



M.A. ADMISSION [2013-14]

SCHEDULE AND PROCEDURE

General -

- Merit list will be prepared as per the rules & regulations notified by Govt. of Maharashtra and University of Pune.
- Appearance of student's name in **provisional general merit list does not mean** that the student has been admitted to the given course.
- Application forms of reserved category students submitted without caste certificate / caste validity certificate / Non-Creamy Layer Certificate of current year (whichever applicable) will be processed in open category for preparing Merit List/s.
- Any student who does not pay the entire fees as per the Challan or does not submit the documents, or does not complete the admission procedure in any way, within the stipulated period, shall lose/forfeit the right to be admitted to the given course. Such student's name will be cancelled. The College will announce the next MERIT LIST to fill the vacant seats.
- For reserved categories, if any student fails to report or does not pay the fees or does not bring the necessary valid documents on the day of admission, and if seats remain vacant, those seats will be transferred to other eligible reserved category students by following due procedure. These seats will not be filled with open category students until third merit list is declared.
- After three Merit Lists, if seats from reserved category remain vacant, those will be filled with open category students on merit basis as per the procedure specified in the following schedule/s.

- For out-station applicants, Computer-Printer facility will be made available in the college premises (B.J.Wadia Library) so that they can easily complete the admission process and required formalities. Students should contact the respective department to avail this facility.

Note:

- Below is given admission schedule and procedure for M.A. English, followed by M.A. – Economics, Psychology and Marathi.
- Instructions / rules regarding fees and admission cancellation are given after the schedules.

SCHEDULE AND PROCEDURE OF M.A. ADMISSION

M.A. ENGLISH

[2013-14]

Step	Date/s	Process
1	Friday, 19 th July, 2013	T.Y.B.A. mark sheets of University of Pune will be distributed.
2	Friday, 19 th July, 2013 To Tuesday, 23 rd July, 2013	<ul style="list-style-type: none"> • Application forms are available on-line on the web site of Fergusson College. • Completed form must be submitted on-line <p style="text-align: center;">And</p> <ul style="list-style-type: none"> • Print-out of completed Application form must be submitted in person in college office, along with the Application fees and self-attested documents. • Application forms for M.A. Psychology should be submitted in Office No. 3 • Application forms for M.A. English, Economics and Marathi should be submitted in Office No. 1 • Postal/courier submissions will not be accepted.
3	Wednesday, 24 th July, 2013	<ul style="list-style-type: none"> • Entrance Examination (EE) for MA English • <u>Time</u>: 2.00 p.m. – 4.00 p.m. • Seating arrangement will be displayed on notice board on the day of EE

Step	Date/s	Process
3	Friday, 26th July, 2013	<ul style="list-style-type: none"> Provisional GENERAL MERIT LIST will be displayed in English department by 11 am. Any complaints/queries/ clarifications regarding the Provisional MERIT LIST should be given in writing along with supporting document/s between 11.00 a.m. and 2.00 p.m., to the concerned authority whose name will be published along with the Provisional MERIT LIST. Complaints, if any, will be addressed and sorted out by the department/College authorities.
4	Saturday, 27th July, 2013	First MERIT LIST will be declared and displayed on the notice board Psychology department by 11.00 a.m.
5	Saturday, 27th July, 2013 To Tuesday, 30th July, 2013	<ul style="list-style-type: none"> Students in the first Merit List must fill the Admission Form on line and take a print out of the Admission Form and Challan. They must bring the Admission Form along with the necessary and valid (self-attested as well as original) documents. They should take signature of head of respective department on admission form. They should pay fees to confirm admission. Fees should be paid in bank with the challan. Time for payment of fees- 11.00 a.m. to 2.00 p.m. Students must show the paid fees Challan in the concerned department after which further steps like issuing the handbook, identity card etc will be initiated by the College.
6	Tuesday, 30th July, 2013	Second MERIT LIST will be displayed in the department after 4.00 p.m. ONLY IF SEATS REMAIN VACANT.
7	Wednesday, 31st July, 2013 To Friday, 2nd August, 2013	<ul style="list-style-type: none"> Students in the second Merit List must fill the Admission Form on line and take a print out of the Admission Form and Challan. They must bring the Admission Form along with the necessary and valid (self-attested as well as original) documents. They must pay fees to confirm admission. Fees should be paid in bank with the challan.

