



# **SES's L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE**

## **ADMISSION POLICY**

This policy is the guideline for admission to First Year Programmes in the Degree College.

**Authority:**

Approved by the competent authority of LSRC.

**Applicability:**

The Admission Policy is applicable to all the Management, teaching and non-teaching staff, students and parents or nay other who is seeking admission to the Degree College.

**Policy Statement:**

To admit students by following the University of Mumbai directives as much as applicable to Gujarati Linguistic Minority College based on merit.

**Policy:**

Circulars and notices regarding admission are to be displayed on the college website. College should also prepare banners explaining or detailing the online admission procedures, admission schedule and details online fee payment etc and those banners are to be displayed in the college campus. Notices and banners should include the following:

- i. Rules and regulations of admission,
- ii. Eligibility for admission to different programmes
- iii. Schedule of admission
- iv. Timing for form verification and submission of admission forms.
- v. Day and dates for display of merit list
- vi. Fee payment details and schedule

The principal should constitute an Admission Committee (AC) consisting of teachers and display the same in the form of notice on the website and notice boards. The principal should also display HELP LINE numbers to facilitate students and parents. The AC must adhere to the University circular and direction of the principal in regard to admission and AC Convener should ensure smooth functioning of admission by assigning /distribute work to all members of the Committee.

As per the University circular issued from time to time.

The following rules are applicable to L.S.Raheja College of Arts and Commerce(Gujarati Minority College).

Academic merit purely should be the base of admission. Of the total seats available, 35% seats are reserved for Gujarati Speaking students,15% seats are reserved under Management Quota and balance 50 % is for General students (including physically handicapped and learning disability, ex-service etc. Admission under Management Quota is also generally given by the Management on merit basis.

All admission under Gujarati Minority and Open quotas are purely on merit basis. Merit list are to be displayed from time to time. Admission under Management Quota is also generally given by the Management on merit basis.

All admission and payment of fees are to be carried out online through the College ERP. No cash collection to pay fees is allowed. Students having problems of online payment can also pay by 'PAY ORDER/DEMAND DRAFT'.

All admission forms are to be verified by the AC and undertaking should be taken from students of seeking admission from Boards like CBSC, ISC of CISCE, Cambridge or CAIE Board and other State Boards, before admitting.

Admission to semester III and V is subject to clearance of lower examinations by students i.e., semester I & II and or III & IV, as per the norms of the University.



  
Principal