

Somaiya Vidyavihar University

Annexure 12H - Admission Process

Somaiya Vidyavihar University

The nine constituent collages of SVU offer 120+ different types of programmes. The admission to all programmes is strictly on merit is channelized through online admission system through SVU website. The eligibility for admission to various types of programmes is as per UGC norms and approved in respective Faculty, BOS and finally in SVU AC.



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1.0 Purpose

1.1 This document lays down the procedure for admission of students to the different programmes of K J Somaiya Institute of Management as described below.

2.0 Scope

2.0 The procedures laid down in this document are applicable to MBA- Master of Business Administration, MBA-IB – international Business / MBA-RM-Retail Management / MBA-Financial Services/ MBA-Integrated Marketing Communication/ MBA-HCM Health Care Management, MBA-HR Human Resources Management, MBA-SM Sports Management, MBA/ PGDM Executive, MCA - Master of Computer Applications MBA (Part Time) – MM Marketing Management/ MBA (Part Time) – FM Finance Management / MBA (Part Time) IM Information Management/ MBA (Part Time) HRM Human Resource Management.

3.0 Objective

3.1 The objective of this procedure is to put in place a system to facilitate better control of different processes for advertising our programmes, screening of candidates in order to get the best students from the pool of applicants as input to K J Somaiya Institute of Management.

4.0 Personnel Involved

1. Handled by the Admission Committee
2. Validated by Director, Registrar and Committee member
3. Handled by the student adcom members and monitored by Admission Faculty members
4. Normalization of scores across all qualifying exams by faculty
5. Guidelines for Panel Members. Involving Alumni in GD/PI

5.0 Inputs

Gazette Notification No: SFU-2013/C.R.200/Uni.-4 dated 26th August 2019 by Higher and Technical Department of Maharashtra

Somaiya Vidyavihar University is the first private university in Mumbai vide the Maharashtra Self- Financed Universities (Establishment and Regulation) Act 2013. In pursuance of clause (3) of article 348 of the Constitution of India, the following translation in English of the Somaiya Vidyavihar University, Mumbai Act, 2019 (Mah. Act No. V of 2019) under the authority of the Governor.

1. UGC Guidelines (as Applicable)

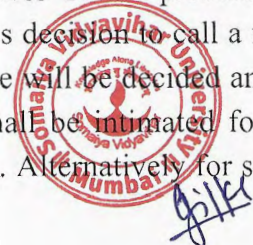
6.0 Procedure

1. Every year, an 'Admissions Committee' shall be formed which shall coordinate all Admissions related activities at K J Somaiya Institute of Management. This Committee shall review the changes needed in the application form, admission brochures and admission process as also selection criteria for screening applicants, in line with



best practices and desired competency among students. The Committee shall also seek and obtain appropriate budgetary support for conducting various activities. Page 4