Step	Date/s	Process
		<ul style="list-style-type: none"> • Time for payment of fees- 11.00 a.m. to 2.00 p.m. (Place will be notified later) • Students must show the paid fees Challan in the concerned department after which further steps like issuing the handbook, identity card etc will be initiated by the College.
8	Friday, 2nd August, 2013	Third MERIT LIST will be displayed in the department after 4.00 p.m. ONLY IF SEATS REMAIN VACANT.
9	Saturday, 3rd August, 2013 To Tuesday, 6th August, 2013	<ul style="list-style-type: none"> • Students in the third Merit List must fill the Admission Form on line and take a print out of the Admission Form and Challan. • They must bring the Admission Form along with the necessary and valid (self-attested as well as original) documents. • They must pay fees to confirm admission. • Fees should be paid in bank with the challan. • Time for payment of fees- 11.00 a.m. to 2.00 p.m. (Place will be notified later) • Students must show the paid fees Challan in the concerned department after which further steps like issuing the handbook, identity card etc will be initiated by the College.
10	Tuesday, 6th August, 2013	<ul style="list-style-type: none"> • Remaining seats, if any, will be filled on merit basis, at <u>4.00 pm.</u> • ALL THE INTERESTED APPLICANTS MUST REMAIN PRESENT IN THE RESPECTIVE DEPARTMENTS, AS THE STUDENTS WILL BE CALLED FOR COUNSELLING AS PER MERIT. • For M.A. English, students who had filled application form and had given Entrance Examination will be eligible to remain present for counseling. • For M.A. Economics, Psychology, and Marathi, students who had filled application will be eligible to remain present for counseling.

SCHEDULE AND PROCEDURE OF M.A. ADMISSION

ECONOMICS, PSYCHOLOGY AND MARATHI

[2013-14]

Step	Date/s	Process
1	Friday, 19 th July, 2013	T.Y.B.A. mark sheets of University of Pune will be distributed. Time: 11.30 a.m. at respective departments
2	Friday, 19 th July, 2013 To Tuesday, 23 rd July, 2013	<ul style="list-style-type: none">• Application forms are available on-line on the web site of Fergusson College.• Completed form must be submitted on-line And <ul style="list-style-type: none">• Print-out of completed Application form must be submitted in person in college office, along with the Application fees and self-attested documents.• Application forms for M.A. Psychology should be submitted in Office No. 3• Application forms for M.A. English, Economics and Marathi should be submitted in Office No. 1• Postal/courier submissions will not be accepted.
3	Wednesday, 24 th July, 2013	<ul style="list-style-type: none">• Provisional GENERAL MERIT LIST will be displayed in the concerned department before 11 am.• Any complaints/queries/ clarifications regarding the Provisional MERIT LIST should be given in writing along with supporting document/s between 11.00 a.m. and 2.00 p.m., to the concerned authority whose name will be published along with the Provisional MERIT LIST.• Complaints, if any, will be addressed and sorted out by the department/College authorities.
4	Thursday, 25 th July, 2013	First MERIT LIST will be declared and displayed on the notice board of the concerned department by 11.00 a.m.
5	Thursday, 25 th July, 2013	<ul style="list-style-type: none">• Students in the first Merit List must fill the Admission Form on line and take a print out of the Admission Form and Challan.• They must bring the Admission Form along with the necessary

Step	Date/s	Process
	<p style="text-align: center;">To</p> <p style="text-align: center;">Saturday, 27th July, 2013</p>	<p>and valid (self-attested as well as original) documents.</p> <ul style="list-style-type: none"> • They should take signature of Head of the respective department. • They must pay fees to confirm admission. • Fees for M.A. Psychology must be paid by Demand Draft (DD), drawn in favour of 'PRINCIPAL, FERGUSSON COLLEGE, PUNE', payable at Pune. Name of the student and the course should be written at the back of the DD. • Fees for M.A. – English, Economics and Marathi should be paid in cash in bank with the challan. • Time for payment of fees- 11.00 a.m. to 2.00 p.m. (Place will be notified later) • Students must show the paid fees Challan in the concerned department after which further steps like issuing the handbook, identity card etc will be initiated by the College.
6	<p style="text-align: center;">Saturday, 27th July, 2013</p>	<p>Second MERIT LIST will be displayed in the department after 4.00 p.m. ONLY IF SEATS REMAIN VACANT.</p>
7	<p style="text-align: center;">Monday, 29th July, 2013</p> <p style="text-align: center;">To</p> <p style="text-align: center;">Wednesday, 31st July, 2013</p>	<ul style="list-style-type: none"> • Students in the second Merit List must fill the Admission Form on line and take a print out of the Admission Form and Challan. • They must bring the Admission Form along with the necessary and valid (self-attested as well as original) documents. • They should take signature of Head of the respective department. • They must pay fees to confirm admission. • Fees for M.A. Psychology must be paid by Demand Draft (DD), drawn in favour of 'PRINCIPAL, FERGUSSON COLLEGE, PUNE', payable at Pune. Name of the student and the course should be written at the back of the DD. • Fees for M.A. – English, Economics and Marathi should be paid in cash in bank with the challan. • Time for payment of fees- 11.00 a.m. to 2.00 p.m. (Place will be notified later) • Students must show the paid fees Challan in the concerned

