

Council of Education's
DESHBHAKTA RATNAPPA KUMBHAR
COLLEGE OF COMMERCE, KOLHAPUR
(An Autonomous College)
ADMISSION POLICY & PROCEDURES: B. COM.
(GRANTABLE & NON-GRANTABLE)

Introduction:

Council of Education's Deshbhakta Ratnappa Kumbhar College of Commerce, Kolhapur is a well-known and prestigious educational institution in the region which has been active in the field of higher education in commerce and management for more than six decades. The college is established under 12(B) and 2(F) Acts of UGC and is been Accredited with 'A' Grade by the National Accreditation and Assessment council. The Institution has a team of dynamic and outstanding faculty which continuously follows innovative teaching practices. Our founder president Deshbhakta Padmashri Dr. Ratnappa Kumbhar has done yeoman service to uplift common man through this educational institution. The college now has made significant contribution to the development of commerce education in Maharashtra, without expecting any donation from students and community at large.

Admission Policy:

This policy aims at providing procedures and guidelines with respect to the Admission process of Deshbhakta Ratnappa Kumbhar College of Commerce, Kolhapur, (Autonomous) Maharashtra, India, PIN - 416002. The Policy framework refers to the admission to the Under Graduate B.Com. programme offered by the college. This framework comprises of basic rules with respect to admissions.

The admission process is transparent and unbiased while selection of students. The students are selected as per the norms prescribed by Shivaji University, Kolhapur, Government of Maharashtra and University Grants Commission, New Delhi by observing the reservation policy. The selection of students is purely on the merit basis.

Policy Statement:

To give admissions purely on merit basis and according to the reservation policy of the Government of Maharashtra, UGC and guidelines issued by the Shivaji University, Kolhapur.

A.R. 1: GENERAL RULES FOR ADMISSION TO UNDERGRADUATE PROGRAMMES:

B. Com. I:

1. Admission to B. Com. programme will be strictly based on-
 - i. Eligibility criteria shall be as prescribed by the Shivaji University, Kolhapur.
(Refer Link <http://www.unishivaji.ac.in/bcud/Eligibility-Section>)
 - ii. Reservation rules shall be as prescribed by the Government of Maharashtra from time to time.
 - iii. Merit, as measured by the marks scored in the qualifying previous examination.
2. The college reserves the right to amend/ modify the guidelines regarding admission as and when such amendments / modifications are received from the Government, university or management.
3. The entire admission process for undergraduate programme (B. Com.) shall be online.
4. As the college has attached junior college, the total intake capacity at the first point of the admission to the undergraduate programme will be divided as 80 percent for the attached junior college and 20 percent for other junior colleges. In case, 80 percent quota for the attached junior college remains unutilized, the college will have the right to admit students from other junior colleges and vice-versa.
5. In view of the problem of drop out, the additional 10 per cent of the sanctioned intake capacity may be admitted in the college subject to the general rules.
6. The admission process including fee structure and dates will be displayed on notice board and the college website immediately after declaration of results of HSC/12th examination.
7. There will be an Admission Committee for monitoring of admissions consisting of the following members:
 - a. Chairman (Senior Teacher)
 - b. Three other teachers as members
 - c. One member from administrative staff

The provisional merit list will be displayed on the college notice board as well as the college website for the information of students.

8. In case of any doubt over the authenticity or genuineness of a certificate, the college may refer to university or the Board which has issued the certificate to the student and the admission be subjected to the authentication,
9. The foreign students shall be admitted to any course on production of provisional eligibility certificate from the Shivaji University, Kolhapur. For obtaining provisional eligibility certificate, the foreign student shall apply along with necessary certificates to Shivaji University, Kolhapur in the form prescribed by the it and pay fees prescribed by the University from time to time.

Every foreign student (except these students nominated by the central government for medical courses) shall have to appear for and pass the entrance examination to be conducted by the Shivaji University, Kolhapur and any other test (including medical test) as prescribed by the Government. The fees for this examination as well as for re-examination will be as prescribed by the University from time to time.

A.R. 2: CERTIFICATE COURSES

- a) A student has to complete at least two certificate courses or one diploma during his/her graduation period from the Skill Enhancement Courses offered by the college.
- b) A student who is willing to take the admission for advanced diploma in the third year is allowed to do the same provided that he/she must have completed the certificate course in the first year and diploma in second year.

