Sophia College for Women
Empowered Autonomous

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An Institution of
the Society for the Higher Education
of Women in India

Admission Policy

1.	Administrative Policy Number (APN): SCWAPN/03	**Functional Area:** admission policy encompasses the criteria and procedures governing the selection and acceptance of applicants into the academic programs of our institution.
2.	Brief Description of the Policy:	Purpose: ensuring fairness, transparency Audience: Students
3.	Policy Applies to:	Students
4.	Effective from the Date:	26th November 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	Revised policy
9.	Reason for the policy	Ensure fair, transparent, efficient admissions.
10.	References for the policy	UGC and university guidelines and the relevant regulations from the academic and governmental bodies.

1. Introduction

Sophia College for Women admission policy is designed to foster a diverse and inclusive community committed to academic excellence and personal growth. The mission of the College, from its very inception, has been to provide women with higher education of an excellent quality together with opportunities for self-growth through an academic experience combining curricular and extra-curricular activities. Hence the institution prioritizes fairness, transparency, and integrity in its admission process, ensuring equal opportunities for all aspiring students. Through this comprehensive policy, we aim to select individuals who demonstrate the potential to thrive in our vibrant learning environment and contribute positively to society.

2. **Reservation Provisions :** The College is a Christian Minority College, administered under the provisions of the Indian Constitution, to promote the welfare of the Minority community. As per the Judgement dated 12th October 2017 of the Honourable Bombay High Court vide Writ Petition No. 1726 of 2001, Minority Colleges do not need to set aside seats for Backward Classes. This is reiterated by the University of Mumbai Circular (No.Aff./Recog.I/Admission/(2018-19)/10/ of 2018), dated 30th May 2018. This Judgement renders null & void the Directives regarding Reservation of Seats given by the University of Mumbai vide Circular No. Spl. Cell / (68) / 218 / 2005 dated 3rd June, 2005 [i.e., SC (13%) / ST (7%) / DT(A) (3%) / NT(B) (2.5%) / NT(C) (3.5%) / NT(D) (2%) / OBC (19%) / SBC (2%)]

The college adheres to the reservation of seats, with regard to other categories, as outlined by the rules of the University of Mumbai. Seats are reserved under the following criteria :

As ours is a Minority institution ,50% of the total seats for admission is reserved for Minorities and 50% for the open category. If 50% Christian minority students have not occupied the stated quota ,those seats may be released for the non-Christian minorities.

Wards of Transferred State / Central Govt. and Private Sector employees, employees of Defense Department/ex-servicemen;

Wards of Freedom Fighters ; Award Winners at the District / State / National Levels in Sports or Cultural Activities;

The admission policy of the college follows Mumbai university guidelines given from time to time with due respect for minority provisions given to us.

The admission schedule for the First Year is given by the University of Mumbai. The list of documents required by the candidate are also as per the University rules. As an autonomous college, the institute determines the criteria for admission to specific subjects.

2. Admission validity

Admission is valid for a period of one academic year. At the end of each academic year, after declaration of results, you are required to apply for the subsequent academic class on the prescribed Admission Form and/or Online. Notifications regarding admission processes will be announced. Admissions are based on admission norms and are strictly on merit. Some programmes may have an Entrance Test. Refer to the College Website for Admission announcements/notifications. Late applications cannot be accepted.

3. Eligibility Cases:

For First Year Degree: Students seeking admission to Degree programmes of the University of Mumbai have to complete the University Enrolment Procedure online which is available on mum.digitaluniversity.ac

Students from other Boards (ISC, AISSCE, NIOS-Year 12, IGCSE, A levels, IB, HSC from other States in India) have to obtain an Eligibility Certificate from the University of Mumbai.

Information regarding these procedures will be displayed on the College Notice Boards at the time of Admission.

