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S. P. MANDALI'S
RAMNARAIN RUIA AUTONOMOUS COLLEGE

ADMISSION POLICY

Name of the organization: S P Mandali's Ramnarain Ruia Autonomous
College

Policy Number: RRAC-Admin P-1

Title of the Policy: Admission Policy

Effective Date: 2017-18

Last Revision Date: June 2023

Responsible Party: Principal, Management, IQAC

Scope and Audience: Students, Administrative Staff and Faculty

1. Policy Purpose and objectives:

Clear and defined policy and process for admission to various courses of the College is crucial for fair, smooth and error free administration of the College and also plays a critical role in quality assurance of the institution. This policy will provide guidelines for defining eligibility criteria, identifying academic gaps, granting admission to students for the various courses and implementing reservation policy. It will also lay down Standard operating procedures for the admission process up to completion of enrolment at the affiliated University and also regarding cancellation of admission.

Objectives:

- To define the eligibility criterion for all courses offered by the College
- To specify the prerequisites in form of documentary evidence of eligibility for admission, avail seats reserved under different criterion, avail fee concessions for admission to courses offered by the College
- To specify the process of admission to different programs offered by the College
- To create confidence in the students and other stakeholders that the system is transparent, fair and not cumbersome

2. Introduction:

Ramnarain Ruia Autonomous College is known for holistic and value-based approach to education with experiential wisdom. The College has implemented the 'NEP 2020' at the first year from 2023-24 and offers

- Three Year Degree programs- BA, BSc, BA - Communication and Media (Formally known as BMM) and BVoc
- Postgraduate Programs- MSc by Papers, MA by papers and MSc by Research
- 5-year Integrated Master's program in Bioanalytical Sciences
- PhD Programs in Science and Arts

The College offers a wide range of options at the undergraduate level. The combinations are offered according to the requisite number of students in a subject as sanctioned by the parent University. One distinctive feature of the College is the Marathi Medium Division in BA program that caters to regional needs.

The **Arts faculty** comprises 11 departments as under:

Aided

1. Commerce (3 units)
2. Economics
3. English
4. French
5. Hindi
6. History
7. Philosophy
8. Political Science
9. Marathi
10. Sanskrit
11. Psychology (up to SYBA)

Permanently Non-grant basis

12. BA - Communication and Media (English Medium)
13. BA - Communication and Media (Marathi Medium)
14. Psychology (only at TYBA)

The **Science faculty** comprises of the following departments:

Aided

1. Botany
2. Chemistry
3. Life Science
4. Mathematics
5. Microbiology
6. Physics
7. Statistics
8. Zoology

Permanently Non-grant basis

9. Bioanalytical Science (Stand Alone Program)
10. Biochemistry
11. Biotechnology (Stand Alone Program)
12. Computer Science (Stand Alone Program)

The **DDU KAUSHAL** Kendra of Ruia College offers **BVoc** programs in
Travel and Tourism Management.

The College offers PG programmes in the following:

1. MSc Bioanalytical Sciences
2. MSc Biochemistry
3. MSc Biotechnology
4. MSc Botany
5. MSc Chemistry
6. MSc Computer Science
7. MSc Information Technology
8. MSc Life Sciences
9. MSc Microbiology
10. MSc Physics
11. MSc Zoology
12. MA Clinical Psychology
13. MA Philosophy
14. MA Political Science

3. Policy Statement:

1. Admission policy is for effective, fair and smooth implementation of admission process for different programs offered by the College that reflects the institution's values, goals and mission of offering affordable and inclusive education to all sections of society including various differently privileged groups
2. Admission to various courses/Undergraduate and Postgraduate courses is strictly on the basis of merit.
3. The College follows the guidelines for reservation of seats as prescribed by the Government of Maharashtra for admission to various courses.
4. Admission to the College does not guarantee admission to all courses. Courses and programs may have specific prerequisites and/or requirements. Select programs may also have additional requirements for admission.
5. An applicant may simultaneously apply for admission to more than one course if he/she/they fulfill eligibility criteria.

4. Definitions

Program: An educational programme leading to award of a Degree, diploma or certificate

Course: Usually referred to as ‘papers’ is a component of a programme. All courses need not carry the same weight in terms of credits. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

Admission: A student’s first acceptance by the institution to any program/ course. It does not include acceptance into a particular course, program or department.

Enrolment: Completion of registration at University of Mumbai after admission to College and allotment of a Permanent Registration Number (PRN)

Aided Program: A course that gets financial aid from the government

Permanently Non- Grant basis program: A course that does not receive grant from the government and is self-financed

Stand Alone Course: A self-financed course that is not choice based and is run independently by the department for all the credits gathered by the student through the six semesters of UG program/ ten semesters of integrated PG program.

