

**K.C.E. Society's  
MOOLJI JAITHA COLLEGE JALGAON  
(AUTONOMOUS)**

**M.Com. - Admission Procedure and General Information**

**Sanctioned intake for various courses:**

The sanctioned intake for first year M.Com. course shall be as per the affiliation and approval given by the university.

Sr. No.	Course offered	Grant/Non Grant	Intake
01	M. Com	Grant	60
02	M.Com	Non Grant	180

**Allocation of seats**

The percentage of allocation of seats for various types of candidates in the Home University (HU), Other than Home University (OHU) and Institutional (Management) Quota Seats is as follows:

**1. Allocation Seats for Granted Courses**

- Candidates graduated from KBCNMU, Jalgaon : 90%
- Candidates graduated from other universities : 10%

**2. Allocation Seats for Non Granted Courses**

- Candidates graduated from KBCNMU, Jalgaon : 70%
- Candidates graduated from other universities : 10%
- Seats to be allotted through management quota: 20%

**Reservations:**

All the reservations given below shall be applicable to candidates belonging to Maharashtra state only subject to the fulfilment of the eligibility criteria specified by respective authorities from time to time.

**(a) Reservation for backward class category candidates:** The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra state is as given below. The percentage of reservation is the percentages of the seats available for Maharashtra candidates. Backward class candidates shall claim the category to which they belong to at the time of submission of application form.

Sr. No.	Category of Reservation	Percentage of Seats Reserved
01	Scheduled Castes and Schedule Caste converts to Buddhism (SC)	13 %
02	Schedule Tribes (ST)	7.0 %
03	VimuktaJati (VJ)/De Notified Tribes(DT) (NT-A)	3.0 %
04	Nomadic Tribes 1 (NT-B)	2.5 %
05	Nomadic Tribes 2 (NT-C)	3.5 %
06	Nomadic Tribes 3 (NT-D)	2.0 %
07	Other Backward Classes (OBC)	19.0%
	Total	50 %

**(b) Reservation for wards of defence service personnel:** Five percent (5%) seats out of total sanctioned intake capacity of college as a whole separately, subject to a maximum of one (01) seat in each subject coming under CAP shall be reserved for wards of ex- service personnel who are from Maharashtra state.

**(c) Reservation for persons with disability candidates:** Five percent (5%) seats of total sanctioned intake capacity of a college as a whole separately, subject to a maximum of one (01) seat in each subject coming under CAP shall be reserved for candidates with disability. The allotment of seats reserved for the candidates with disability shall be done on the basis of merit. The candidates claiming reservation under this category shall submit the Physical Disability certificates.

**Note:** - Candidates with disability should note that on admission to degree course they will not be given any exemptions or additional facility in the academic activities other than those which may be provided by the college.

(d) If the reservation quota remains vacant then 2% seats of total intake capacity of a college as a whole separately will be offered to SBC category.

**(e) Reservation for EWS (Economic Weaker Section) Candidate:** As per the provisions in Government Resolution No. राआधो-4019/ह.ड.31/16- अ, dated 12th February 2019, 10% seats shall be reserved for EWS candidates. These seats shall be filled by the Competent Authority through CAP as per the policies of the Government declared from time to time.

(f) If sufficient candidates from Kavayitri Bahinabai Chaudhari North Maharashtra University area are not available for admission for various post graduate courses, candidates from other universities will be considered. Similarly, if candidates from other universities are not available for admission, the candidates from Kavayitri Bahinabai Chaudhari North Maharashtra University will be considered for admission. There will be separate merit list for other university students.

(g) Any change from Government side in terms of reservation before the commencement of CAP Round -I will be taken under consideration.

## Eligibility criteria

Sr. No.	Course offered	Specific Eligibility
01	M.Com.	Candidate must have passed Three years Bachelor's Degree Examination in Commerce and Management faculty from a recognized university.

### Preparation of merit list:

**Assignment of merit number:** - All the eligible candidates who have submitted online application form on or before the last date specified for the online submission. The merit list shall be prepared on the basis of score obtained at qualifying examination and the specific eligibility mentioned above.