It is students responsibility to obtain the necessary documents and submit to the Administrative Office, within the time limits prescribed/announced. Failure to submit

documents in time leads to penalties and may also result in cancellation of admission. Few of the documents required are mentioned below

1. Class XII Statement of Marks for UG
2. Degree Marksheets and Pass Certificate for PG (Original +2 Attested copies)
3. Baptism Certificate (for Minority Community - Christians)
4. Caste Certificate (wherever applicable)
5. Documentary Evidence for Special Category status
6. Passing Certificate (required for getting Eligibility Certificate)
7. Migration Certificate (required for getting Eligibility Certificate)
8. Gap certificate (if applicable)

4. First-Year UG Admission Intake
Aided

F.Y.B.A

Process for F.Y.B.A

The Admission Committee includes staff from the Arts faculty and admin staffs. The stages of the process after filling the Mumbai university online form are:

1. Online Application System for filling and submission of the admission form on https://enrollonline.co.in/Registration/Apply/SCWM
2. Applicants are permitted to indicate three subject preferences in descending order.
3. There are three rounds of admission as per the University's schedule. Lists of students for each round are posted on the college website.
4. Staff discuss with students and/or their parents/guardians, on a one-to-one basis, in in-person meetings, their subject preferences. The subjects are finalized based on the XIIth Board results and the discussion.
5. Lists of students with the subjects are posted on the website.
6. Online fee payment

5. Process for FYBA (2018-20)

For Students

1. Once the HSC results are declared, the University publishes the schedule for the students. This is put in all the newspapers and on our website along with the instructions.
2. The admission form is available at the College.
3. Students have to purchase the form and fill it and attach their documents -10 th and 12 th standard marksheets and Passing Certificates, Baptism Certificate (for Christian Minority students), any other relevant documents like the Gap Certificate.
4. Students go for form checking. This is done by Faculty on duty. The Vice- Principals create a roster for the same.
5. Once the form checking is complete, students go for subject Counselling.
6. Once they have chosen their subjects, if they wish to take attendance, they must hand over their original 12th Standard marksheet.

6. Admin and Admission Committee

1. The Office and the Admission Committee compile the lists of students for the various subjects and a daily tally is kept.
2. The First list is put up as per the schedule of the University and the students are asked to pay the fees. The lists are all posted on the website as well as in college.
3. The tally of students who have paid fees is given to the Admission Committee each day.
4. The same system continues till all three lists are put up.

7. F.Y.B.Sc

Process for F.Y.BSc

The Admission Committee includes the Vice Principal and staff from the Science faculty and admin staff. The stages of the process are:

1. Online Application System for filling and submission of the admission form on
   https://enrollonline.co.in/Registration/Apply/SCWM
2. Applicants are permitted to indicate three subject preferences in descending order.

3. There are three rounds of admission as per the University's schedule. Lists of students for each round are posted on the college website.
4. The subjects are finalized based on the Board marks in Physics, Chemistry, Biology and or Mathematics), overall XIIth Board results and Subject Counselling. There is no entrance test. Staff discuss with students and/or their parents/guardians, on a one-to-one basis, in in-person meetings, their subject preferences.
5. Lists of students with the subjects are posted on the website.
6. Student has to confirm admission by Online fee payment

8. Self-Financed Course BSc.(IT)
Process for F.Y.BSc.(IT)

The Admission Committee includes staff from the IT faculty and admin staff. The stages of the process after filling the Mumbai university online form are:

1. Online Application System for filling and submission of the admission form. https://enrollonline.co.in/Registration/Apply/SCWM
2. There are three rounds of admission as per the University's schedule. Lists of students for each round are posted on the college website
3. Lists of students for each round are posted on the college website.
4. Student has to confirm admission by Online fee payment

9. Self-Financed Course B.A.(S.C.J)
Process for FY.BASCJ

The Admission Committee includes the department co-coordinators. The admission process takes place

1. Online Application System for filling and submission of the admission form. https://enrollonline.co.in/Registration/Apply/SCWM
2. The students are called on campus for an entrance test based on their class XII results for both general category and Christian minority on a given date

3. The entrance test is a two part process hereby part one includes a written component including general knowledge questions and media awareness as well (It includes MCQs and a long answer) and part two is a group interview with ten students per group.

4. Based on their marks in the entrance, the list of students were posted on the

5. college website.

6. Online fees payment was done by the students.

7. Based on availability of seats, this was followed by round two of the same process for the second list and round three for the third list.

