

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE
Bandra (W), Mumbai 400050
REVISED ADMISSION POLICY GUIDELINES (2020-2021)

(SECOND YEAR AND THIRD YEAR DEGREE – Aided & SFC)

Admission will commence only on receipt of instructions from Government of Maharashtra and University of Mumbai

A. FEES RELATED

1. PAYMENT OF FEES

Students are required to pay their fees to complete the admission procedure.

If there is a problem with regard to payment of fees students are required to make a formal application citing the reason, along with providing supporting documents to the following email id: feesdesk@standrewscollege.ac.in

These requests will be sent to the **Management** who will consider each case on a case to case basis and on its own merit.

These students are then **eligible to apply during the second round of admissions**.

Students can apply for Government Scholarships for financial assistance. Please check College website/Scholarship Notice Board for details.

2. MODE OF PAYMENT

Students can pay the Admission Fees through **DEBIT CARD, CREDIT CARD, NET BANKING or UPI**

*Payment through **NEFT not permitted**.

3. FOREIGN STUDENT

SY and TY 'Foreign students' status cannot be changed as they are registered as 'Foreign Students' by the University of Mumbai and hence are required to pay the special category fees (five times higher). Please note that these students **cannot change/leave the college and go elsewhere**. There is no **FEE WAIVER** as per guidelines from University of Mumbai.

B. DOCUMENTS RELATED

1. REGULAR STUDENTS

Students who have **access to their original marksheets** are requested to **upload the scanned copies** of the same.

Marksheet uploading is not mandatory for those students who do not have access to their marksheets for whatsoever reason.

Students who have **lost/misplaced their marksheet** have to **apply for a Duplicate marksheet with an F.I.R. and affidavit** stating the details of the lost marksheet and the need to apply for a Duplicate marksheet.

TYBCOM selection of students for Applied Component subject (Direct and Indirect Tax) shall be on the basis of merit. Students with ATKT will have to opt only for Marketing Research and Export Marketing.

Students who **did not appear for the Regular Examination in March 2019-20 due to medical or other reasons (eligible for Additional exam)** can apply for admission. However, this will be considered as a provisional admission and they shall have to appear for the ATKT examinations within 120 days of college re-opening.

2. A.T.K.T STUDENTS

All students who have got **ATKT in any/all subjects/cross ATKT can apply for admission**. However, this will be considered as a provisional admission they shall have to appear for the ATKT examinations within 120 days of college re-opening.

3. COPY CASE STUDENTS

All students who have been filed as **copying cases under The Unfair Means Act during the academic years 2018-19 and 2019-20 can apply for admission**. However, this will be considered as a provisional admission and they shall have to appear for the ATKT examinations within 120 days of college re-opening.

4. DROP CASE STUDENTS

All students who have got a **Drop in the academic years 2018-19 and 2019-20 can apply for admission irrespective of the ATKT results**. However, this will be considered as a provisional admission and they shall have to appear for the ATKT examinations within 120 days of college re-opening.

5. CHANGE OF COLLEGE

Students should adhere to the following procedure:

- a. Submit a **written application** to the office stating the reason for leaving college and joining another college.
- b. **Apply for NOC** to College with a requisite form available with the Telephone Operator / College Website after getting your Marksheet.
- c. **Return the College ID card as well as College Library card.**
- d. Get a **clearance receipt** from the College Accounts Department and College Library.
- e. **Apply for the documents** required by the Admitting College.

*Please note: **If any student has already cancelled admission before the Pandemic/ Lockdown, then he/she is no longer a student of St. Andrew's College.**

***Separate dates for Admission will be announced for outsiders** (students from other colleges).

* Any **further queries** regarding Admission procedures **OTHER THAN PAYMENT OF FEES** can be mailed to the following email id: studentservices@standrewscollege.ac.in

18 June 2020