**Change of marks due to verification:** - If the marks in the qualifying examination are modified due to verification/redressal and the same is duly certified by the concerned competent authority, the same shall be reported to the competent authority for admission through admission procedure or its designated representatives immediately. However, the effect of such change will be taken into consideration only for the subsequent round(s) of admission.

### Method of calculating marks at qualifying examination for deciding eligibility: -

- (a) The merit list for Home University and other than home university for eligible candidates will be generated on the basis of their performance at the graduation as per eligibility criteria.
- (b) The tie cases of the candidates will be resolved as:
  - (i) On the basis of total marks/CGPA of second year at graduate level,
  - (ii) On the basis of first year marks/CGPA,
  - (iii) On the basis of marks obtained at H.S.C. and finally
  - (iv) On the basis of date of birth of the candidate.

### ADMISSION PROCEDURE AND GENERAL INSTRUCTIONS:

- 1) Use [www.kcesmjcollege.in](http://www.kcesmjcollege.in) web portal for admission to M.Com. Classes.
- 2) Candidate must provide at least one valid mobile number and e-mail ID for creation of user ID as a direct contact made with college office.
- 3) Candidates should adhere to the rules and regulations of the college for the smooth conduct of admission (2020-2021).
- 4) Applications with incorrect/wrong information will not be considered in the process of admission.
- 5) Selected/waitlisted candidates for different courses will be intimated only through the registered mobile no. and e-mail ID. The list of such candidates will be displayed on the college notice board and admission portal (Website).

- 6) Download the Prospectus from [www.kcesmjcollege.in](http://www.kcesmjcollege.in) and read the instructions carefully before filling up the Application Form.
- 7) All the aspiring candidates shall fill in the online application form for M.Com. admission available on the college website.
- 8) The candidate should fill the online application form as per the notified schedule for respective admission
- 9) The Candidates will be able to fill in online application form through any computer connected to internet from home, cybercafé.
- 10) After filling the information and submission of application form, he/she shall verify the data filled and correct it if required.
- 11) The application form and documents uploaded will be e-verified by the admission councillor of the subject. The candidate is not required to report to college in person for document verification.
- 12) The candidate has to take the printout of application form and the receipt of payment generated in the online application form for your reference.
- 13) After confirmation of application form information cannot be changed by candidate.
- 14) It is MANADATORY for all the candidates to do document e-verification.
- 15) Provisional merit list of eligible candidates will be displayed on the college website.
- 16) For discrepancy if any, in the provisional merit list candidates can submit the grievances in written along with required document at college where candidate has confirmed application form within the specified grievance period given in the schedule.
- 17) No document shall be accepted to substantiate the claim made in application after scheduled dates.
- 18) Final merit list will be displayed on the college website.

**Note:** - The merit list gives relative position of the candidate and it does not guarantee admission to any course.

### **HOW TO APPLY ONLINE?**

- 1) Click on "Admission 2020" to apply for the academic year 2020-2021.
- 2) Create candidate's user ID using valid mobile number and e-mail ID.
- 3) Fill in all the personal and educational details carefully along with valid Aadhar Card details.
- 4) Scan and attach all required original documents specified in the application form with latest coloured passport size photograph for procuring of identity card. The necessary scanned copies of original documents in soft copy form are as follows.

Sr. No.	Type of Candidate	Scanned copies of original documents in soft copy form
1.	All candidates	1. H.S.C. mark sheet. 2. Third Year B.Com. Mark sheet (Scanned Copy of original mark sheet or the copy available on university website i.e. net copy). 3. Second Year B.Com. Mark sheet 4. First Year B.Com. Mark sheet 5. Transfer Certificate
In addition to the above documents candidates are required to produce the following additional documents depending upon the category to which they belong.		
2.	Backward class candidates belonging to S.C. / S.T.	1. Caste certificate (Failure to submit the documents will be converted to 'Open' category). 2. Caste/Tribe validity certificate
3.	Backward class candidates belonging to VJ/DT NT(A)/ NT(B) / NT(C) / NT(D) /O.B.C/ SEBC/SBC	1. Caste certificate (Failure to submit the documents will be converted to 'Open' category). 2. Caste validity certificate 3. Non creamy layer certificate valid up to 31st March 2021 (Failure to submit the documents will be converted to 'Open' category).
4.	Ex servicemen	Defence Service Personnel Certificate
5.	Persons with disability candidates	Physical Disability Certificate.
6.	Economical Weaker Section (EWS)	Eligibility Certificate for Economically Weaker Section. The income limit of parents shall be as per the Govt. Norms declared from time to time.