10. POST GRADUATE DEGREE PROGRAMME

Process for M.Sc

Aided (open to both girls and boys)

Life Science with Specialization in Neurobiology – 10 seats - (open to students with B.Sc degree (in any Biological Sciences or equivalent degree in Biological Sciences)

Microbiology- 10 seats (open to students with B.Sc degree in Microbiology only)

Unaided (open to both girls and boys)

Analytical Chemistry- 10 seats (open to students with B.Sc in Chemistry only)

The Admission Committee for both the aided and unaided M.Sc programmes includes the Vice Principal and the Heads of the Postgraduate departments. The stages of the process are:

1. Online Application System for filling and submission of the admission form.

2. Eligible candidates appear for offline entrance test (for Life Science and

Microbiology only) and personal interview. Admission is granted on the basis of CGPA of B.Sc degree, performance in the entrance test (for Life Science and Microbiology only) and personal interview. In case, the Semester VI result of the B.Sc degree is not declared by the University, then provisional admission subject to

confirmation on declaration of the Semester VI results is granted. In case students fails to clear Semester VI, the admission stands null and void.

3. Lists of students with the subjects are posted on the website.

4. Student has to confirm admission by online fee payment

Process for M.A.

Masters in Gender Studies – 24 seats - (open to students with any graduation degree)

The Admission Committee of this unaided M.A. programme includes the Principal and the Heads of the women's Centre departments. The stages of the process are:

1. Online Application System for filling and submission of the admission form.

2. Eligible candidates appear for offline/online personal interview. Admission is granted on the basis personal interview. In case, the Semester VI result of the graduate degree is not declared by the University, then provisional admission subject to confirmation on declaration of the Semester VI results is granted. In case any student fails to clear Semester VI, the admission stands null and void.

3. Lists of students with the subjects are posted on the website.

4. Student has to confirm admission by online fee payment

11. Process for Ph. D. Program

Number of seats granted for Microbiology : Eight; **Zoology :** Six

The admission to Ph. D. program is done as per the procedure mentioned in the University of Mumbai Circular No. Exam /Thesis/ Univ. / VCD/947 of 2018.

1. The announcement for the admission is published on the College website and the candidates have to apply in the prescribed format within 15 days.

2. The list of the eligible candidates and date of the interview for selection is notified on the website.

3. The Interview Committee comprises of The Principal as the Chairperson, two subject experts from outside and the recognized guide concerned.

4. The list of the selected candidates (merit list) is displayed on the College notice board and the candidates are also notified by the email communication.

5. The candidates have to give the acceptance of admission within a week of the notification and complete the admission process by filling up the college admission form with the necessary documents and payment of fees.

12. Modifications:

2020-21 – Due to the COVID Pandemic admissions were severely delayed. An online form was created by Mastersoft (the MIS providers). The Admission Committee put together detailed instructions so that students would be able to fill the forms without too much trouble. The Admission Committee created a roster of faculty who then checked that all the uploaded documents and the forms were correct. The rest of the procedure continued in the same way.

2022-24 – The online form submission process in admission is to be continued. Students are asked to come to college for subject counselling. Those who are unable to make for it may be consulted on phone. The rest of the procedure remains the same.

13. Cancellation of Senior College Admission

Table of Fees deduction on

Cancellation of Senior College Admission

S.No.	Period	Deduction*
1	Prior to commencement of academic term	Rs. 500/-
2	Up to 20 days after commencement of academic term	20%
3	From 21st day up to 50 days after commencement of academic term	30%
4	From 51st day up to 80 days after commencement of academic term OR August 31st, whichever is earlier.	50%
5	From 1st to 30th September	60%
6	After 30th September	100%

on Total Amount of Fees

NOTE: The total amount considered for the refund of fees from the commencement of academic term of the courses includes the following:

(i) All the fee items chargeable for one year as per relevant University circulars for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities).

(ii) The fees charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor's fund, University fee for sports and cultural activities, E-charges, disaster management fund, exam fee and Enrolment fee) are non-refundable if payment is made by the college prior to the date of cancellation.

(iii) Fees collected for identity card and library card, admission form and prospectus, enrolment and any other course specific fees are not refundable after the commencement of the academic term.

(iv) All refundable deposits (Laboratory, Caution Money etc.) shall be fully returned in case of cancellation.

14. **Leaving Certificate**: Students who have confirmed their admission in Sophia College and who wish to subsequently withdraw (leave) are required to apply for their Leaving Certificate in the Admin. Office. When the Leaving Certificate is issued to the applicant, she/he/they will cease to be our student.

IQAC Coordinator

Coordinator
IQAC
Sophia College

Principal

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