



S.E. Society's
S.N.B.P. College
Maharashtra Housing Board, Yerwada, Pune -06.
Affiliated to the Savitribai Phule Pune University, Pune
Accredited B Grade by NAAC & ISO certified 9001:2015



Admission Procedure and Rules

ADMISSION PROCEDURE

- Student must purchase the prospectus from office and carefully read all instructions.
- Student must fill the Admission Form required with prospectus.
- Student must completely fill-up and have to attach required documents with forms.
- Student must fill-up and giving the Undertaking with concern of parent & student signature.
- Student should check Form & verified by enquiry counter and attach the Payment Slip to Form.
- Student must confirm his/her admission from Principal/Vice Principal/ Academic Head.
- After confirmation of admission student must pay full fee in the account office on same day.
- If payment made by cheque, admission will be confirmed only after the clearance of the cheque.
- All admissions will be provisional and subject to confirmation by the University.

REQUIRED DOCUMENTS

- 2 xerox copies of attested mark sheets of 10th & 12th.
- 1 Xerox copy of 10th Certificate.
- Original Leaving Certificate or Transfer Certificate with 2 xerox copies.
- Original Migration Certificate (OMS students)
- Gap Certificate (If Applicable)
- Xerox copy of Cast Certificate & Cast Validity
- Xerox copy of Aadhar Card.
- Other (as applicable)
- 5 Passport size Photographs

FEE INSTRUCTIONS

Payment of Fees:

- As per the norms, Full amount of fee to be paid at the time of admission.
- College provides installation facility to the students to pay the fees.
- **Late fee applicable if**
 - Instalments not paid by 10th of allotted month
 - Post-dated cheque bounces.
 - Extended instalments are allotted (if any)
- For students from Other State or Foreign Countries, the additional fees applicable as per university rule.

➤ Other Fee to be paid —

- Eligibility Fee — To be paid from 30th July to 15th August (Only for new admission)
- Exam Fee — To be paid for every semester separately as per University declaration.
- Project Fee — Applicable according to project subject added to the courses/semester. Project to be paid along with exam fees.
- Tour — For industrial Visit / Study tour charges will be applicable separately.
- Apart from academics if any other function or activity for students are there then separate charges will be applicable.
- If there is any change in fee structure or rules for regulating admission in the institute as per the specified regulating body of Savitribai Phule Pune University, Pune will be informed by issuing circulars or notification in the institute notice board. The student has to pay the difference or hike in the fee for regulating admission in the institute.