

# METAS ADVENTIST COLLEGE

NAAC ACCREDITED

AICTE APPROVED

---

## INSTRUCTIONS AND GUIDELINES FOR FILLING THE ONLINE ADMISSION FORM FOR ACADEMIC YEAR 2020-21

### ELIGIBILITY CRITERION

The eligibility criteria are to be read carefully by the candidates for the course they seek admission into before filling the form. Applications are liable to be cancelled due to non-fulfillment of eligibility criteria at any stage of admission.

#### **For BBA (Honours)**

For admission to the BBA (Honours) Course, candidates who have passed the Plus Two Level of Education or any other equivalent examination from any recognized University/Board shall be eligible to seek admission to the first year of the Degree course; the candidates desiring to opt for Honours shall be required to have obtained 60% in the aggregate. English Medium compulsory.

#### **For B.Com (Honours)**

For admission to the B.Com (Honours) Course, candidates who have passed the Plus Two Level of Education or any other equivalent examination from any recognized University/Board shall be eligible to seek admission to the first year of the Degree course; the candidates desiring to opt for Honours shall be required to have obtained 55% in the aggregate. English Medium compulsory.

#### **Medium of Instruction**

English must be the compulsory medium of instruction in class XII.

#### **Duration for BBA (Honours) & B.Com (Honours):**

3 Years (6 Semesters)

Each Year consists of Two Semesters

#### **Permissible Chances for BBA (Honours) & B.Com (Honours)**

##### **According to NEHU Ordinances OC-8.5(ii)**

A candidate shall be required to clear the Three Years Degree Course within a span of 5 (five) years, failing which, he/she shall be required to take re-admission into the first year as a fresh candidate.

#### **Qualification of Candidates for Examinations**

##### **According to NEHU Regulations RC-9.11(iv)**

The eligibility of the candidate to appear in the examination, a minimum of 75% attendance of the candidate in the lectures/tutorials is compulsory.

## **RULES FOR ONLINE REGISTRATION**

The online application should be filled carefully and submitted on time. *You are solely responsible for the data entered.* Any data error while filling the form may lead to the rejection of the application.

**NOTE: This is purely a registration process and it does not imply confirmation of admission.**

- Please do not make any inquiries in the college regarding admission. The college website is your best source of information.
- Applicants are advised to submit only "**One Entry**" for the application. Multiple entries of a single application can render all the applications submitted as "**Duplicate**" and will be "**Rejected**". This rejection of the application is done automatically. The school is not responsible for such rejected applications.
- **Please DO NOT FILL THE APPLICATION on a mobile device. The application can only be correctly completed from a DESKTOP/LAPTOP computer. It is recommended to use a minimum internet speed of 1 Mbps to fill the application.**

## **PROCEDURE FOR ONLINE REGISTRATION**

**To ensure a smooth & quick error-free filling of the Online Application Form, please read the following instructions carefully.**

1. Candidates seeking admission to the Undergraduate (UG) Courses in Metas Adventist College are required to register online.
2. There is a common Web Portal for the centralized registration of candidates and a common registration form for admission to all the Undergraduate Courses in the Metas Adventist College.
3. Online registration details are available on the following portal:  
<http://metasofsda.in/college/>

STEP # 1	ADMISSION ANNOUNCEMENT ON THE COLLEGE WEBSITE
STEP # 2	NEW USER SIGN UP
STEP # 3	LOGIN AND ENTER THE APPROPRIATE AND RELATIVE DATA IN ALL FOUR SECTIONS
STEP # 4	SHORT LISTING OF CANDIDATES
STEP # 5	PAYMENT OF APPLICATION FEES
STEP # 6	DOCUMENT REVIEW MEETING & PERSONAL INTERVIEW
STEP # 7	SELECTION OF CANDIDATES
STEP # 8	PAYMENT OF FEES

## NEW USER SIGNUP

4. Applicant shall choose the Courses in which the applicant wishes to apply based on the eligibility of the candidate. The applicant is advised to check the eligibility of the Courses before making a choice.
5. As a first time user, candidate shall create the login details by entering the details in “New User signup” (At the left side of the front page of the portal).
6. In the “New User Signup”, candidate shall provide the following details:
  - a. Course,
  - b. Board,
  - c. 12 % and
  - d. Candidate shall also provide a valid and functional mobile phone number (10 digit number without any prefix), which would be used for any future communication with the College for Admission Purpose.
7. There is no scope for changing the registered Mobile No. in future and all communications will be sent only to this registered Mobile Number.

