

Council of Education's
Deshbhakt Ratnappa Kumbhar College of Commerce, Kolhapur
(An Autonomous College)

Affiliated to Shivaji University, Kolhapur

ADMISSION RULES: MBA

Introduction

The college has started a separate department for management studies in the year 1971, which was the first of its kind in Shivaji University and pioneer Institute of Management in Western Maharashtra. The MBA department is approved by AICTE, DTE, ARA, recognized by Government of Maharashtra, affiliated to Shivaji University, Kolhapur. The main objective of MBA course is to prepare new age executives and entrepreneurs in society. The MBA department aims at creating managers with ethics and holistic approach synthesizing conventional and modern management thinking with global outlook and having capabilities of adapting to the changing requirements. The two-year MBA programme is immersive and experiential, driven by academic and industrial experts. Leaders from boardrooms and teachers from classrooms have come together to create a future-focussed orientation in teaching and learning of MBA Programme.

CBCS MBA. AR. 1-ADMISSION RULES AND REGULATIONS

- 1.1 The rules & regulations of admissions to the First Year of Full Time Professional Post Graduate in Management conferred by Maharashtra Unaided Private Professional Educational Institutions Act, 2015.
- 1.2 All the decisions taken in relation to Admission to First Year of Full Time Professional Post Graduate in Management by the Competent Authority (The Commissioner, State Common Entrance Test Cell, Maharashtra State) is final and binding on all concerned.
- 1.3 These rules and regulations describe information and guidelines regarding the eligibility of admission to First year of Full Time Professional Post Graduate course in Management in the State of Maharashtra.

CBCS MBA. AR. 2-ADMISSION POLICY

- 2.1 The principles and procedures set out in this admission policy statement apply to the admission of MBA programme by any eligible applicant as per the guidelines of the Competent Authority (The Commissioner, State Common Entrance Test Cell, Maharashtra State).
- 2.2 This policy provides information about invitation of applications for admission, preparation of merit list, distribution of seats, details of reservation, various rounds and

stages of Centralised Admission Process (CAP), admissions in Institute level seats and vacant seats after CAP, TFWS seats supernumerary seats, refund of fees etc.

- 2.3 The Competent Authority, the Commissioner, Common Entrance Test Cell, Maharashtra State is the authority for Centralised Admission Process and direct the students as per their allotment through CAP to institutes.
- 2.4 The home/parent university is Shivaji University Kolhapur and districts of jurisdictions are Kolhapur, Sangli, Satara in Maharashtra State for the online allotment and distribution of seats to the students.

CBCS MBA. AR. 3-ADMISSION PROCEDURE

- 3.1 Admission procedure will be followed as prescribed by Competent Authority time to time i.e., State Common Entrance Test Cell, Maharashtra State, ARA, Directorate of Technical Education, Government of Maharashtra, Mumbai and AICTE, New Delhi, India.
- 3.2 Students should visit the Website for Information Brochure - <http://mahacet.org> and User Manual <https://mbacet2022.mahacet.org/StaticPages/frmDownloads?tms=62> of State Common Entrance Test Cell.

CBCS MBA. AR.4-ELIGIBILITY CRITERIA FOR ADMISSION

The eligibility conditions and requirements for admissions to M. B. A. is as follows-

- 4.1 **Maharashtra State Candidature Candidate-** The Candidate should be an Indian National who has passed minimum three year duration Bachelor's Degree awarded by any of the Universities recognized by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate and at least 45% in case of candidates of Backward class categories, Economically weaker section and Persons With Disability Candidates belonging to Maharashtra State only or its equivalent and who obtained non zero score in CET conducted by the Competent Authority for MAH-MBA/MMS-CET.
- 4.2 **All India Candidature Candidates-** For All India Candidature Candidates, the eligibility is same above and who obtained non zero score in CET conducted by the Competent Authority MAH-MBA/MMS-CET, Common Admission Test (CAT) conducted by Indian Institute of Management or Common Management Aptitude Test (CMAT) conducted by National Testing Agency
- 4.3 All the other rules and regulations of eligibility of first year students of MBA program will be as per the norms of Shivaji University, Kolhapur.