2. Detailed schedule shall be drawn by the committee for releasing of advertisements, hosting the brochures and forms on the website, GDs and PIs and all other relevant activities. This is done year on year basis.
3. A separate 'Admission Brochure' (or e brochure) shall be prepared for all MBA programme MBA(Exec) MCA, Part Time MBA as per schedule decided by the 'Admission Committee'. This will supplement the information given in 'Institute Brochure' and 'Student Handbook'. These brochures shall clearly spell out all rules, procedures, provisions and timelines for various activities regarding 'Admissions'.
4. The 'Admission Form' will be hosted on the website on the scheduled date. After paying the form fees online the unique number for each applicant gets generated.
5. Admissions Committee will carefully monitor the use of CAT/XAT/CMAT/GMAT scores and shall ensure that the MoU to be signed with IIMs for obtaining and using CAT score for shortlisting candidates; and with XLRI for obtaining and using XAT scores for shortlisting candidates and admitting the students into MBA/ MBA-IB / MBA-FS/ MBA -RM/ MBA- IMC/MBA- HCM/ MBA-HR/ MBA- SM/ MBA EXECUTIVE / is in force and shall enter into the MOU if there is none. For MCA Somaiya Entrance Test MCA- SET) and MAH-MCA-CET, for MBA Part time Somaiya Entrance test (SET-PT).
6. MOUs may also be signed with coaching classes / others for facilitating filling of forms for admission to autonomous programmes. The terms of these MoUs shall be vetted by the concerned authorities and will try to minimize risks / adverse financial implications, if any, to K J Somaiya Institute of Management.
7. Candidates' information / documents such as date of birth, domicile certificate, mark sheets, degree certificates and work experience certificates shall be verified online by Programme Officers and Competent Authority and further once with an appropriate original document, at the time of in person reporting of the students at the institute. Further verification of all documents will be done by the Somaiya Vidyavihar University within the duration of the programme and thereafter.
8. For MBA/ MBA- IB / MBA-FS/ MBA -RM/ MBA- IMC/MBA- HCM/ MBA-HR/ MBA- SM/ MBA EXECUTIVE, the candidates shall be short listed for GD and PI on the basis of CAT/ XAT/ CMAT/GMAT test scores. In order to ensure a more representative candidate score on these tests, in case candidates submit multiple test scores, these scores will be normalized and a certificate to this effect shall be obtained from the assigned resource person ascertaining the correctness of the process and compliance with statistical procedures. Based on the Institute's decision to call a fixed number of candidates to have a wider selection, a cut-off score will be decided and all those securing equal to or greater than the cut-off marks shall be intimated for the Group Discussion and Personal Interview (GD/PI) schedules. Alternatively for sector



specific program the Cut offs maybe relaxed and profile based shortlisting of aspirants maybe done for specific program. GD & PIs shall be conducted Pan India in designated centers alternatively these may be conducted online However depending upon the number of short listed candidates, some other centers may be added / dropped.

9. The criteria may be changed for different courses every year and the same shall be specified in the 'Admission Brochure'. Based on the cumulative totals of test, case based GD, PI, marks for relevant work Experience, Statement of Purpose, Past Academic Record., Co-curricular and Extra-curricular. The final list of candidates indicating their K J Somaiya Institute of Management. All India Merit List Position shall be announced in the aspirant dashboard, further waitlist numbers will be declared and updated as per merit round in the same dashboard.

a. If two or more candidates have the same aggregate marks, their relative position on the merit list shall be arrived at on basis of following factors in that order –

1. Entrance Test Score
2. GD Score
3. Past Academic Record
4. PI Score

b. MCA

- 1, Entrance Test Score
2. Past Academic Record

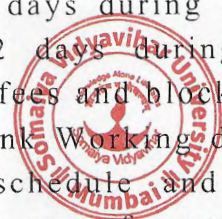
c. For candidates of Maharashtra Domicile including Gujarati Linguistic Minority, the Institute will have a separate Merit list.

d. For MBA - part time MM/FM/IM/HRM admissions, Institute shall conduct on online test called Somaiya Entrance Test (SET-PT), Written Communication Test and Personal Interview at Mumbai. Alternatively, these may be conducted online. Admission for these programmes shall be offered several times during the year till all seats are filled up, OR till the last date for admission, as decided by the Admissions Committee.

e. After the declaration of the merit rank the aspirants are asked to give their program preference. The offer letters are given as per merit rank and program preference. Merit takes precedence on preference.

f. The offer letters are sent in batches Phase I is called Merit Round. Phase II is called email round, Phase III is called telephonic round.

g. Aspirants getting admissions are given 4 days during Merit Round, 3days during email round, and 2 days during Telephonic Round to pay the 1st installment of fees and block their seat in the program (Day is defined as Bank Working days). Further they are given the installment schedule and cancellation schedule based on UGC norms. In case of non-remittance of 2nd