Step	Date/s	Process
		department after which further steps like issuing the handbook, identity card etc will be initiated by the College.
8	Wednesday, 31st July, 2013	Third MERIT LIST will be displayed in the department after 4.00 p.m. ONLY IF SEATS REMAIN VACANT.
9	Thursday, 1st August, 2013 To Saturday, 3rd August, 2013	<ul style="list-style-type: none"> • Students in the third Merit List must fill the Admission Form on line and take a print out of the Admission Form and Challan. • They must bring the Admission Form along with the necessary and valid (self-attested as well as original) documents. • They must pay fees to confirm admission. • Fees for M.A. Psychology must be paid by Demand Draft (DD), drawn in favour of 'PRINCIPAL, FERGUSSON COLLEGE, PUNE', payable at Pune. Name of the student and the course should be written at the back of the DD. • Fees for M.A. – English, Economics and Marathi should be paid in cash in bank with the challan. • Time for payment of fees- 11.00 a.m. to 2.00 p.m. (Place will be notified later) • Students must show the paid fees Challan in the concerned department after which further steps like issuing the handbook, identity card etc will be initiated by the College.
10	Saturday, 3rd August, 2013	<ul style="list-style-type: none"> • Remaining seats, if any, will be filled on merit basis, at <u>4.00 pm.</u> • ALL THE INTERESTED APPLICANTS MUST REMAIN PRESENT IN THE RESPECTIVE DEPARTMENTS, AS THE STUDENTS WILL BE CALLED FOR COUNSELLING AS PER MERIT. • For M.A. English, students who had filled application form and had given Entrance Examination will be eligible to remain present for counseling. • For M.A. Economics, Psychology, and Marathi, students who had filled application will be eligible to remain present for counseling.
11	Monday, 5th July, 2013	Practical of M.A. Psychology will begin

Rules regarding Fees for Reserved Category Students

(Self-financing course, i.e. M.A. Psychology)

Sr. No.	Category	Documents	Fees
1	SC	<ul style="list-style-type: none"> • Caste certificate, Caste Validity 	NO Tuition / Laboratory Fees
		<ul style="list-style-type: none"> • If <u>NO Caste Validity</u>, then take undertaking from the student 	NO Tuition / Laboratory Fees
2	ST	<ul style="list-style-type: none"> • Caste certificate, Caste Validity 	NO Tuition / Laboratory Fees
		<ul style="list-style-type: none"> • If <u>NO Caste Validity</u>, then take undertaking from the student 	Full Fees
3	NT /OBC/SBC	<ul style="list-style-type: none"> • Caste Certificate 	Full Fees
		<ul style="list-style-type: none"> • If no Caste Certificate, then take undertaking from the student 	Full Fees
		<ul style="list-style-type: none"> • For OBC "Non Creamy Layer" Certificate issued after 31st March 2013 is compulsory. 	Full Fees
		<ul style="list-style-type: none"> • If no "Non-Creamy Layer" Certificate, then take undertaking from the student. 	Full Fees

Rules regarding Cancellation of Admission and Refund of Fees

(As per the notification issued by UGC, New Delhi, dated 23rd April, 2007
(Ref.- University Circular dated 15/01/2010))

The candidates canceling their confirmed admission will be entitled to receive the refund of Tuition, Development and Other fees after deducting the amounts as indicated below except otherwise prescribed by the State Govt. or University.

Period & amount of cancellation charges		
From the 1 st day to 10 th day (1 st day is inclusive) from the date of commencement of the course	From 11 th day to 30 th day (1 st day is inclusive) from the date of commencement of the course	After 30 days (1 st day is inclusive) from the date of commencement of the course
20% of the total fees	40% of the total fees	100% of the total fees

Rs. 1000/- will be deducted as processing fee, if admission is cancelled before commencement of the course.