

Council of Education's
Deshbhakta Ratnappa Kumbhar College of Commerce, Kolhapur
(An Autonomous College)
ADMISSION POLICY & PROCEDURES: B. B. A. PROGRAM (Self Finance)

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.

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 Programs -B.B.A. 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 the 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 B. B. A. PROGRAM:

B.B.A. I

1. Admission to B.B.A. 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 Programs (B.B.A.) will be online.
4. As the college has attached junior college, for the admission to BBA Program preference will be given to students from home college.
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 admissions consisting of the following:
 - a. Principal (Chairman)
 - b. Coordinator and three other teachers as members
 - c. One employee from administrative staff.

As soon as the procedure of preparing the merit list is completed, the merit list and the waiting list will be displayed on the college notice board as well as on the college website.

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 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: Eligibility Criteria for Admission to B.B.A. Part I,II and III :

A) Skill Enhancement 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 for the award of B.B.A. degree.
- b) A student who desires to take admission for Diploma, should have completed the respected certificate course.
- c) 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.
- d) All such courses shall be approved by the Governing Body on the recommendations of Board of Studies and Academic Council. The college can charge additional fees for such courses as per the requirements. The college may also involve some outside training institutes or professional bodies for such courses to make them student centric and to improve students' employability.

B) B.B.A. PART-I

A candidate for being eligible for admission to the first year of degree program in Bachelor in Business Administration shall have passed XII Std. of the Maharashtra Board of Higher Secondary Education or its equivalent or any Diploma or MCVC of not less than two years.

C) B.B.A. PART-II

1. It is mandatory to complete one certificate course in the 1st year who wish to apply in/ for 2nd year.
2. No candidate from affiliated /autonomous colleges of parent/ other university shall be allowed to take admission for B.B.A. II year.
3. A candidate who fails in any number of subjects during semester- I & II shall admitted to B.B.A.-II (appear for semester-III & Semester-IV examination)
4. The Admission Committee reserves all the rights regarding admissions.

D) B.B.A. PART-III

1. 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 for the award of B.B.A. degree.
2. However the candidate shall not be admitted to B.B.A- III (Semester-V) unless he/she has passed in all the subjects at B.B.A.- I (Semester-I & Semester-II.)
3. Candidate who fails in any number of subjects during Semester-III & IV shall be admitted for B.B.A.-III & allowed to appear for Semester –V & VI examinations.
4. No candidate from affiliated /autonomous colleges of parent/ other university shall be allowed to take admission for B.B.A. III year.
5. The Admission Committee reserves all the rights regarding admissions

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

such as breakages to equipment, loss of library books etc for which a student may be responsible.

2) If a student chooses 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) as mentioned 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.

Reference- <http://www.ugc.ac.in/pdfnews/5437737> UGC- Notice-reg-Fees-refund-Eng.pdf

A.R.4: PROSPECTUS:

The prospectus of B.B.A. program 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: Intake Capacity for B. B. A. Part I : 80 Students

A.R.6: Medium of Instruction: The medium of instructions shall be English

A.R.7: Necessary Documents for Admission to B. B. A. I:

Before initiating the filling of online admission form, students are advised to scan their following original documents.

1. Scanned Photo
2. Scanned Signature
3. Scanned Higher Secondary School Certificate (10+2) in Commerce, Arts 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. B. A. 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 student 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. Application forms for various scholarships and free ships etc. should be submitted in due course of time.
5. The students should submit the print out of the online form to the college.
6. The decision of the Admission Committee regarding admission shall be final.

Admission procedure is online and consists of following steps-

1. Notice regarding admission will 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 will be appealed to fill in Application forms along with necessary documents through the given portal and submit the same.
4. The admission committee will scrutinize the applications and the documents online.
5. After scrutiny, students will be notified to rectify the errors, if any.
6. The provisional and final merit list of students will be prepared and displayed on college website (www.drkcollegekolhapur.org) and college notice board by following the reservation rules of Government of Maharashtra and Shivaji University, Kolhapur.

