.(BOTANY)	100 %	100 %	100 %	100 %	100 %
M.SC.(IT)	100 %	100 %	100 %	100 %	100 %

**NOTE :**

The Students belonging to SC/ST Caste should provide their 1. CASTE CERTIFICATE 2 PARENT'S INCOME CERTIFICATE (ISSUED BY TEHSILDAR) 1 DOMICILE CERTIFICATE (STUDENT'S) at the time of ad admission for availing Scholarship Facility. If the student does not possess the same, they will have to pay FULL AMOUNT OF FEES and can avail of Scholarship Facility after filling Scholarship/ Freeship Form at Maha DBT Website (<https://mahadbtmahait.gov.in>)

1. Students who are submitting Mother's Income Certificate should submit Father's De ath Certificate / Valid Reason. (Court Affidavit) at Counter No. 11 ins the College Office personally
2. Students who have taken a drop, are required to submit a GAP Certificate from the Court.
3. In Fees Paid Column Student shad put the Full Fees Paid.
4. Freeship Concession is available only upto Second Child in the case of both boys. For Girls there is no restrictions as to the numbers.
5. Students, who have been admitted in this college from other district, have to submit a District Change Certificate

All the other Categories (OBC/SBC/VJNT/SEBC/OPEN AND PHYSICALLY CHALLENGED STUDENTS) are hereby informed that they have to PAY FULL AMOUNT OF FEES and can avail of Scholarship facility after filling Scholarship/Freeship Form at Maha DBT Website and submitting the Hard Copy of Form at College Counter No. 11

**COMMON DOCUMENTS REQUIRED FOR SCHOLARSHIP FREESHIP FORM**

1. Hard Copy of Online Form Submitted
2. True Copy of Caste Certificate
- 3 True Copy of Domicile Certificate (Issued by Tahsildar)
4. True Copy of Income Certificate ( For the Financial Year 2024-2025)
- 5 True Copy of Caste Validity Certificate (Only for ST Caste For BMM BMS/BB I/BAF/B.SC(IT), B.SC(CS) COURSES)
6. True Copy of Ration Card
7. True Copy of S.S.C. Marksheet (10th)
8. True Copy of H.S. C. Marksheet (12th)
9. True Copy of 12th Leaving Certificate
10. True Copy of Aadhar Card
11. True Copy of Bank Passbook (First Page)
12. True Copy of Non-Creamy Layer Certificate (Only for OBC/SBC/VJNT Caste Only for Freeship Applications Forma)
13. Aadhar Card Seeding Form from Bank (Forms are available in College Website)
14. Self Declaration Form
15. Zeror of Past 3 Years Marksheets
16. Admission Fee Receipt
17. Father's Death Certificate (If Mother's Income Certificate attached)
18. Mobile Number Linked with Aadhar Card & Adhar Card Linked with Bank Account

**SELECT THE TITLE OF THE COURSES AS PER THE FOLLOWING LIST WHILE FILLING THE FORM ON MahaDBT**

B.A. (Aided)	Bachelor of Management Studies (BMS) (Unaided)
B.Com. (Aided)	Bachelor of Arts (Multimedia & Mass Communication) (Unaided)
B.Sc. (Aided)	M.Com. (Unaided)
B.Com. (Accounting and Finance) (Unaided)	M.Sc. ( Botany) (Unaided)
B.Sc. (Computer Science) (Unaided)	M.Sc. (Organic Chemistry) (Unaided)
B.Sc. (Information Technology) (Unaided)	M.Sc. (Information Technology) (Unaided)
Bachelor of Banking & Insurance (BBI) (Unaided)	

The detailed information about Scholarship/Freeship is available on College Website.

## Reservation Policy (As per the Government of Maharashtra)



No. Enrol./Elg./Admission/(2022-23/462/of 2022.

### CIRCULAR:-

The Principals of all the Affiliated colleges of Arts, Science, Commerce and Director University Sub-campuses (Thane Ratnagiri and Sindhudurg) are hereby informed to follow the procedure of admission.

#### I. The reservation for different reserved categories are as under % allocation seats:-

- |       |   |  |
|-------|---|--|
| i)    | 13% Seats   | : S.C.   |
| ii)   | 7% Seats  | : S.T.   |
| iii)  | 3% Seats  | : D.T. (A)   |
| iv)   | 2.5% Seats  | : N.T. (B)   |
| v)    | 3.5% Seats  | : N.T. (C)   |
| vi)   | 2% Seats  | : N.T. (D)   |
| vii)  | 19% Seats   | : O.B.C.   |
| viii) | 10% Seats   | : EWS  |
| ix)   | 38% Seats   | : OPEN+ Point No.x (A), (C) and xi.  |
| x)    | A) Women  | : As per circular No. Aff/Recog./322 of 2000 dated 7 <sup>th</sup> September, 2000         |
|       | B) S.B.C.   | : 2% As per circular No. BCC/29/334 of 1997 dated 25 <sup>th</sup> September, 1997         |
|       | C) Physically Handicapped                                 | :As per circular No. Spl. Cell/ICC/2021-22/02 dated 30 <sup>th</sup> August, 2021          |
| xi)   | 3% Seats  | : स्नातक संवर्गातील (परिपत्रक क्रमांक मान्यता/संतंनता/निर्देश/२२१ दिनांक ६.६.१९९८ प्रमाणे) |
|       | १.  | बदलून आलेले केंद्रीय/ राज्य शासकिय कर्मचारी/ अधिकारी यांचे पाल्य                           |
|       | २.  | संरक्षणदलातील आजी/माजी सैनिकांचे पाल्य   |
|       | ३.  | राष्ट्रीय/राज्य पातळीवर क्रिडा व संस्कृतिक कार्यक्रमात विशेष नैपुण्य मिळवलेले विद्यार्थी   |
|       | ४.  | विधवा/ परित्यक्ता विद्यार्थिनी   |
|       | ५.  | स्वातंत्र सैनिकांचे पाल्य/मातवडे   |
| xii)  | Two supernumerary seats for students from Jammu & Kashmir | as per University Circular No. Aff/ICC/2012-13/22 dated 8 <sup>th</sup> January, 2013      |