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- Installment of fees by the specified date, admission shall be treated as cancelled and next aspirant from waiting list shall be offered the seat. Aspirants have the option of paying the full fees too after the initial seat booking amount. All payment related to fees are through online process only.
- h. If there are any cancellations or the aspirant fails to book the seat, then offers are sent to waitlisted aspirants either through internal transfer (As per merit and preference) or fresh offers.
 - i. Cancellation and refund: Along with the offer letter the aspirant is sent the cancellation schedule for different time frames and the applicable amount. When the aspirant fills in the online cancellations request it is created by Admissions Officer and approved at the 1st Level by Chairpersons / Co-Chairpersons – Admissions and at the 2nd Level by the Director and the cancellation amount is fixed depending on the time of cancellation. Before cancellation of admission, a confirmation of cancellation by phone call is made by the admissions office to the aspirant. Further it is sent to the accounts for refund purpose. The refund is processed within 15 working days and the balance amount after cancellation is credited to the aspirant's account.
 - j. List of all students admitted to Institute will be sent to Somaiya Vidyavihar University by the due date, as required.
 - k. Admitted Students Set of self-Attested photocopy documents will also be sent to Registrar, SVU for verification purpose and one set of self-attested will be kept with the respective Programme officers of each Programme for record purposes when admitted students report to the institute in person.

9.0 Documents Generated

1. Admission eBrochure MBA/ MBA- IB / MBA-FS/ MBA -RM/ MBA- IMC/MBA-HCM/ MBA-HR/ MBA- SM
2. Admission eBrochure for MBA EXECUTIVE
3. Admission eBrochure for MCA
4. Admission eBrochure MBA Part Time MM / FM / IM / HRM
5. Application Form for all MBA Programmes
6. Application Form for MBA Executive
7. Application Form for MCA
8. Application Form for MBA Part Time
9. Application Form for All MBA (supernumerary Quota Children of Indian workers in Gulf countries (CIWGC), Non Resident Indians (NRI), Foreign Nationals (FN), Person of Indian Origin (PIO)



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S K SOMAIYA COLLEGE

Somaiya Vidyavihar University

Admission Process for First Year student in Undergraduate Programmes :

Step 1

The students should fill the pre-admission form which is available on the college admission portal <https://admissions.somaiya.edu>

Step 2

Submission of Rs.500/- towards registration of undergraduate programme pre-admission form through the online payment gateway.

Step 3

A student should apply separately for each programme if desiring to fill the form for multiple programmes.

Step 4

A provisional seat will be offered based on the merit and availability of seats taken together. The candidate will be communicated via email about his/her offered seat or waitlisted number.

Step 5

A candidate who is offered a provisional seat needs to pay Rs. 25000/- as per stipulated admission schedule to secure the same.

Step 6

Provisional admission needs to be confirmed within five working days of declaration of result of H.S.C. or equivalent examinations, by paying balance fees.



Admission Process for First Year student in Postgraduate Programmes :

Step1

The students should fill the pre-admission form which is available on the college admissions portal <https://admissions.somaiya.edu/en>

Step2

Submission of Rs. 1000 towards registration of postgraduate programme pre-admission form through the online payment gateway.

Step3

A student should apply separately for each programme if desiring to fill the form for multiple programmes.

Step4

A provisional seat will be offered based on the merit and availability of seats taken together. The candidate will be communicated via email about his/her offered seat or waitlisted number.

Step5

A candidate who is offered a provisional seat needs to pay Rs. 25000/- as per stipulated admission schedule to secure the same.

Step6

Provisional admission needs to be confirmed within five working days of declaration of result of under graduation or equivalent examinations, by paying balance fees.



