



RITIKA MUCHHALA EDUCATION AND RESEARCH FOUNDATION

AARAV MUCHHALA SENIOR COLLEGE OF ARTS, COMMERCE AND SCIENCE

Muchhala College Bus Stop, Sai Baba Vihar Complex, Ghodbundar Road, Thane – 400615

ADMISSION FORM

Academic Year 20__ - 20__

Course Applied for					Application No	
Optional Subjects Offered					Mobile No.	
Candidate's Name	Surname	First Name	Last Name	Email Id	Affix Your Latest Passport Size Photograph	
Father's/Husband's Name	Surname	First Name	Last Name	Mobile No.		
Mother's Name	Surname	First Name	Last Name	Mobile No.		
Place of Birth	Gender					
Date of Birth	Blood Group		Religion			
Caste & Sub Caste	Category Type: SC/ST/OBC/___					
Student's Aadhar Card No.						
Residential Address:						
Permanent Address:						

Occupation of Father		Office Address:	
Occupation of Mother		Office Address:	

Educational Details

Name of Examination	12 th
Name of Board/University & State University	
Name of School/College	
Month & Year of Passing	
Maximum Marks	
Marks Obtained	
Percentage	

***Following Original Documents to be submitted to the college**

- 1) 10th Marksheet
- 2) 12th Marksheet
- 3) 12th Leaving Certificate
- 4) Copy of Aadhar Card
- 5) Caste Certificate (If Applicable)
- 6) Gap Certificate (If Applicable)
- 7) Recent Three Passport Size Photos
- 8) Migration Certificate

DECLARATION BY STUDENT

1. I hereby declare that I have read all the rules and regulations framed by the college authorities as given the college prospectus.
2. I hereby declare and undertake to abide by all the mentioned rules and regulations and hereby agree, if admitted, to confirm to them to such other rules as may hereafter be made for the smooth functioning of the college.
3. I may not be granted terms or allowed to appear for the College/University Examinations if my attendance in lectures and tutorials/practicals falls short of 75%.
4. I may not be granted any concession in any matter, if I take up any employment during the course of my studies.
5. I hereby declare that I shall show satisfactory progress and maintain good conduct.
6. I hereby declare that I have not registered my name at any other institution for any other full-time course.
7. I WILL DISPLAY MY IDENTITY CARD PROMINENTLY WHILE IN THE COLLEGE PREMISES/IN ACTIVITIES RELATED TO THE COLLEGE.
8. I have given my and parents most recent contact details (phone, email). In case of any change, I undertake to inform college accordingly.
9. I have given my consent for use of my contact details for educational communication.
10. I am aware that as per University Circular No. SW/42 of 2015 dtd. 29th Oct. 2015. I am compulsory required to give an undertaking on www.antiragging.in & www.amanmovement.org.
11. I hereby declare that the information filled in by me in this form is accurate and true to the best of my knowledge I will be responsible for any discrepancy, arising out of the form signed by me and I undertake that, in absence of any document the final admission will not be granted and/or admission will stand cancelled.

Date:

(Signature of the Student)

DECLARATION BY PARENT/GUARDIAN

I have permitted my son/daughter/ward to join your college. The information supplied by him/her is correct to the best of my knowledge I have acquainted myself with the rules and fees, dues of my son/daughter/ward and to see that he/she observes, the said rules in totality. I hereby give my consent for use of my contact details for educational communication.

I also to pay other fees towards extra benefits/facilities provided by the institute for which I shall have no objection.

Date:

(Signature of the Parent/Guardian)

Scrutiny Form

Sr. No.	Documents Submitted	Scrutiny Remarks
01	10th Marksheet Original + 2 Photo Copies	
01	12th Marksheet Original + 2 photo Copies	
02	12th Leaving Certificate Original + 1 Photo Copy	
03	Caste Certificate Original + 1 Photo Copy	
04	Gap Certificate Original + 1 photo Copy	
05	Migration Certificate Original + 1 Photo Copy	
06	Three Passport Size Recent Photos	
07	Aadhar Card 2 Photo Copies	

Name of Clerk

Date:

Sign.