5. ADMISSION PROCESS

Section (I)

Admission at S.P.MANDALI’S RAMNARAIN RUIA AUTONOMOUS COLLEGE, MATUNGA, MUMBAI-400019 will be done as per the procedure given below:

1. All admissions will be done as per the rules and regulations passed by the Governing Body of Ramnarain Ruia Autonomous College, Matunga, Mumbai.
2. The College uses the ‘Details of eligibility criteria’ published by University of Mumbai as a basic guideline for admission. Any deviations from these are passed through respective Board of Studies, Academic Council and finally the Governing body.
3. An online application form for admission to college will be made available on the college website www.ruiacollege.edu
4. The College will publish an admission schedule on the College website.
5. Students have to fill the online application form, upload the signature and the photo of self and submit the form online.
6. Students will have to be present at the Counselling and Admission desk set up at the College according to the schedule published on the website

7. The student will have to submit the printout of admission form with signature of self and parent, along with the prescribed documents to the admitting authority. The authority will allot the course/subject combination to the student on the basis of merit.
8. The verification of the documents will be done at the time of admission. If the documents are found to be not consistent with information provided online the name in the Merit List stands cancelled.
9. Admission process is complete only after payment of fees for the course allotted by admitting authority within the time prescribed by the College and submission of all documents along with fee receipt to the College office.

Section (II)

Admissions to Under Graduate Courses

A. Procedure for admission to First Year BA/BSc/ BVoc.:

1. The procedure described in Section (I) will be applicable to all students applying for UG programs of the College.
2. Eligibility criterion for programs offered by the College:

A student who passes his standard XIIth examination from Science stream can apply to BSc, BA, BA (Communication and Media) and allBVoc courses. But a student from Arts stream can apply only to BA, BA (Communication and Media) and BVoc. (TTM) course only. Students from Commerce stream can apply for BVoc (TTM) BA and BA (Communication and Media).

Specific requirements:

Sr. No.	Stream of HSC examination	Desired Graduate program in the subject	Mandatory Subjects at HSC examination
1	Science	Biotechnology, Bioanalytical Science	Biology, Mathematics, Chemistry
2	Science	Chemistry, Microbiology, Botany, Zoology, Life Science,	Biology, Chemistry
3	Science	Physics, Mathematics, Statistics, Computer Science	Physics, Mathematics
4	Science	Biochemistry	Biology, Chemistry
5	Arts	Mathematics, Statistics	Mathematics

3. Pre-registration at University portal: Any student applying for first year admission will have to enrol on the University of Mumbai's online portal and select Ramnarain Ruia Autonomous College in that form. Students need to pre-register separately for every program on the University portal.
4. Students will then fill the College form, a link for which is available on the college website.
5. A student may apply to more than one program offered by the college. Separate forms must be filled for Aided programs, Permanently Non-Grant Basis programs and Stand-Alone programs.
6. A student may give preference to a particular combination of subjects while filling up the enrolment form of the University and the Ruia online form, but the final allotment will be done by the admitting authority on the basis of the merit and availability of the seats allotted to a particular combination.
7. Preference will be given to students of Ramnivas Ruia Junior College (in-house) for admission to aided science and arts programs
8. There is **NO** preference to in-house students for Permanently Non-Grant Basis Courses and Stand-Alone programs.
9. Reservation Policy: The College follows the Reservation Policy of Government of Maharashtra in the admission process.
10. Confirmation of admission to a program is subject to completion of the Enrolment process and granting of a PRN by the parent University.

B. Procedure for admission to Second Year BA/BSc/BVoc:

(1) For the in-house students:

- i. The procedure described in Section (I) will be applicable to in-house students.
- ii. Eligibility criteria for a student, to be admitted in Semester IV of UG programs is as per guidelines passed in Academic Council and Governing body and then published on College website
- iii. Major and Minor subject combinations will be allotted on merit in Programs/ Courses when number of sanctioned seats exceeds number of students preferring the course. The merit list is based on the marks obtained by students in the subject of interest in

semester 1 and 2. In case of a tie, SGPA of the student will be considered. If the tie is still not resolved, aggregate % at the HSC examination will be considered.

- iv. Allocation of subjects under the other verticals of the credit structure will also be done at the admission desk

(2) For students from other colleges:

- i. Admission to students from other colleges to second year would be subject to availability of seats and overall merit of the student.
- ii. Admission would also be subject to credit matches and course mapping done by the expert committee appointed by the College.
- iii. Students will have to submit relevant documents specifying marks, conversion of marks, University enrolment number (PRN), transfer certificate, eligibility certificate, NOC form from the current institution etc. well in time, failing which confirmation of admission cannot be given by the College

C. Procedure for the Third Year BA/BSc/BVoc:

(1) For the in-house students:

- i. The procedure described in Section (I) will be applicable to in-house students.
- ii. Eligibility criteria for a student, to be admitted in Semester V of UG programs is as per guidelines prescribed by University of Mumbai
- iii. Subject/ subject combinations will be allotted on merit in Programs/ Courses when number of sanctioned seats exceeds number of students preferring the course. The merit list will be based on the marks obtained by students in the subject of interest in Semester 3 and Semester 4. If there is a tie, then the marks obtained by students in the First Year (Semester 1 and Semester 2) will be considered. If the tie is still not resolved, SGPA of Semester 4 of the student will be considered.
- iv. Merit lists for admission to the TYBA Psychology course will be as per the reservation policy of Govt. of Maharashtra and the marks scored by the student in Psychology in Semester 3 and Semester 4. If there is a tie, then the marks obtained by students in the First Year (Semester 1 and Semester 2) in Psychology will be considered. If the tie is not resolved, SGPA of Semester 4 will be considered.

