

## **A. ADMISSION :**

1. The applicant must apply for admission only through the prescribed application form, accompanying this prospectus. Application forms are available from 9 a.m. to 2 p.m. in the college office during working days.
2. The applicant must apply within 10 days from the date of declaration of the results of the last qualifying examination.
3. Incomplete applications and those received after the notified date will not be considered.
4. The application received after the last university date of admission will be entertained only after the permission from the university and availability of seats for a particular class.
5. (A) Admission Procedure : Admission will be given to eligible candidates on the basis of their performance in entrance test .  
(B) For admission to BSW Part I all the applications will be scrutinized by the committee and applicants fulfilling required norms will be admitted according to the rules of reservations for various castes and categories.  
(C) All admission will be on merit basis.
6. The selected applicant will have to confirm his/ her admission by paying the prescribed fees as per the rules mentioned in the prospectus and published on the notice board.
7. The attested photo copies of the essential documents must accompany the prescribed application form.
8. An admission form must be appended with :  
(A) An attested photocopy of School / College Leaving Certificate.  
(B) An attested photocopy of Statement of Marks of the qualifying examination.  
(C) An attested photocopy of Character Certificate.  
(D) An attested photocopy of No Objection Certificate (only for the employed learners). (Note : The original documents must be furnished at the time of admission)
9. An applicant who has passed the qualifying examination from a Board other than M.S. Board of Secondary and Higher Secondary Exam, Amravati and Nagpur Board or S.G.B. Amravati University will have to submit Migration Certificate on or before 1st Sept., of the current academic year.
10. Application form must be accompanied with one additional passport photograph for Identity Card.  
**N.B. : Side view photograph will not be accepted.**
11. Seats are reserved for candidates belonging to S. C. / S. T. / V. J. N. T. / O. B. C. / S. B. C. / S. E. B. C. / E. W. S. etc. as per the government rules.

12. The students seeking admission to B.S.W.- II, B.S.W.-III, M.A.-II, on the basis of A.T.K.T. must have cleared at least 50% (or the required number) of subjects. For more information refer ordinance no. 10 of S.G.B. Amravati University. (For M.S.W.- II year admission 1/3 subject exempted in M.S.W.-I year exam)
13. Students securing admission on the basis of A.T.K.T. facility, shall be governed by the government rules in respect of E.B.C. concession.
14. Final decision regarding admission rests with the Admission Committee and the Principal.
15. Tuition Fee shall be paid in two equal instalments. The first instalment shall be paid at the time of admission and the second one in the month of December at the time of submission of the university examination form.
16. All other fees shall be paid in full at the time of admission.
17. Fee / Fees once paid shall not be refunded.
18. No student will be issued T.C. in the mid-session unless he / she has paid full fees for the academic year.

#### ❑ PERCENTAGE OF RESERVATION FOR BACKWARD CLASSES ❑

Sr.No	Reservation Category	Percentage
1.	Scheduled Castes (Including Neo-Buddhists)	- 13%
2.	Scheduled Tribes	- 07%
3.	Vimukta Jati (N.T.) (A)	- 03%
4.	Nomadic Tribes -(N. T.(B), N. T.(C) & N. T. (D))	- 08%
5.	Other Backward Classes (O.B.C.)	- 19%
6.	Special Backward Classes (S.B.C.)	- 02%
7.	Special Economical Backward Classes (S.E.B.C.)	- 16%
8.	Economical Weaker Section (E.W.S.)	- 10%
9.	Handicapped	- 03%

#### **B. FEES :**

1. A student will have to pay the requisite fees at the time of admission.
2. After confirmed admission if a student leaves the college in the mid-session he / she will have to pay the full fees.
3. The name of the student will be struck off from the college roll if he/ she fails to pay the college fees before the date declared by the college authority.
4. The changes in the fee schedules made by the Sant Gadge Baba Amravati University / Maharashtra State Government / College will be applicable and binding on all students.