College Seal

ANNEXTURE

- i. In the college premises every student must be possession of his/her valid Identity Card must wear it throughout till he/she is on the campus or representing the college at any other place. Whenever demanded by the authorities concerned, the Identity Card must be produced for inspection.**
- ii. Students must maintain strict discipline and decorum in the college campus.**
- iii. Students should be Punctual in attending their classes**
- iv. Students not allowed to attend classes other than their own, without the prior permission of the authorities.**
- v. Students are not permitted to bring any outsiders to the College Campus without prior permission of the authorities.**
- vi. A student must attend all the tests, tutorials and examinations conducted by the College**
- vii. Every student must complete, all the academic work assigned to his/her class by the respective teachers, such as the completion or Practical Journal, Home Assignments Field Diary Project etc. in time.**
- viii. No student should loiter in the corridor or college campus during lecture hours. When they are free, they should go to the library/common room/canteen. No student is permitted to miss the lectures and sit in the canteen /common room/library.**
- ix. Students are not allowed to go out of the College premises, in between the lecture periods or practicals without the permission of the Class in-charge Teacher/Principal**
- x. Every student must always be modestly dressed, informal dress will not be permitted in the college premises and observe decorum with regard to both clothing and behavior and should take utmost care not to disturb the working of his/her own class as well as that of others.**
- xi. Students are not allowed to organize picnics/ activities without prior permission of the Principal.**
- xii. No student shall collect any money as contribution towards picnics, trips educational visits, get together, study-notes charity or any other activity without the prior permission of the College Principal.**
- xiii. Every student should take utmost care of the college property to keep the College premises neat, tidy and clean for the common welfare of all. Any willful damage to the property of the College will be dealt with as breach of discipline and is liable for punishment. Such incidences should promptly be reported to the House Keeping Committee/Principal.**
- xiv. No Student will involve the Press Media or communicate any information about matters relating to the College without informing the Principal/College Management.**
- xv. Students are advised to take care of their own property. The College Authorities are not responsible for the loss of any personal belongings of the students.**

- xvi. Students should deposit any lost property found by them in the College Office. Such incidences are displayed on the Notice Board. Owners of lost property should enquire and claim the same from the office.
- xvii. Students are not allowed to use the mobile phones within the College premises. Strict disciplinary action will be taken if a student is found to use mobile (University/Government No. UJ/552 dtd. 31/12/2004).
- xviii. If a student remains absent without giving a leave application for sizable length of time, his/her name is liable to be removed from the College roll.
- xix. Attendance of students is regulated by ordinance 0.119 granting which states "For granting of terms, attendance of 75% of theory, practical and tutorials (wherever prescribed) separately will be required, out of the total number of lectures, practical and tutorials conducted in the terms."
- xx. Students who fail to maintain the condition of minimum attendance in account of bonafide illness, or any other reason which is deemed right by the Principal, should apply in writing to the Principal for leave of absence prior or within 2 days from the date of commencement of such leave failing which they will be treated as defaulters.
- xxi. Absence of the student on valid grounds at lectures/practicals/tutorials/tests/examinations must be communicated to the College Principal immediately in writing with the necessary supporting documents e.g. Medical certificate etc. through the respective class teacher
- xxii. Students, who request leave of absence from lectures/practical/tutorials for participation in sports, games, cultural or any other activities for and on behalf of the Colleges/Activity group, should submit the applications countersigned by the respective Teacher in charge before the commencement of such leave, failing which they will be treated as defaulters.
- xxiii. Students who intend to apply for duplicate copies of their statement of marks, certificates of passing, degree certificates/others can do according to the circular N. Cert/Conv/1058 of 2008, received from University of Mumbai.
- xxiv. Parents/ Guardians if accompanying students should sign the visitors register at the gate and maintain decorum in the college.
- xxv. All other relatives are directed to obtain written permission from the principal if they want to represent any student
- xxvi. Parents of students are requested to kindly contact the Teacher-in-charge of class. Head of Department, Principal, at least once in a term, to keep themselves in touch with their ward's attendance and progress.
- xxvii. **RAGGING:**

The Government of Maharashtra has notified Ragging as a cognizable offence. Anyone reported to be involved in any form of ragging will be severely dealt with. ANTI-RAGGING DECLARATION is compulsory for all the students in view of the orders of the Government and Hon'ble Supreme Court on the anti ragging measures. Anti-ragging affidavit has to be signed by each student (and their parent) of the Institute. Kindly note that there are two Affidavits, as Annexure-I & II. Annexure-1 is to be signed by the

student & it by the parent/guardian. The students are advised to obtain separate Non-judicial stamp paper of Rs. 20/-, duly signed by the parent as well as himself/herself in front of the notary (acting as OATH COMMISSIONER) from their own home town. The affidavit in original is necessary to be brought by each student when they report for registration. Those who fail to do so will not be allowed for registration in the University.

The college strictly follows a 'NO RAGGING policy.

- xxviii. No society, association, committee, organization of students should be formed in the College without the sanction of the Principal.
- xxix. Outsider should not be invited to address any meeting or to participate in any college activity without the prior permission of the Principal.
- xxx. A teacher conducting a class at a given time shall be in absolute control of the class, and may take appropriate action in order to maintain discipline in the class.
- xxxi. Any member of the teaching or non-teaching staff may intervene on the spot to deal with disorderly/destructive activities on the part of the students either in the class room or outside the class room in the College premises.
- xxxii. All rules and regulations enforced and implemented by the college/Management/ U.G.C. / University/Government from time to time will remain binding on students. Smoking is strictly prohibited in the college premises.

It is presumed that the student and parents/guardians has/have acquainted herself/themselves of all the rules, regulations, etc. as stated in the Annexure and accepts the same as binding on her/them before seeking admission to this college.