Note:

- A) Diploma consists of – a) Certificate Course for first year and Diploma in second year [Same Course]. A student who desires to take admission for Diploma, should have completed the respected certificate course.
- B) Advanced Diploma consists of– a) Certificate Course in first year, b) Diploma in second year and c) Advanced Diploma in third year [Same Course]. A student who desires to take admission for Advanced Diploma, should have completed the respected Diploma.
- C) Student admitted to First year of B. Com. programme must complete at least one Certificate course out of the courses offered by the college.

A.R. 3: CANCELLATION OF ADMISSION AND REFUND OF FEES

1) All deposits such as Caution Money, Library Deposit, etc shall be refundable subject to such deductions as may be necessary on account of any damage to the property of the institution concerned such as breakages to equipment's loss of library books etc for which a student may be responsible.

2) If a student choose to withdraw his/her admission in which he/she is enrolled the college will follow the following five tier system for refund of fees remitted by the student –

Sr. No.	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received
1	100%	15 days or more before the formally-notified last date of admission.
2	90%	Less than 15 days before the formally-notified last date of admission.
3	80%	15 days or less after the formally-notified last date of admission.
4	50%	30 days or less, but more than 15 days, after formally-notified last date of admission.
5	0%	More than 30 days after formally-notified last date of admission.

Note: * Caution money and security deposit, which are not part of the fees chargeable, shall be refunded in full.

- In case of (1) in the table above, the college shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs.5000 as processing charges from the refundable amount.

- Fees shall be refunded by college to eligible students within fifteen days from the date of receiving a written application from him or her in this regard.

A.R. 4 PROSPECTUS:

The prospectus of various courses with necessary relevant information mainly with reference to the fees and course structure, intake capacity etc will be made available on college website- www.drkcollegekolhapur.org.

A.R. 5 ELIGIBILITY CRITERIA FOR ADMISSION

a) B. COM. PART I:

The eligibility criteria for taking admission to B. Com. Part I shall be as per the norms of Shivaji University. A student should have passed Higher Secondary School Certificate (10+2) in Commerce or Science or its equivalent examinations.

b) B. COM. PART II:

- No candidate shall be allowed to take admission to Semester III unless he/she has cleared atleast 8 courses of Semester I and Semester II.
- No candidate from affiliated /autonomous colleges of parent/ other university shall be allowed to take admission for B. Com. II year.
- No candidate from non-grantable section/ division shall be allowed to take admission to grantable section/ division.
- A candidate who has appeared for the B.Com. Sem I & II Examination of this or any other University as an external/distance mode will not be allowed for B. Com. Sem III & IV to join the college as a regular candidate.
- Admission committee reserves all the rights regarding admissions.

c) B. COM. PART III:

- No candidate shall be allowed to take admission to Semester V unless he/she has cleared Semester I and II in all courses.
- A candidate fail in maximum four heads of passing in Sem III & IV shall be allowed to admit in Sem V as per ATKT norms.
- A candidate who has appeared for the B.Com. Sem III & IV Examination of this or any other University as an external/distance mode will not be allowed for B. Com. Sem V & VI to join the college as a regular candidate.
- No candidate from affiliated /autonomous colleges of parent/ other university shall be allowed to take admission for B. Com. III year.
- No candidate from non-grantable section/ division shall be allowed to take admission to grantable section/ division.
- Admission to Advanced Accountancy Course (Discipline Specific Elective-DSE) will be strictly on merit basis by taking in to considertaion available seats for the course.
- Admission committee reserves all the rights regarding admissions.

A.R. 6 INTAKE CAPACITY FOR B. COM. I:

Grantable: 600 Students, **Non-grantable:** 120 students

A.R. 7 NECESSARY DOCUMENTS FOR ADMISSION TO B. COM. I :

Before initiating the filling of online admission form, students are advised to scan the following original documents so as to upload them.

1. Scanned Photo
2. Scanned Signature
3. Scanned Higher Secondary School Certificate (10+2) in Commerce or Science or its equivalent Examinations [**original** while physical verification]
4. Scanned Leaving Certificate [submit **original** while physical verification]
5. Scanned Caste Certificate (wherever applicable) [**original** while physical verification]
6. Scanned Non-creamy layer Certificate (wherever applicable)
7. Income certificate (wherever applicable)
8. Any other relevant documents (as per the list given in registration portal)

A.R. 8 ADMISSION PROCEDURE FOR B. COM. I:

Instructions –

1. Online Admission Form should be filled correctly.
2. The student should write his/her name on admission form as per HSC/12th School Leaving Certificate.
3. The students should note that admissions are subject to the intake capacity of the particular class and number of seats available for a particular subject. Once the quota of seats is over, no further admissions will be possible.
4. The decision of Admission Committee/Principal regarding admission shall be final.
5. Application forms for various scholarships and free ships etc. should be submitted in due course of time.
6. The students should apply separately for each course.
7. The students should submit the print out of the online form to the college.

