

Rayat Shikshan Sanstha's
Chandraroop Dakle Jain College of Commerce, Shrirampur
Dist. Ahmednagar, Maharashtra – 413709
Affiliated to Savitribai Phule Pune University
Academic Year: 2026-27

Information Brochure/Prospectus

Institutional Quota / Vacant Seats BBA(CA) Admission Procedure

A. Objective

The Institution shall conduct admissions against Institutional Quota and seats remaining vacant after CAP Rounds in a transparent, fair and merit-based manner as per the prevailing rules, Government Resolutions, Competent Authority/CET Cell directions and applicable University regulations.

B. Admission Process

Step 1 – Determine Vacant Seats

After completion of the prescribed CAP Rounds, the Institution shall determine:

- Institutional Quota seats
- Seats remaining vacant after CAP
- Applicable Supernumerary Quota seats, wherever applicable
- The course-wise and category-wise seat position shall be recorded.

Step 2 – Publish Admission Information

The Institution shall publish on its notice board and official website:

- Course name
- Approved intake
- Number of vacant seats
- Institutional Quota seats
- Eligibility criteria
- Required documents
- Application procedure
- Last date of application
- Merit list schedule
- Admission schedule

- Fee details
- Contact details

Step 3 – Invite Applications

Eligible candidates shall be invited to apply for admission at Institution level.

Applications may be accepted:

- Directly at the Institution, and/or
- Through the Competent Authority website, wherever applicable.

Step 4 – Document Verification

The Admission Committee shall verify all required documents submitted by candidates.

The Committee shall check:

- Educational qualification
- Eligibility
- CAP-related documents, wherever applicable
- Category documents, wherever applicable
- Identity proof
- Other documents prescribed by the Competent Authority
- Only eligible candidates shall be considered for preparation of the Inter-Se-Merit List.

Step 5 – Preparation of Inter-Se-Merit

The Institution shall prepare the Inter-Se-Merit List strictly according to the applicable rules.

The merit list should contain:

SR.No	Merit No	User Id	Student Name	Gender	Category	Merit Exam	Merit Score Percentile	HSC Aggregate Marks(%)
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Step 6 – Publication of Merit List

The Inter-Se-Merit List shall be:

- ❖ Displayed on the College Notice Board
- ❖ Published on the College website

- ❖ Published with date and time
- ❖ Maintained as an official admission record

Step 7 – Admission Offer

Admission shall be offered strictly according to the merit position and availability of seats.

The candidate shall be informed about:

- ❖ Course
- ❖ Seat category
- ❖ Admission date
- ❖ Fee payable
- ❖ Documents required
- ❖ Reporting time

Step 8 – Fee Payment

The selected candidate shall complete the admission process by paying the prescribed fees within the specified period.

If the candidate fails to complete admission within the prescribed period, the seat may be dealt with according to the applicable admission rules.

Step 9 – Admission Confirmation

After:

- ❖ Document verification
- ❖ Merit verification
- ❖ Seat allotment
- ❖ Fee payment

the Institution shall confirm the admission and issue the appropriate admission receipt.

Step 10 – Record Maintenance

The Institution shall maintain:

- Applications received
- Document verification records
- Inter-Se-Merit List
- Selection/Allotment List
- Admission register
- Fee receipts

- Vacant seat statement
- Admission Committee proceedings
- Website/Notice Board publication records
- Candidate communication records

Document Information:

All candidates are required to bring the following original documents for scrutiny and verification (and two sets of photocopies of all original documents).

- SSC Marksheet
- HSC Marksheet
- Leaving Certificate
- Aadhaar Card
- CET Score Card (where applicable)
- Caste Certificate (if applicable)
- Caste Validity Certificate (if applicable)
- Non-Creamy Layer Certificate (if applicable)
- Domicile / Nationality Certificate
- Income Certificate (if applicable)
- Passport Size Photographs
- Other documents as prescribed by the Competent Authority

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Admission Notification for Academic Year 2026-27

(Institute Level Rounds / against CAP Vacancies)

DTE Code: 5565

All student are invited from eligible candidates for vacant seats as applicable, in the academic year 2026-27.

The Schedule of Admission Activities

Sr. No.	Schedule of Activities	Date	Time
1	Distribution of application forms (offline) with brochure/prospectus	08/09/2026	Upto 04:00 PM
2	Submission of application forms (offline)	10/09/2026	Upto 03:00 PM
3	Display of final merit list	11/09/2026	9:00 AM
4	Admission at the College/Institute	11/09/2026 To 12/09/2026	12:00 PM onwards
5	Cutoff date	14/09/2026	5:00 PM

Instructions to the Candidates:

1. Candidates must have merit number published by the Competent Authority, where applicable.
2. Admission will be strictly as per the procedure laid down by CET-Cell / University / Competent Authority.
3. Candidates should bring originals & photocopies of all the required documents/certificates prescribed by CET-Cell.
4. Candidates must follow the instructions announced by the college.

**RAYAT SHIKSHAN SANSTHA'S
CHANDRAROOP DAKLE JAIN COLLEGE OF COMMERCE, SHRIRAMPUR**

APPLICATION FORM

INSTITUTIONAL QUOTA / VACANT SEATS ADMISSION – 2026-27

Application No.:	Date:		
1. Course Details			
Course Applied For:			
Year/Class:			
Application Category:			
☐ Institutional Quota ☐ Vacant Seat after CAP ☐ Other applicable category			
2. Candidate Details			
Full Name:			
Date of Birth:			
Gender:			
Mobile No.:			
Email ID:			
Address:			
3. Educational Details			
Examination	Board/University	Passing Year	Marks/Percentage
SSC			
HSC			
Diploma,if applicable			
4. CAP Details, Wherever Applicable			
CAP Application No.:			
CET/Entrance Score:			
CAP Round:			
CAP Status:			
5. Category Details			
Category:			
Caste Certificate No.:			
Caste Validity No.:			

NCL Certificate, if applicable:	
6. Documents Submitted	
☐ SSC Marksheet ☐ HSC Marksheet ☐ Leaving Certificate ☐ Aadhaar/Identity Proof ☐ Caste Certificate, if applicable ☐ Caste Validity Certificate, if applicable ☐ Non-Creamy Layer Certificate, if applicable ☐ Income Certificate, if applicable ☐ Domicile/Nationality Certificate, if applicable ☐ CET/CAP Documents, if applicable ☐ Other: _____	
DECLARATION I hereby declare that the information furnished by me in this application form is true and correct to the best of my knowledge. I understand that my admission shall be subject to eligibility, document verification, Inter-Se-Merit and the rules applicable to Institutional Quota/Vacant Seats admission. I agree to abide by all rules and regulations of the Institution, University, Government and Competent Authority.	
Place: _____ Date: _____	
Signature of Candidate	
FOR OFFICE USE ONLY	
Documents Verified: Yes / No	Eligible: Yes / No
Merit Rank	Seat Category:
Admission Status: Selected / Not Selected / Waitlisted	Verified by:
Admission Committee Member:	Principal: