

The D. G. Ruparel College of Arts, Science and Commerce

Mahim, Mumbai 400016.

GENERAL INSTRUCTIONS

Admission to First Year Junior College (XIth) Arts, Science and Commerce streams 2008 – 2009

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE SUBMITTING THE ADMISSION FORM.

Candidates should refer the 'Schedule and Arrangement for admission' leaflet mentioning the dates, timing and venue for the submission of admission forms and payment of fees.

They should also read the Prospectus for detailed information about Rules of Discipline, Examinations schedule for the academic year and other relevant information.

I. SUBMISSION OF ADMISSION FORMS:

A. Candidates should submit duly filled in admission form along with the Photo (Xerox) copies of the following documents at the proper admission Counter. *Do not enclose Original Certificates or Photocopies of any other certificates.*

1. Marks Statement of SSC/ICSE/CBSE Examination.
2. Caste Certificate from competent authority in case of candidates belonging to Reserved category.
3. Special Category/Sports/Cultural Activities/Physically Challenged Certificate (if admission is claimed under one of these categories.)

The following are treated as Special Category cases as per Government directives:

- (a) Wards of (i) recently transferred employees of Central/State Government,
(ii) In-Service/Retired Armed personnel.

(c) Wards and grandchildren of Freedom Fighters.

(d) Candidates affected by natural calamities.

4. For claiming additional marks in Science (Vocational) Stream:

(i) NCC/Scout Certificate.

(ii) District/State/National level participation in Athletics and Sports certificate.

(iii) Intermediate Drawing Examination certificate.

(If a candidate fails to submit the attested copy of the certificate, additional marks will not be taken into consideration.)

B. Admission forms, either incomplete or without photocopies of Documents mentioned above will be rejected.

C. A student can submit only one admission form per faculty.

D. **IMPORTANT:** *Once the admission form is submitted, candidates will not be allowed to change any of the options selected in the admission form.*

E. Limited seats in the subject of *Information Technology* in lieu of *Second Language* are available to Commerce and Science stream students only. Candidates applying for this subject should indicate the Second Language they wish to offer in case they are not selected for admission to Information Technology.

F. Second Language offered is subject to availability of seats.

II. ADMISSION TO VOCATIONAL SUBJECTS IN SCIENCE STREAM:

A. Limited seats in following Vocational subjects are available in lieu of *Biology and Second Language*:

1. Electronics (EE)
2. Computer Science (CS)
3. Electrical Maintenance (EM)

(Electrical Maintenance is taught in Government Technical High School, Dadar West.)

B. As there are limited seats for Vocational subjects, candidates applying for these subjects should indicate the Second Language they wish to offer in case they are not selected for admission to any of the Vocational subjects.

C. Merit list for admission to Vocational subjects will be prepared by taking into consideration the additional marks as follows:

(i) NCC/Scout Certificate : 05 marks.

(ii) District/State/National level participation in Athletics and Sports: 03 marks.

(iii) Intermediate Drawing Examination: 05 marks.

THESE ADDITIONAL MARKS WILL BE CONSIDERED ONLY FOR ADMISSION TO VOCATIONAL SUBJECTS AND NOT FOR GENERAL ADMISSION.

- D. *Candidates will be first admitted in the General Science stream (Biology with Second Language) and then considered for admission to Vocational subject on Merit and as per the availability of seats in the Vocational subjects.*
Candidates who have applied for Vocational subject, but offered admission to General Science stream in the First Merit list and did not secure the admission to General Science stream, will also be considered for Second Merit list (if required) of Vocational subjects.
- E. A list of candidates selected for admission to Vocational subjects will be displayed separately on the Notice Board.

III. ADMISSION PROCEDURE:

- A. Submission of Admission form does not entitle a candidate to admission.
- B. Admissions will be made strictly on merit on the basis of aggregate marks obtained and according to the availability of seats from among the applications received as per the directives of Deputy Director of Education, Government of Maharashtra.
- C. Percentage of seats reserved under various categories is as follows:
 SC – 13%, ST – 7%, VJ (A) – 3%, NT (B) – 2.5%, NT(C) – 3.5%, NT (D) – 2%, OBC – 19%, SBC – 2%, Special Category – 5%, Sports/Cultural activities – 2%, Physically Challenged – 3%.
- D. The Cut Off marks and list of candidates selected for admission will be displayed on the Notice Board. The Cut Off marks will also be available on the College Web Site www.ruparel.edu.
- E. At the time of admission, selected candidates should submit the following documents at the proper admission Counter. Admission will be confirmed after the verification of the original documents.
- (i) **Originals** of
- a. Marks Statement of SSC/ICSE/CBSE Examination.
 - b. School Leaving Certificate.
 - c. Caste Certificate from competent authority in case of candidates belonging to Reserved category.
 - d. (i) NCC/Scout Certificate.
 (ii) District/State/National level participation in Athletics and Sports.
 (iii) Intermediate Drawing Examination.
 (For claiming additional marks for admission to Vocational subjects.)
 - e. Special Category/Sports/Cultural Activities/Physically Challenged Certificate.
 (if admission is claimed under any one of these categories.)
- (ii) Three recent Passport size photographs for Photo slip/Identity cards.
- (iii) Fees in cash only.
- (iv) Xerox Copies of the First and Last pages of Ration Card containing the names of the family members. (Only for Girls eligible for Freeship.)
- F. School Leaving Certificate is a permanent record of the College and under no circumstances shall be returned to the students. Hence candidates are advised to keep adequate attested Xerox copies of the same before submission.

IV. Payment of Fees:

- A. Fees will be accepted in cash only. *Fees should be paid at the Admission Counters only and not to any unauthorized persons. The College will not be responsible for any lapse in this matter.*
- B. Candidates belonging to Reserved Category should attach Attested Certificate of Free Studentship form from the Principal of the School last attended.
- C. Fees for the full academic year are as follows:

STREAM	FOR OPEN CATEGORY BOYS AND NON – ELIGIBLE GIRLS.	FOR ELIGIBLE GIRLS* AND SC/ST/NT/VJ/OBC/SBC CATEGORY BOYS.
ARTS	Rs 1095/-	Rs 795/-
COMMERCE	Rs 1095/-	Rs 795/-
SCIENCE	Rs 1215/-	Rs 845/-

* Only the First/Second/Third girl child is eligible for Freeship. Girls eligible for Freeship should submit Xerox Copies of the First and Last pages of Ration Card containing the names of the family members.

- D. In addition to the above mentioned fees, Students admitted for Electronics, Computer Science, Information Technology, French, German and Japanese languages will be required to pay additional fees in the month of August.