

Sir P. T. Sarvajanik College of Science

(Autonomous)

Jawaharlal Nehru Marg, Athwalines, Surat-395001

Admission Process:

The admission process will be as follows:

1. The announcement of Commencement of admission process shall be done through the advertisement for admission on the college website and college notice board.
2. A student who passes std. 12 in the Science Stream will be admitted in the respective course based on the availability of seats and as per the prepared merit list.
3. All the supplementary/additional details regarding the admission process (other than those mentioned in the advertisement for admission) will be published on the college website/notice board time-to-time.
4. On allotment of admission, if a student fails to pay the applicable admission fee or fails to get verified all the original documents within the stipulated time frame, then the admission of that student will be considered as cancelled.
5. The Principal shall have the authority to cancel any admission given inadvertently by the Admission Committee or any admission taken by the candidate on the basis of false/insufficient information.
6. If, for any administrative or other reason, the College cancels the allotment of a seat to any candidate, the deposited fee (excluding application form fee) shall be refunded as per the "Admission Cancellation and Refund Policy" of UGC.

Procedure for Verification of Student Record and Admission Details:

(A) First Stage Verification:

All the documents including the student's mark sheets should be uploaded online along with the online form. The student need not visit the help centre of the college to submit or verify the document. The college staff will verify the form based on the documents uploaded by the student online on the basis of guidelines of verification. If student have not uploaded the required document, college ask student to produce in stipulated time period. Failing which student may not be eligible for the further admission process.

(B) Second Stage Verification:

After the first stage verification is done by the college, at the time of publication of the provisional merit list for the second stage verification, the student will be given an

opportunity to verify his/her details. The student can send a request to correct his/her marks, category or for that matter, any other details. After checking such requests and verifying the evidences, if it is found to be correct, then the final merit list will be declared after making necessary corrections at the college level. Once the final merit list is declared, these details cannot be modified under any circumstances during the ongoing admission process.

(C) Third Stage Verification:

At the time of provisional admission, there will be a third stage verification of the original documents of the student and the details mentioned in the online form at the college level. In particular, the marks indicated by the student in the online form and the marks on the original mark sheet, the reserved category indicated by the student and its certificate and the validity of the certificate, the prescribed qualification of the course and the actual qualification of the student etc. will be verified. College will allot provisional admission to the student only if all these things are fulfilled. If a student has not received the original mark sheet of class-12, then the self-attested copy of the mark sheet downloaded from the internet and submitted by the student will be considered.

The particulars mentioned by the student in the form, verified by the college and verified by the student himself/herself after the publication of the provisional list, notwithstanding that if any mistake is found in the particulars of the student and the following circumstances prevail, the decision will be binding on the student.

- (1) If the actual marks of the student are more than the marks indicated by the student in the form, then in such a case the student will get admission according to the marks indicated in the online form only.
- (2) In case the actual marks of the student are less than the marks indicated by the student in the form, the admission form of the student will be considered cancelled and the student will not have any right for admission. However, if such a student gives a request to the college through an application and if the college grants him/her admission as per the merit based on his/her true marks and the availability of the seats, it will be binding on the part of the student for his/her admission.
- (3) If the student belongs to general category and fills the admission form for reserved category, he/she will get admission in general category only.
- (4) Even if the student belongs to reserved category, but he/she fills the form for general category, he/she will be eligible for admission in general category only. Such a student will not be able to get admission on reserved seats.
- (5) In case the student fills the form for a category other than the category to which he/she belongs (e.g., an SC student fills the form for ST category or an ST student fills the form for SEBC), such a student will be eligible for admission to general category only. Such a student will not be able to get admission on reserved seats.

(D) Fourth Stage Verification:

The fourth stage verification will take place at the time of enrolment. The original mark sheet of the student will be taken from the student, the merit marks of the student will be verified and the college office will verify the mark sheet of the student for enrolment and stamp college seal to complete the enrolment process.

(E) Fifth Stage Verification:

A copy of the mark sheet of the student who has passed the Class 12 examination from a board other than GSEB will be verified before giving him/her final eligibility certificate. If the genuineness of the mark sheet of the student is not proved, then the admission of that student will be cancelled.

(F) Admission and enrolment to be allotted to the student shall be provisional. In the event that any discrepancy arises in future regarding the authenticity of the student's certificates/mark sheets or the prescribed eligibility for admission, the decision including cancellation of the degree certificate will be binding on the student even if he/she has been admitted.