### **C. SCHOLARSHIPS AND CONCESSIONS / FREESHIPS :**

- a) The SC, ST, SBC, NT and OBC students are eligible for Government scholarship.
  - b) Concession in fees is also given to the students of various categories. Students are advised to keep contact with the office to know the conditions and rules in getting these benefits.
  - c) E.B.C. form should be submitted to the college as per guidelines displayed on the college notice board with income-certificate of the year 2018-19 and two attested copies of ration card.
  - d) Students hailing from villages with population below 10,000 will have to submit income certificate duly signed by village Sarpanch. Income Certificate issued by Deputy-Sarpanch will not be accepted. Those who are from a locality with population above 10,000 will have to submit Income Certificate duly signed by a Revenue Officer not below the rank of Tahsildar.
  - e) A student below the age of 18 years will have to submit concession forms duly signed by his / her parent or legitimate guardian to claim E.B.C. concession.
  - f) To be eligible for E.B.C. concession a student must secure 75% of attendance in each subject every month and show satisfactory progress in Unit Tests and Terminal Exams. Those who do not fulfil these conditions shall not be deemed eligible for E.B.C. concession.
  - g) The students claiming E.B.C. concession must attach the original copy of the Court Affidavit signed by a Magistrate for the gap period, if any, to the E.B.C. Form.
  - h) After submitting E.B.C. concession forms or scholarship forms students are advised to obtain acknowledgement of the same.
  - i) Students fulfill our E.B.C. Concession forms in online process.
- The general terms & conditions laid down by the college for award of various scholarships & awards are given below -
- 1) Applicant must be a resident of Maharashtra.
  - 2) The duly filled in application forms should be submitted to the college office within two weeks of securing admission. The acknowledgement received thereafter should be kept for future reference.
  - 3) Application forms will be available in the college office from morning 10 a.m. to 5 p.m. on all working days.

### **D. RULES REGARDING ATTENDANCE :**

- 1. Students must attend at least 75% of the lectures (including practicals) in each class in order to get eligible for University exams.
- 2. Students who fall short of the requisite attendance without substantial reason will be fined as per the rules and be barred from taking University examination.
- 3. The names of students who remain absent for a long period will be removed from the college rolls.

4. Every student must be regular in attending the college. They should not remain absent from classes, examinations, functions and field work activities without prior permission of the Principal.

### **E. LIBRARY**

1. The library and reading room shall remain open from 10 am to 5 pm on all working days.
2. Borrower Tickets are issued to every student on payment of library fees and library deposit.
3. One book at a time will be issued on Borrowers' ticket.
4. Students must see the books issued to them are intact, and the due date of return of books.
5. Marking on books, loss of books, missing pages of the books, delay in returning the books and breaking the library rules will be liable for fines as per the library rules.
6. Duplicate borrower's ticket will be issued on student's request in lieu of lost or damaged borrower's ticket against the payment of necessary fees.
7. Reference books, periodicals, journals, dissertations, group projects, rare and important books will not be issued to students.

### **F. FIELD WORK :**

1. Every student must complete all the fieldwork activities within the stipulated time mentioned in the university syllabus and declared by the authority.
2. The expenses of all the fieldwork activities will have to be borne by the students.
3. Absent students in regular fieldwork activity / activities will have to complete the given activity / activities by the incharge teacher with the prior permission of the principal. Separate fees will be charged for this.
4. Students must be present to the fieldwork orientation and other related works.
5. College uniform and Identity Card is compulsory on fieldwork days.

### **G. RULES OF CONDUCT AND DISCIPLINE :**

1. Every student must read and follow the rules published in the college prospectus.
2. Every student must follow all the notices written or pasted on the notice board daily. The college will not be held responsible for any loss arising out of any negligence in this regard.
3. Every bonafide student must always keep his / her identity card with him / her.
4. Every student of the college must present himself / herself for medical check up before the medical officer appointed by the college. (Physical Test)
5. Every student must appear for all the examinations conducted in the college.
6. Students must not loiter in the college premises; they should spend their free time in the library.