CBCS MBA. AR. 5-INTAKE CAPACITY

- 5.1 The sanctioned intake for First year of Full-Time course in Management is 60 for which AICTE gives approval and affiliation is given by Shivaji University, Kolhapur.
- 5.2 The Institute Information, Sanctioned Intake, Course code is displayed on the web site of the Competent Authority and Institute for the filling the Option/Preference Form.

CBCS MBA. AR. 6 – PROSPECTUS

The prospectus of First year of Full-Time course in MBA with necessary relevant information will be made available on college website- www.drkcollegekolhapur.org.

CBCS MBA. AR. 7- NECESSARY DOCUMENTS FOR ADMISSION TO M.B.A. I

The following documents are required for Centralized Admission Process

- SSC (Std.X) mark sheet and certificate
- HSC (Std. XII) mark sheet and certificate
- Qualifying Examination mark sheet and degree certificate
- CET mark sheet
- Score Card
- School Leaving Certificate, if required to validate claim
- Certificate of the Indian Nationality and Domicile of the candidate
- Birth certificate
- Leaving certificate of candidate indicating place of birth in the state of Maharashtra
- Income certificate (If applicable)
- Caste certificate (If applicable)
- Caste/Tribe validity certificate (If applicable)
- Caste validity certificate (If applicable)
- Non creamy layer certificate (If applicable)
- Eligibility Certificate for Economically Weaker Section (If applicable)
- Orphan Certificate Proforma – U (If applicable)
- Photo
- Signature
- Aadhar Card
- Bank Passbook Xerox

CBCS MBA. AR. 8 -INSTITUTIONAL QUOTA AND VACANT SEATS ADMISSIONS

The Admissions in Institutional Quota and Vacant seats after CAP are as follows-

- 8.1 The institution carry out the admissions for these 20 % seats.
- 8.2 The admissions are made in a transparent manner and strictly as per the Inter-Se-Merit of the Candidates who have applied to the Competent Authority for verification of original documents and then to the Institution.
- 8.3 Prospectus of the Institution which specifies rules of admission is published well before the commencement of the process of institutional quota and vacant seats after CAP admission.
- 8.4 All the information in the prospectus is displayed on the institute's website.
- 8.5 Institution invites applications by notifying schedule of Institute level admission and the number of seats to be filled by the institution by advertisement in newspaper and on the website of the institution.
- 8.6 The institution, after verification of all required documents prepares and display the Inter-Se merit lists of the candidates to be filled in at the institution level and vacant seats after CAP.
- 8.7 All the admissions and cancellations, if any, are updated instantly through online system.

CBCS MBA. AR. 9- FEE STRUCTURE

The fee structure is approved and published by the Fee Regulating Authority, Mumbai.

CBCS MBA. AR. 10-FEE CONCESSION AND RESERVATION POLICY

- 10.1 Under the Govt. of India Scholarship and Govt. of Maharashtra Freeship scheme for category candidates, the scheme/mode of concessions for eligible candidates, in tuition and other fees is announced by the Central/ State Government.
- 10.2 These candidates get only that amount of waiver as notified in the circulars issued by the Government from time to time, subject to fulfilment of norms and conditions laid down by these Departments.
- 10.3 Eligible students are encouraged to take advantage of the financial assistance in terms of Scholarships / Freeships such as Government of India Minority Scholarship, Open Merit scholarship, EBC Freeship, Ex-Servicemen Freeship, Rajarshi Shahu Maharaj Scholarship etc.

- 10.4 All the reservations are applicable to candidates belonging to Maharashtra State only subject to the fulfilment of the eligibility criteria specified by respective authorities from time to time.
- 10.5 These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

CBCS MBA. AR. 11- CANCELLATION OF ADMISSION, REFUND OF FEES AND RETURN OF DOCUMENTS

- 11.1 The Candidate has to apply online in case of cancellation and submit duly signed copy of system generated application for cancellation of admission to the institution.
- 11.2 Once the candidate submits online request for cancellation, his/her admission is treated as cancelled.
- 11.3 Upon such cancellation, the candidate lose the claim on the seat and such seat shall become available for further allotment.
- 11.4 The candidate is entitled to and the Institute refund the entire fees to the candidate after deduction of Rs.1000/- towards processing charges and return all original documents submitted to the Institute within two days from submission of duly signed copy of system generated application to the Institute.
- 11.5 The candidate is not to be entitled to any refund of fee except the Security Deposit and Caution Money Deposit if the online cancellation is effected by the candidate after 5.00 pm of the cut-off date prescribed by the Competent Authority.