Admission Guidelines :

- The College or the Management does not accept any donation or capitation fees for any admission. The admission to students is given as per the standard and transparent procedures. Any person approaching the students or parents for donation/capitation fees should be reported to the Head of Institution immediately.
- The Head of Institution reserves the right to amend or modify the rules regarding admission, as and when such amendments and guidelines are received from the UGC, the Government or the Management. The Head of Institution also reserves the right to refuse admission, if in his/her opinion; such an admission is likely to adversely affect the overall discipline of the college.
- Admission preference will be given to students who have passed the eligibility qualification in the preceding academic year.
- The final admissions will be based on the fulfillment of eligibility criteria and the merit in the qualifying examination as per the eligibility criteria.
- All admissions are on first come first serve basis.
- All the admissions are online.
- Candidate who does not pay the requisite amount as per the deadline will lose his/her claim on the offered seat during that phase.
- A candidate who has been allotted a provisional/ confirmed seat and fails to secure the same within the deadline, his/her candidature will not be considered in further rounds of that phase.
- At any point of time, candidates will not be permitted to hold two seats in college.
- A student has to submit all the relevant documents / certificates / marksheets as per the list displayed on web site.
- Non-submission of such mandatory documents after the stipulated time declared by admission department will lead to cancellation of admission of concerned student and the admission fees will NOT be refunded. If the student has submitted documents and found discrepancy during verification, the admission would be cancelled and fees will be forfeited.
- Cancellation rules are available on the website for reference.
- The admission schedule may change under unavoidable circumstances or as per directive /instructions from admitting authorities of Somaiya Vidyavihar University. The revised schedule, if any, will be notified on the website.
- Accommodation is available and will be charged separately as per the Somaiya Vidyavihar University norms.



Admission Process for First Year B.Tech (2020-21)

1. Candidate will be eligible to apply if she/he has non-zero score for JEE Main (January 2020 and September 2020) / Scholastic Assessment Test (SAT)/ Somaiya Entrance Test for Engineering (SET-E 2020)/ MHT-CET 2020.
2. There are five phases of admissions ,
 - Phase 1 on the basis of JEE main-1(Jan 2020)
 - Phase 2 on the basis of SAT
 - Phase 3 on the basis of SET –E 2020
 - Phase 4 on the basis of JEE mains best of January 2020 and September 2020
 - Phase 5 on the basis of MHT-CET 2020
3. The application form Fees is Rs. 2,000/- (nonrefundable).
4. Candidate appearing for Somaiya Entrance Test for Engineering (SET-E 2020) will have to pay additionally Rs. 2,000/- towards examination fees (nonrefundable).
5. Candidate can apply for all the phases in the same application form by selecting appropriate options using tick-mark, provided the candidate is eligible for respective phase.
6. A provisional seat will be offered based on the merit, branch preference and availability of seats taken together. The candidate will be communicated via email about his/her offered seat.
7. A candidate who is offered a provisional seat needs to pay Rs.70,000/- as per stipulated admission schedule (i.e. deadline) to secure the same.
8. Candidate who does not pay the requisite amount as per the deadline will lose his/her claim on the offered seat during that phase.
9. A candidate who has been allotted a provisional/ confirmed seat as per his/her first choice, and fails to secure the same within the deadline, his/her candidature will not be considered in further rounds of that phase.
10. Provisional admission needs to be confirmed within four working days of declaration of result of H.S.C. or equivalent examinations, by paying balance fees.



11. In case if the result of H.S.C. or equivalent examination is declared prior to seat allotment / payment of fees (in any of the phases/rounds) whichever is earlier, and the candidate satisfies the eligibility criteria, then the allotted seat will be treated as final seat instead of the provisional seat and the candidate needs to confirm the seat by paying full/balance fees as is applicable.
12. A candidate who has applied for more than one phase will be eligible to participate in subsequent phases even after he/she has secured his/her seat in earlier phases.
13. In case of upgradation/ betterment of seat offered/allotted in subsequent phases, the candidate has to pay processing fees of Rs.5,000/- only (nonrefundable). No processing fee is applicable if upgradation/betterment of seat is offered/ allotted within the same phase.
14. At any point of time, candidate will not be permitted to hold two seats in KJSCE.
15. Cancellation rules are available on the website for reference.
16. The last date of admission is 31st August 2020 and Cut-off date is 15th September 2020.
17. The admission schedule may change under unavoidable circumstances or as per directive /instructions from admitting authority of Somaiya Vidyavihar University (SVU). The revised schedule, if any, will be notified on website.