Admission procedure shall be online and will consist of following steps-

1. Notice regarding admission shall be displayed on the college website along with prospectus immediately after declaration of results of HSC examination of Maharashtra State Board of Secondary and Higher Secondary Education.
2. For Online Registration and filling in applications, web portal is opened after declaration of XIIth (HSC) results of Maharashtra State Board of Secondary and Higher Secondary Education.
3. Interested students shall be appealed to fill in Application forms along with necessary documents through the given portal and submit the same.
4. The admission committee shall scrutinize the applications and the documents online.
5. After scrutiny, students shall be notified to rectify the errors, if any.
6. The provisional and final merit list of students shall be prepared after considering the reservation rules of government of Maharashtra and Shivaji University, Kolhapur. The same shall be displayed on college website www.drkcollegekolhapur.org and college notice board as well.

In case, there are two or more applicants/students at the bottom of the merit list with the same marks/percentage in the qualifying previous examination and all of them cannot be admitted or only one can be admitted due to limitations of intake capacity, following step by step criteria shall be applied for giving admission-

- i. Best of five: Marks/percentage in the qualifying previous examination in best of five subjects shall be taken into account for selection.
 - ii. Best of Four: If the marks/percentage in the qualifying previous examination in above (i.) are same, Marks/percentage in the qualifying previous examination in best of four subjects shall be taken into account for selection.
 - iii. Best of Three: If the marks/percentage in the qualifying previous examination in above (ii.) are same, marks/percentage in the qualifying previous examination in best of three subjects shall be taken into account for selection.
 - iv. If the Marks/percentage in the qualifying previous examination in above (iii.) are also same, applicants/students date of birth shall be taken into account to give admission and the applicant whose date of birth is earlier shall be selected.
7. The first round of admissions shall be announced and displayed on the college website and eligible students will be instructed accordingly through e mail/SMS.
 8. The physical verification of relevant original documents shall be done.

9. Concerned students shall be notified to pay the fees online within a stipulated time.
10. The students who pay the admission fees prescribed by the competent authorities within stipulated time, shall get admission to First Year of B. Com. Programme.
11. If the seats are vacant after first round, the subsequent round/s shall be announced considering category wise vacant seats.
12. After confirmation of admission, the allotment of division shall be done according to the medium and elective subjects of the students.
13. Thereafter, student should collect Identity Card from the Library by presenting admission Fee Receipt.

A.R. 9 COURSES OFFERED: B. COM. PART I:

- Students are advised to select the elective subjects/courses very carefully from the table given below. It should be noted that once the course is selected, no change shall be allowed thereafter.

Sr.	English Medium	Course Type	Marathi Medium
1	English for Business Communication- Paper I and II	Core/ Mandatory	English for Business Communication- Paper I and II
2	Financial Accounting- Paper I and II		Financial Accounting- Paper I and II
3	Micro Economics- Paper I and II		Micro Economics- Paper I and II
4	Management Principles and Applications- Paper I and II		Management Principles and Applications- Paper I and II
5	*Business Mathematics- Paper I and II or Insurance- Paper I and II	Elective 1	Insurance- Paper I and II
6	Principles of Marketing - Paper I and II or Marathi - Paper I and II or Hindi- Paper I and II	Elective 2	Principles of Marketing - Paper I and II or Marathi - Paper I and II or Hindi- Paper I and II

***Business Mathematics (Elective)-** Business Mathematics course shall be available only for the students seeking admission to English medium.

A.R. 10 ADMISSION FEE:

Details of admission fee to be paid by the students shall be notified in the prospectus and on the college website.

A.R. 11 FEE CONCESSION:

Under the Govt. of India Scholarship and Govt. of Maharashtra Freeship scheme for BC students (SC / ST / DT / NT / OBC/SBC/ SEBC etc.), certain Scholarships / Freeships are provided to the eligible students who have the relevant caste certificate issued by the competent authority.

Eligible students should take advantage of the financial aid in terms of Scholarships / Freeships such as Government of India Minority Scholarship, Open Merit scholarship, PTC Freeship, STC Freeship, Ex-Servicemen Freeship, Rajarshi Shahu Maharaj Scholarship. For further details the students should contact college office.