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 provisional admissions will be announced and displayed through website and eligible students will be instructed accordingly through e-mail/SMS.

8. The physical verification of relevant original documents will be done.
9. Concerned students shall be notified to pay the fees online within a stipulated time.
10. The students who will pay the admission fees prescribed by the competent authorities within stipulated time, shall get admission to First Year of B.B.A. Program.
11. If the seats are vacant after first round, the subsequent round/s shall be announced considering category wise vacant seats.
12. Thereafter, student should collect Identity Card from the Library by providing admission Fee Receipt.

A.R. 9: Admission Fee:

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

A.R.10: Fee Concession:

Under the Govt. of India Scholarship and Govt. of Maharashtra Freeship scheme for BC students (SC / ST) 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.

A.R.11: Courses Offered: B.B.A. 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 there after.

For B.B.A. Part-I Sem. I & II

Semester -I		Semester -II	
Course Code	Course (subject)	Course Code	Course (subject)
Core course			
CC-A1	Fundamental of Business Management	CC-A4	Accounting for Managers

CC-A2	Principles of Marketing	CC-A5	Human Resource Management
CC-A3	Micro Economics	CC-A6	Macro Economics
General Elective Course			
GEC-G1	Information Technology in Business Management	GEC-G2	Management Information System
Ability Enhancement Compulsory Course			
AECC-C1	Business Communication paper I	AECC-C2	Business Communication paper II
Compulsory Civic Course (CCC)/Skill Enhancement Course (Compulsory)*			
CCC-1	Democracy, Elections and Good Governance (Non- Credit)	SEC-I	Any one from- Business communication & presentation/Event Management/Personality Development/Yoga & physical Management /Resume, Report & Proposal Writing
<ul style="list-style-type: none"> The syllabus for Compulsory Civic Course (CCC) and Skill Enhancement Course are provided on college website, which are common for all graduate programs. 			

For B.B.A. Part-II Sem III & IV

Semester -III		Semester -IV	
Course Code	Course (subject)	Course Code	Course (subject)
Core course			
CC-B1	Fundamental of Entrepreneurship	CC-B4	Entrepreneurship Project Management
CC-B2	Cost Accountancy	CC-B5	Management Accounting
CC-B3	Service Marketing	CC-B6	Rural and Retail Marketing
General Elective Course			
GEC-G3	Forms of Business organization.	GEC-G4	Research Methodology
Ability Enhancement Compulsory Course			

AECC-C3	Statistical Techniques	AECC-C4	Statistics for Decision Making
AECC-EVS	Environmental Science		

For B.B.A. Part-III Sem V & VI

Semester V		Semester VI	
Course code	Course (subject)	Course code	Course (subject)
Core course			
CC-C1	Fundamental of Business Law	CC-C4	Fundamental of Taxation
CC-C2	Human skills	CC-C5	Business Ethics
CC-C3	Management Historians	CC-C6	Organizational Behavior
Discipline Specific Elective - Marketing			
DSE-A1	Digital Marketing	DSE-A3	International Marketing
DSE-A2	Field visit /Report (mini project)	DSE-A4	Project -major
Discipline Specific Elective - Finance			
DSE-B1	Financial Management	DSE-B3	Business finance
DSE-B2	Field visit /Report (mini project)	DSE-B4	Project- major
Discipline Specific Elective –Human Resource Management			
DSE-C1	Human Resource Planning	DSE-C3	Human Resource Development
DSE-C2	Field visit /Report (mini project)	DSE-C4	Project- major
Compulsory Civic Course (CCC)/Skill Enhancement Course (Compulsory)			
CCC-2	Constitution of India and Local Self Government (Non-Credit)	SEC-II	Any one from- Interview & Personal Presentation Skill/Entrepreneurship Development Skill/Travel & Tourism/ E-Banking & Financial Services/RTI & Human Right Education (HRE), IPR & Patents

D.R.K. COLLEGE OF COMMERCE, KOLHAPUR (AUTONOMOUS)

FLOW CHART OF ADMISSION PROCESS FOR BBA PROGRAM