- 5) Save the application form by clicking the "Save" button.
- 6) Check all information entered once again and edit, if required, before submission.
- 7) At the end, submit the application form by clicking "Submit" button. After submitting the application form candidates will not be able to change any information in it. If he/she wants to change any information before the dead line, then he/she has to contact system administrator personally in the college office with documentary evidences.

#### **ADMISSION PROCEDURE AFTER SEATS ALLOCATION:**

- 1) Open an Account using 'User ID' and see the admission status as "Confirmed".
- 2) Initiate admission process and complete the fee payment process by choosing either "Online" or "Bank Counter" or "College counter" payment options.
- 3) Download and print a copy of filled application form along with fee paid challan / receipt.
- 4) Submit an application form and receipt of fee paid along with the following necessary documents at college counter for final confirmation of admission when the college demands.

<b>Sr. No.</b>	<b>Type of Candidate</b>	<b>Documents</b>
1.	All candidates	1. Attested Photocopy of H.S.C. mark sheet. 2. Original copy of Third Year B.Com. Mark sheet. 3. Attested Photocopy of Second Year B.Com. Mark sheet 4. Attested Photocopy of First Year B.Com. Mark sheet 5. Original and one photo copy of Transfer Certificate 6. Receipt of fee paid
In addition to the above documents candidates are required to produce the following additional documents depending upon the category to which they belong.		
2	Backward class candidates belonging to S.C. / S.T.	1. Attested Photocopy of Caste certificate 2. Attested Photocopy of Caste/Tribe validity certificate
3	Backward class candidates belonging to VJ/DT NT(A)/ NT(B) / NT(C) / NT(D) /O.B.C/ SEBC/SBC	1. Attested Photocopy of Caste 2. Attested Photocopy of Caste validity certificate 3. Original copy of Non creamy layer certificate valid up to 31st March 2021
4	Ex servicemen	Attested Photocopy of Defence Service Personnel Certificate
5	Persons with disability candidates	Attested Photocopy of Physical Disability Certificate.
6	Economical Weaker Section (EWS)	Attested Photocopy of Eligibility Certificate for Economically Weaker Section. The income limit of parents shall be as per the Govt. Norms declared from time to time.
7	Other University/State Students	Migration and Domicile certificate

**ADMISSION SCHEDULE FOR M. Com.**

<b>Sr. No.</b>	<b>Activity</b>	<b>Dates</b>
01	Display of online application form and submission of online application form by student	20/11/2020 To 10/12/2020
02	e-verification of documents, updating and confirmation of application form for admission by admission councillor.	23/11/2020 To 11/12/2020
03	Display of provisional merit list	14/12/2020
04	Submission of grievances, if any	16/12/2020 upto 5.00 pm
05	Display of final merit list for round- I	17/12/2020
06	Display of Provisional Allotment list of Round-I	18/12/2020
07	Date of admission for round-I	19/12/2020 To 22/12/2020
08	Display of vacant seats for Round-II	24/12/2020
09	Display of Provisional Allotment list of Round-II	26/12/2020
10	Date of admission for round-II	28/12/2020 To 30/12/2020
11	Display of vacant seats for Round-III	02/01/2021
12	Display of Provisional Allotment list of Round-III	04/01/2021
13	Date of admission for round-III	05/12/2021 To 07/01/2021
14	Display of vacant seats for on the spot Round	09/01/2021
15	Date of admission for on the spot round	11/01/2021
16	Applications for seats under Industry Sponsored Quota	08/01/2021 To 09/12/2021
17	Display of final Merit List for Industry Sponsored Candidates	11/01/2021
18	Admission under Industry Sponsored Quota by counselling	12/01/2021
19	Applications for the seats under Management Quota	08/01/2021 To 09/01/2021
20	Admission under the Management Quota	12/01/2021