## LOGIN

8. The Candidate will receive a password on mobile via SMS. After signing into the Signup module, the candidate will be able to change the password by clicking ‘Change Password’. The Password should not be disclosed to anyone and should be kept till the admission process is over.
9. The registered mobile number shall be used for all communication thereafter.
10. The entire registration form is divided in four sections and applicant needs to fill the details in each of these sections.
11. While filling in the online form, kindly ensure that you have entered relevant data in fields marked (\*) mandatory.
12. **You will need scanned copies (.jpg, .png, .bmp, .gif files) of the following documents in order to complete the application form. Keep them ready before proceeding the registration.**
  - Image size for Photos and Signature : 450 pixels x 450 pixels of size 100KB
  - Image size for Documents : 2048 pixel x 4096 pixels of size 5120KB
    - a) Photograph of the Candidate, Father, and Mother.
    - b) Scanned Signature of the candidate.
    - c) Current Address Proof.
    - d) Class 12th Migration.
    - e) Class 12th Marks-Sheet
    - f) Class 12th Pass Certificate.
    - g) Class 12th School L.C. / T.C.
    - h) Class 12th First Attempt Certificate.
    - i) Class 12<sup>th</sup> English Medium Certificate.
    - j) Class 12th Conduct/Character Certificate.
    - k) Class 10th Statement of Marks (for the date of birth).
    - l) SC/ST Certificate, if applicable.

## **ENTERING THE APPROPRIATE AND RELEVANT DATA OF THE CANDIDATE**

13. In the **FIRST SECTION**, the applicant needs to fill the Personal details (as in Applicant's Certificates).
  - a) Scanned passport size photo of the applicant.
  - b) Scanned signature of the applicant.
  - c) The date of birth needs to be filled in by the candidate as per mentioned in the class 10<sup>th</sup> Statement of Marks.
  - d) While choosing the Gender, Blood Group, Marital Status, Place of Birth, Mother Tongue, Category, Religion, and Region options, Nationality enter the correct options.
  - e) It is compulsory for candidates to enter their correct mobile number and email-ID as the college/university will notify them about important events on these platforms.
  - f) There is no scope for changing the registered email ID / Mobile No. in future and all communications will be sent only to this registered email ID or Mobile Number.
14. In order to save the entries and proceed to the next section click on SAVE AND NEXT button.
15. In the **SECOND SECTION**, the applicant should provide Father/Mother details.
  - a) Passport size photograph of the applicant's Father and Mother.
  - b) Upload the current address proof document
16. In the **THIRD SECTION**, the applicant should provide the candidates Academic details and upload the documents.

In the Mandatory Upload section, the applicant has to upload the following items:

  - a) Self-attested copy of **Class 12<sup>th</sup> Migration**.
  - b) Self-attested copy of **Class 12<sup>th</sup> Statement of Marks**, if Mark-Sheet is issued. (In case Mark-Sheet is not issued by the Board/school then the self-attested copy of the Mark-Sheet downloaded from the respective boards' website should be uploaded).
  - c) Self-attested copy of **Class 12<sup>th</sup> Pass Certificate**.
  - d) Self-attested copy of **Class 12<sup>th</sup> School L.C. / T.C**.
  - e) Self-attested copy of **Class 12<sup>th</sup> First Attempt Certificate**.
  - f) Self-attested copy of **Class 12<sup>th</sup> English Medium Certificate**.
  - g) Self-attested copy of **Class 12<sup>th</sup> Conduct/Character Certificate**.
  - h) Self-attested copy of **Class 10<sup>th</sup> Statement of Marks** (for the date of birth).
  - i) Self-attested copy of **SC/ST Certificate, if applicable**.
17. In the **FOURTH SECTION**, the applicant should check the declaration by agreeing to the Terms and Conditions of the College/University.
18. The College will accept self-attested copies of documents / papers provided by the students. It is made clear that if any false attestation / falsified records are detected, the student will be debarred from attending any course in the college for next five years and in addition, a criminal case under relevant sections of IPC (viz. 470,471,474 etc.) will be instituted against him/her.
19. Once all the above-mentioned files are uploaded, applicant can preview the entire application form. If any changes are to be made then the applicant can edit it. The applicant can edit different sections by clicking at the label (name) of each section and then choose to edit. All the changes should be saved by clicking the save button at the bottom of each page.
20. In case the applicant does not need to edit the registration form any further and the registration form is completely filled then the applicant can proceed to the online submission of application.
21. After submission of the online application form, corrections, additions, deletions etc. in any manner shall not be allowed. The candidates are, therefore, advised to fill their forms carefully.

## ADMISSION PROCESS

1. The candidates must check the college website for cut-offs for different courses.
2. The candidates who meet the requisite cut-off should login to the UG admission portal and select course where the candidate wishes to take admission and meets the desired cut-off criterion.

