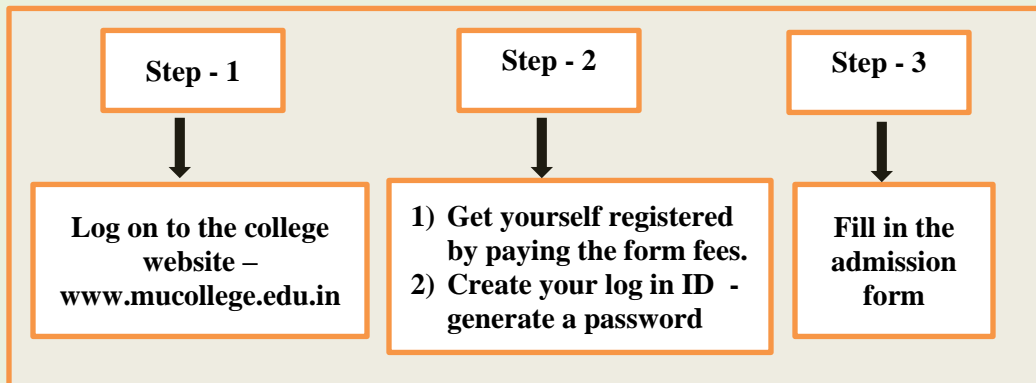# ADMISSION PROCESS

We at M.U. College of Commerce follow the rules and regulations of Savitribai Phule Pune University to admit a student to B.Com and B.B.A. courses.

ELIGIBILITY AND ONLINE ADMISSION PROCESS

- Any student who has passed the HSC examination from any of the state boards or I.C.S.E. or C.B.S.E or has passed any equivalent examination is eligible to apply.
- The first step to admission is filling of the admission form. Admission form is available on the college website. An aspirant is required to fill in the online form.
- To be able to fill in the admission form the student would be required to create a log in in his/her name and generate a password. The aspirant must not forget his or her log in credentials and the password. This will remain with him until he/she passes out from the college.
- To be able to log in the aspirant has to register him/herself every year.

(Flow chart showing how to get access to online admission form)

Step - 1	Step - 2	Step - 3
↓	↓	↓
Log on to the college website – www.mucollege.edu.in	1) Get yourself registered by paying the form fees. 2) Create your log in ID - generate a password	Fill in the admission form

(Scanned Documents you must possess while filling the admission form for uploading)

1. Latest identity card photograph and scanned signature (size – 2 MB each)
2. SSC and HSC mark sheets for an aspirant seeking admission in the first year and mark sheet of the latest examination for other students.
3. Leaving certificate from the school or junior college as the case may be for the first year admission seekers. Transference certificate from the latest institution in case of those seeking admission in the second year.
4. Caste certificate, if applicable
5. Aadhar card

- Before filling up the online admission form the aspirant is required to read the guidelines for filling up the online form carefully to avoid any inconvenience and duplication.
- Admission form, to all the classes, is available on - http://mucollege.edu.in/online-admission/ . Link will be active only when the admission process is going on.
- **The admission form has to be filled very meticulously because any incomplete information or wrong disclosure could disqualify the aspirant from getting a seat in the college. Responsibility of the same rests entirely with the aspirant.**
- Duly filled in online form would have to be submitted online and an electronic acknowledgement would be generated and sent to your email ID furnished by you while registering yourself.
- You are required to take a note of the deadlines set for the admission process carefully and abide by the same to avoid inconvenience to both. The deadlines would be clearly displayed on the college noticeboard as well as on the college website. It is the sole responsibility of the aspirant/student to know the deadlines and get herself/himself aware of the rules and regulations of the college. The college administration is not responsible for any deadlines or notices missed by the aspirant/student.
- On scrutiny of the forms collected, the college will display a merit list on the college notice board. The aspirants would be informed via email if they are selected.
- Admission for those in the merit list will be time bound and if any aspirant does not stake his/her claim within the time given s/he would lose his/her stake on the seat. Out of turn admissions would not be entertained at all.
- Admission to any class would be done only after counseling of the aspirant accompanied by at least one parent. The accompanying parent is required to understand the set of rules and regulations that govern the institution and then sign the forms.
- Once counseling of the aspirant is done, s/he is required to pay the fees online. In case the online mode is not operational then on successful completion of counseling, a challan would be given to the aspirant to pay the necessary college fees in the designated bank. The aspirant would submit to the college the challan duly stamped by the designated bank indicating the receipt of fees.
- The aspirant now is a student of M.U. College of Commerce, with the college deserving the right of cancellation of his/her admission.
- Below is the list of documents needed. Aspirants are required to submit photocopy of these documents along with the original print of the duly filled online application form. The student would be required to get the originals for verification. Time and date for the same would be notified to the student. On verification if any of the documents is found to be counterfeit his/her admission would stand cancelled immediately without the college having to return any fees to the student.

LIST OF DOCUMENTS FOR ADMISSION

Admission Level	Board	Documents needed
First Year B.Com	H.S.C. (Maharashtra State Board)	1. School Leaving Certificate 2. 12th Mark sheet 3. Aadhar Card 4. Gap Certificate (if applicable) 5. Caste Certificate (if applicable) 6. Anti-Ragging undertaking (at the time of admission) 7. Student Information Report (at the time of admission) 8. 2 Photographs (at the time of admission) 9 Eligibility form of the SPPU (at the time of admission)
First Year B.Com	ICSE/CBSE/Out of State	1. School Leaving Certificate 2. 12th Mark sheet 3. Aadhar Card 4. Gap Certificate (if applicable) 5. Caste Certificate (if applicable) 6. Anti-Ragging undertaking (at the time of admission) 7. Student Information Report (at the time of admission) 8. 2 Photographs (at the time of admission) 9. Migration Certificate 10. Eligibility form of the SPPU (at the time of admission)

- Admission & enrolment is strictly by order of merit and not on first-come-first-served basis.
- Until fees are accepted, receipted and the admission form is signed by the Principal/ proper authority, enrolment and admission is not secured.
- Admission for SC/ST/OBC etc. candidates will be strictly by merit and as per Minority Institution's privileges.