CBCS MBA. AR. 12 - ADMISSION PROCEDURE FOR MBA-I

- 12.1 Admission procedure for M.B.A. - I will be online. The schedule of admission procedure will be as per activity schedule for first year post graduate technical course in management admission (MBA) for the academic year.
- 12.2 The candidate has to visit D.R.K. College of Commerce website <http://www.drkcollegekolhapur.org/> and click on online admission tab.
- 12.3 The candidate has to fill the Online Admission form carefully following the instructions given in the form.
- Upload the soft copy of the following documents along with admission form
 - Identity card size photo of student and his/her signature
 - Anti-ragging form (Acceptance to be given online)
 - Students undertaking (Acceptance to be given online)

- 12.4 After successfully filling the admission form, the form will be scrutinised by admission Committee and then forwarded to office verification.
- 12.5 Student has to pay the applicable fees online within the stipulated time limit specified.
- 12.6 After online payment of the fees the student is required to submit the receipt of such payment in the college office along with any other document, if any, required by the college.
- 12.7 Students taking admission to second year of M.B.A. course are required to fill the online admission form on college website and have to submit a physical receipt for online payment of fees in the college office to confirm their admissions.
- 12.8 Admission Committee for MBA - I consist the following-

Sr. No.	Name of the Faculty	Designation
1.	Principal/Director	Chairman
2.	One Senior Teacher in the Department	Member
3.	Faculty member/s of the Department	Member
4.	Registrar/Superintendent	Member
5.	Clerk	Member
6.	Clerk (EBC/Scholarship)	Member
7.	Technical Clerk	Member

Note-

- **The Admissions Rules and Regulations, Policy, Procedure, Eligibility Criteria, Guidelines, Eligibility Rules, Documentation, Fee Structure, Fee concession and reservation policy will be followed as prescribed by the Competent Authorities time to time i.e., State Common Entrance Test Cell, Maharashtra State, ARA, Directorate of Technical Education, Government of Maharashtra, Mumbai and AICTE, New Delhi, India, Parent University, UGC and Government of India.**
- **These above guidelines are subject to change in terms of guidelines/clarifications, if any, given by above authorities' time to time**

Flow Chart of MBA Admission Procedure

Application Process Commencement Date

- MAH-CET Deadline to Apply
- Availability of MAH-CET Admit Card
- MAH-CET Result Date
- MAH-CET Exam Date
- Online registration of application and uploading of required documents by the Candidate for admission on website
- Display of the Final Merit List
- Documents verification and confirmation of Application
- Form for Admission by online mode
- Display of provisional Merit List for Maharashtra State
- Submission of grievances if any, for all type of Candidates

CAP Round I

- Online Submission & Confirmation of Option Form of CAP
- Round-I through candidate's Login by the Candidate
- Display of provisional Merit List for Maharashtra State
- Display of Provisional Allotment of CAP Round-I
- Accepting to the offered seat by candidate through his/her login as per Allotment of CAP Round I.
- Reporting to the Allotted Institute and Confirmation of Admission by submitting required documents and payment of fee after CAP Round I

CAP Round II

- Display of Provisional Vacant Seats for CAP Round-II
- Online Submission & Confirmation of Option Form of CAP Round-II through candidate's Login by the Candidate
- Accepting to the offered seat by candidate through his/her login as per Allotment of CAP Round II
- Reporting to the Allotted Institute and Confirmation of Admission by submitting required documents and payment of fee after CAP Round II
- Admissions in Institutional Quota and Vacant seats after CAP
- Display of vacant seats
- Publishing Advertisement in 2 local newspapers to fill vacant seats and institute level seats
- Acceptance of applications and preparation of merit list
- Confirmation of Admission