### SHORT LISTING OF CANDIDATES

3. The College Management shall shortlist the candidates. The names of the shortlisted candidates will be displayed on the college website.
4. After receiving the SMS, the shortlisted applicants are expected to login with their user ID and Password to proceed for payment of the **Application Fees** and print the application form. **The Application fee will not be refunded under any circumstances.**
5. An SMS will be sent to the registered mobile informing the date and time for **Document Review Meeting**.

### DOCUMENT REVIEW MEETING

6. The shortlisted candidates are expected to report for **Document Review Meeting** on the stipulated date and time only. Shortlisted candidates are expected to carry the following documents for verification:
  - a) Printed Application Form
  - b) Two Stamp-Sized Photographs of the Candidate, Father and Mother.
  - c) Current Address Proof.
  - d) Original Class 12th Migration.
  - e) Original Class 12th Marks-Sheet.
  - f) Original Class 12th Pass Certificate.
  - g) Original Class 12th School L.C. / T.C.
  - h) Original Class 12th First Attempt Certificate.
  - i) Original Class 12th English Medium Certificate.
  - j) Original Class 12th Conduct/Character Certificate.
  - k) Original Class 10th Statement of Marks.
  - l) Original copy of SC/ST Certificate, if applicable.
7. Original copies must be brought for verification.
8. The college will retain the original Migration certificate of approved candidates. The Migration certificate will remain with the college during the admission process. However, the colleges will promptly return the document (Before 30<sup>th</sup> August, 2020) in case student withdraws/cancels the admission or student wishes to appear in counseling of any other university/ institute.
9. Selected candidates will be notified by SMS.

### SELECTION OF CANDIDATES

10. After this, the college will approve the admission on the UG admission portal. The candidate will then be required to log-on to the UG admission portal to make the online Admission Fee payment through one of the available online payment options.

### PAYMENT OF FEES

11. It may be noted that your admission in a college is completed only after payment of the online admission fee on the UG admission portal within the prescribed time-limit.
12. A candidate can take admission only in one course in the college at any given time. In case a student wishes to withdraw/cancel the admission in a course/college, the candidate should approach the college where the admission is taken. Admission fee will be refunded to the candidate as per the College/University rules.
13. The college will admit all the candidates who meet the announced cut-off criteria. The policy will not be "first come first served."

- a. The candidates who could not take admission in a given cut-off list can be considered for admission in the immediate next cut-off list only on the last date of admission, subject to availability of seats.
  - b. For Boards, like International Baccalaureate and others, whose results are declared late, candidates may be considered in whichever cut-off list their results are declared, subject to availability of seats and provided the candidate had completed the online registration process.
14. After five cut-off lists, the colleges will notify vacant seats course-wise and category-wise on the college website. The registered candidates will be required to apply in the colleges/courses against vacant seats through the UG admission portal, using the subsequent procedure.

#### **Admission process at the college after fifth cut-off list**

If the seats remain vacant after fifth cut-off list, the following process will be followed to fill vacant seats.

1. The college will notify the status of vacant seats (course-wise) on the college portal as well as on the website and the college notice board.
2. Only those candidates who had registered earlier on the UG admission portal will be eligible for this admission process. The candidate is again required to apply online through UG admission portal and choose the course/college wherever seats are available and as per the notified schedule only.
3. The application of such candidates will be received online only for 3 days.
4. The college will prepare a merit list of all candidates who have applied in the college online with their names, online application/Reference number for each course and display the complete merit list on the college website and notice board.
5. The college will also notify the merit list with names and application/Reference number of candidates eligible for admission against vacant seats.
6. The admission of the candidates, whose names appear in the merit list prepared by the college for each course, will be admitted in next two days on merit basis only against vacant seats. The admission process will however be only online as earlier.
7. After five such cut-offs, if the seats still remain vacant, the college will again invite applications online through college portal as above (points 2 & 3).
8. The subsequent admission process will be similar as notified (refer points 1 to 6).

Candidate can view the status of the application at <http://metasofsda.in/college/> with the registered mobile number and password

<b>Status</b>	<b>Remarks</b>
Submitted to the College	Application is successfully submitted to the college
Verified and complete	Submitted application is complete in all respects
Pending	Incomplete application / Deficiency in documentation / eligibility
Admitted	Clear case. Admission granted
Provisional Admission	Admitted with certain minor deficiencies in documentation
Cancelled	Admission cancelled
Withdrawn	Withdrawn by the candidate
Offer Letter has been sent	Offer letter sent to the candidate. Candidate has to pay the 1 <sup>st</sup> Semester course Fee within the specified last date
Rejected	Application Rejected due to non-receipt of eligibility document / fee

**HELPDESK**

In case of any difficulties, please get in touch with the college helpdesk at 0261-7160-215, 524, 239 (10:00 AM- 1:00 PM & 3:30 PM – 5:00 PM working days) or email us at principalcollege@metasofsda.in, registrarsurat@metasofsda.in

\*\*\*\*\*