7. Every student must be regular in attending the college. They should not remain absent from classes, examinations, functions and field work activities without prior permission of the Principal.
8. Students must do nothing inside or outside the college which will interfere with the orderly administration and discipline of the college or affect its public image.
9. Chewing paan, tobacco, gutkha, smoking and using mobile phones in the classrooms and college premises is not permitted.
10. All students are expected to observe rules, regulations and notices to enable the smooth working of the college and keep harmony and maintain peace and educational atmosphere in the college.
11. Students should make careful use of college books, furnitures, fans, lights, equipments and the college property. The cost of any damaged one would be recoverable from the students either individually or collectively as the case may be.
12. Students are prohibited from forming associations, organisations and from holding functions without the prior permission of the Principal. Students are prohibited from organizing welcome, farewell and other such functions outside college premises.
13. Disciplinary action will be taken for violation of any rule.
14. The Principal's decision in all matters of admission, administration and enforcement of discipline and general rules and other important instructions mentioned in this prospectus and on college notice boards shall be final and binding on all.
15. Every student must be in touch with his/ her class teacher, in charge teachers and office suptd. for his/ her problems and seek proper guidance from them.
16. Every student entitled for scholarship must open his account in Bank of Maharashtra, Khaparde Bagicha Branch on the date fixed by the office.
17. Misconduct, misbehaviour in any form with fellow students and staff will be treated as cognizable offence and such students will be liable for severe punishment.
18. SGBAU - Rules & Regulations Act, Statutes Ordinances will be applicable.
19. It is obligatory on the part of the students to possess prescribed text books and other relevant study materials.
20. Systematic, satisfactory & timely completion of home assignments is mandatory. Any failure on this front will be deemed as an act of indiscipline and may invite fine. The college will seriously consider this fact while determining eligibility of students for University / Board exams.
21. Students shall maintain decorum in the college premises. Any indiscipline or misbehaviour, both inside and outside the college premises will attract severe punishment. The names of students found guilty of misconduct will be removed from the college rolls.
22. No student will be allowed to participate in or attend any activity in the college without identity card.
23. The students are directed to record permanent address/ contact numbers of their parents / guardians. Any change in this respect must be brought to the notice of college office immediately.
24. It is the responsibility of the students / parents / guardians to find out to which scholarships the student is eligible for and to apply accordingly for the same along with the required documents.

25. Any difficulty faced by the student should be brought to the notice of the Principal .
26. No student will send anything concerning the college for publication without prior permission of the Principal.
27. Any political movement, demonstration or agitation involving the name of the college is strictly prohibited.
28. Ragging is strictly prohibited. Any student found guilty will be proceeded against under Maharashtra Government Ordinance No. 33 dated 15 May, 1999 and will be expelled from the college forthwith.
29. No outside artists will be allowed to take part in the college cultural activities.
30. Students must keep with them photocopies of all the documents submitted to the college office. The documents once submitted will not be returned for any temporary cause. Photocopies of the documents may be made available to the student under extraordinary conditions on payment of 10 per copy.
31. Students must collect their original documents, if any, within three years of leaving the college. Thereafter 10 will be charged as fine per document per year.
32. The details of the uniform wearings as finalised by the college are given below :  
For Boys - Sky Blue Shirt & Navy Blue Pants.  
For Girls - Sky Blue Kurti, Black Salwar & Dupatta.
33. Women's Grievance Committee has been formed in the college by the Notification No. SGBAU 772012 dt. 21/06/2012.
34. Be honest, upright and straightforward in all your dealings.
35. If you are intelligent, let your classmates be benefitted by your intelligence.
36. Utilise every minute of your leisure well. Always use polite language.
37. To make any changes in the chosen subjects the students must convey to the office before 15th of August.

#### **H. COLLEGE EXAMINATIONS :**

1. All students will compulsorily have to appear for the college examinations.
2. Those remaining absent from the above exams without sufficient cause will be fined as per the rules framed by the College Examination Committee and may not be allowed to appear at the Final University Examination.

#### **I. IDENTITY CARD :**

1. All the students shall be issued Identity Cards. No students without Identity Card will be allowed to enter the campus.
2. The students must keep wearing the Identity Cards so long as they are on the college campus.
3. No student will be allowed to attend or participate in any activity inside or outside the college campus without Identity Card.

4. If the Identity Card is lost, a fresh one will be issued on payment of 50=00.

#### **J. GAMES AND SPORTS :**

The college is successful academic institution in the field of games and sports. This has happened largely by virtue of the incentives and encouragements the college gives to the budding sporting talents to groom them into sports personalities. The students with sporting talents are welcome to this institution. We have been producing university colours and championships every year.

#### **K. PHYSICAL EFFICIENCY TEST AND MEDICAL EXAMINATION :**

1. It is compulsory for all the students except the N.S.S. Volunteers and for those who participate in the inter-collegiate tournaments to attend physical training classes. In case a student fails to secure 80% of attendance in these classes, he shall be fined as per the rules.
2. As per the University Ordinance No. 3, it is compulsory for all the students to appear in the physical efficiency test which is usually held in the month of January or February. Any failure on students' part shall invite disciplinary action.
3. All the students of the college are required to present themselves for a medical examination. Those failing to turn up for the test on the scheduled day will have to get themselves examined by paying a specified fine or else they may face disciplinary action.

#### **L. N.S.S. :**

The college N.S.S. unit comprises of 75 boys and 75 girls. It endeavours to instill a sense of social service and national integration in the volunteers. Apart from organising weekly and special camps, the college unit carries out several cultural and social activities.

#### **M. INCENTIVE MARKS :**

S.G.B. Amravati University vide its Ordinance No.1/85 has made a provision to award incentive marks to encourage students to participate in N.S.S., Inter-Collegiate and Inter Cultural Activities and Games and Sports and many other extra-curricular activities. Maximum of ten marks are awarded for participation in following activities :

SR. No.	ACTIVITIES	INCENTIVE MARKS
i)	National Service Scheme (N.S.S.)	
	a) Whole year participation (120 hours)	5
	b) Whole year participation(Including a camp)	5+1
	c) Whole year participation (Including two camps) 5+2	
ii)	Games and Sports	
	a) Participation in Inter-collegiate tournaments and events (For each game)	3
	b) Participation in Inter-University tournaments and events (For each game)	5
iv)	Cultural Activities	
	a) Participation in University recognised Inter-Collegiate Debate/ Drama/ Singing etc. (Each discipline)	3
	b) Participation in Inter-varsity competitions	4
v)	Blood Donation ( Each time)	2
	(Maximum of 5 marks can be awarded)	
vi)	Participation in Government sponsored essential statistics collection drives	3



#### **N. COLLEGE MAGAZINE "AKANSHA" :**

In order to generate students' interest in writing and to enable them to express their thoughts, feelings and ideas through literary compositions and creations, the college brings out a yearly magazine "Akansha". Apart from compositions by students, their achievements in different fields are highlighted in it. The achievements of the staff are also acknowledged in magazine. The Principal's reserved rights in matters related to articles, photographs etc. to be included in the magazine.

#### **O. PARENT - TEACHER ASSOCIATION :**

Teachers, Students and Parents are the three nuclei around which the edifice of an ideal teaching & learning stands. Parents / Guardians are requested to attend the meets convened by the Association from time to time and have thorough dialogues with the Principal and the teachers regarding the progress of their wards.

The college welcomes the co-operation of the parents to comply our spirit & complement our effort. Parents meet is probably organised in the first week of January every year.