(2) For students from other colleges:

- i. Admission to students from other colleges to third year would be subject to availability of seats and overall merit of the student.
- ii. Admission would also be subject to credit matches and course mapping done by the expert committee appointed by the College.
- iii. Students will have to submit relevant documents specifying marks, conversion of marks, University enrolment number (PRN), transfer certificate, eligibility certificate, NOC form the current institution etc. well in time, failing which confirmation of admission cannot be given by the College.

(3) For students desiring to double graduation:

- i. The procedure described in Section (I) will be applicable to all students desiring to do a double graduation and procedure in Section (II) C 2 will also be applicable to students from other colleges desiring to do a double graduation at Ruia College.
- ii. Admission to third year for double graduation would be subject to availability of seats and overall merit of the student.
- iii. Admission to a course is subject to accumulation of desired credits in that subject by the student up to the SY level and shall have passed Semester I, II, III and IV.
- iv. Students desiring to do double graduation in Science will have to select an Applied Component other than the one they opted for in the previous graduation.

Section (II)

Post Graduate Admissions

A. Procedure for MSc Part 1

1. The procedure described in Section (I) will be applicable to students desiring admission to PG programs offered by the College.
2. The specialisation and its eligibility is given below:



Sr.No.	Subject	Specialization	Eligibility
1	Bioanalytical Sciences	---	BSc in Chemistry with minimum 62 credits OR BSc in Botany/Zoology/Microbiology/Life science/ Biotechnology/Biochemistry with minimum 30 credits in Chemistry
2	Biochemistry	--	Student should have Chemistry as a subject till the S.Y.BSc class, along with any of the Biological sciences subject AND Student should be a Graduate in the subject of Chemistry / Biochemistry / Any of the Biological sciences
3	Biotechnology	--	BSc Biotechnology students with minimum 30 credits in chemistry.
4	Botany	Molecular Biology, Cytogenetics & Plant Biotechnology	BSc (Botany) minimum 46 credits in Botany. In case of double major or triple major, decision of equivalence committee and if needed Bridge course for selected students
5	Chemistry	Organic	BSc in Chemistry with minimum 62 credits . In case of double major or triple major, decision of equivalence committee and if needed Bridge course for selected students .
		Analytical	
		Inorganic	
		Physical	
6	Computer Science (CS)	---	BSc (CS/IT) minimum 120 credits in CS/IT
7	Information Technology (IT)	---	BSc (CS/IT) minimum 120 credits in CS/IT
8	Life science	Biotechnology	BSc Biological Sciences [Life Sciences (6 units as well as 3 units), Biotechnology, Zoology, Botany, Microbiology, Environmental Sciences, Bioanalytical sciences and Biochemistry] with a minimum of 46 credits in the respective subject. For double major or triple major, decisions will be taken by the College Academic equivalence committee.
9	Microbiology	--	BSc (Microbiology) with minimum 46 credits in Microbiology. For double major or triple major decision will be taken by College Academic equivalence committee
10	Physics	Electronics	BSc with Physics major subject and minimum 62 credits in Physics
11	Zoology	Oceanography	BSc in Zoology (major)with minimum 46 credits. For double major or triple major decisions will be taken by the College Academic equivalence committee.
		Animal Physiology	



3. Additional criteria for eligibility, like an Entrance test may be considered by the College and implemented after due consideration and approved by the Academic Council.
4. A merit list will be prepared based on the marks of Semester 5 and Semester 6 of the Major subject provided by the students in the online form (and scores of entrance test wherever applicable) and/ or Entrance marks. If results of the majority of colleges and universities are not declared, College will consider Semester V marks only.
5. In case of a tie of marks, CGPA will be considered. If tie is still not resolved, then the marks of Semester 3 and 4 in the relevant subject may be considered.
6. Students from other universities should submit the eligibility from University of Mumbai at the time of admission.
7. Students may apply for more than one subject if he/she fulfils the eligibility criteria.
8. Confirmation of admission to a program is subject to completion of the Enrolment process and granting of a PRN by the parent University.

B. Procedure for MSc Part 2

1. The procedure described in Section (I) will be applicable to all students eligible for admission in MSc Part 2 after the Semester 2 examination.

Anushree Lokur

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