Admission Admitting Authority



Eligibility Criteria for First Year B.Tech (2020-21)

Indian Residents seeking admission to Undergraduate Course in Engineering and Technology

Sr. No.	Qualifying Examination	Eligibility Conditions and Requirements for Admissions to First Year B.Tech
1.	HSC or Equivalent	<p>1. Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the following subjects (Chemistry/Biotechnology/Biology/Technical Vocational subjects) and obtained at least 50% marks in the above subjects taken together. (at least 45% marks in case of Persons with Disability).</p> <p style="text-align: center;">AND</p> <p>2. The candidate should have appeared for MHT-CET 2020/JEE-Mains (Paper-1) 2020 /SET-E* 2020/SAT and should obtain a non-zero score in this qualifying examination.</p>

* SET-E 2020: Somaiya Entrance Test- Engineering 2020

NRI candidates seeking admission to Undergraduate Course in Engineering and Technology

Sr. No.	Qualifying Examination	Eligibility Conditions and Requirements for Admissions to First Year B.Tech
1.	HSC or Equivalent	<p>1. The candidate should have passed the Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the following subjects (Chemistry/Biotechnology/Biology/Technical Vocational subjects) and obtained at least 50% marks in the above subjects taken together.</p> <p>2. Any other criterion declared from time to time by the Admission Authority - SVU.</p>

Admission Admitting Authority



Somaiya Vidyavihar University

**Annexure 12I - Eligibility/ policy/ rules and regulations for NRI and
overseas admission**

Somaiya Vidyavihar University

The nine constituent collages of SVU offer 120+ different types of programmes. The admission to all programmes is strictly on merit is channelized through online admission system through SVU website. The eligibility for admission to various types of programmes is as per UGC norms and approved in respective Faculty, BOS and finally in SVU AC.

SVU have hostel facility to accommodate the NRI and overseas students. The Eligibility/policy/rules and regulations for NRI and overseas admission are well defined and are available on SVU website. The admission of such category students is also based on the eligibility as per UGC norms and strictly on merit.



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NRI Details

In a Zoom Meeting held on 21st July 2020 with Vice Chancellor Somaiya Vidyavihar University, Chairperson Admissions Somaiya Vidyavihar University, Director K J Somaiya Institute of Management, Chairperson & Co chairperson Admissions K J Somaiya Institute of Management. The following aspects of UGC guidelines were adopted for K J Somaiya Institute of Management under Somaiya Vidyavihar University. This was done as K J Somaiya Institute of Management has now delinked from AICTE.

A-12I – NRI details: Eligibility policy / rules and regulations for NRI and overseas admission.

K J Somaiya Institute of Management has adopted the following UGC guidelines under the Somaiya Vidyavihar University.

UGC [Approval of Colleges offering Technical Education by Universities] Regulations, 2013.

Admissions for overseas students Fifteen percent (15%) Course seats in all the University-approved shall be allowed on supernumerary basis from amongst Foreign Nationals / Persons of Indian Origin (PIOs) / Children of Indian Workers in the Gulf Countries, over and above the approved intake, provided that 1/3rd of the 15% shall be reserved across different disciplines in the educational Technical College, for the Children of Indian Workers in the Gulf Countries. However, any vacant seats out of 1/3rd category shall be reverted to the quota of 2/3rd meant for PIO / Foreign Nationals

Further these supernumerary seats shall be exclusively meant for these categories of students in the Diploma and Post Diploma, under-graduate and postgraduate courses with a rider that under no circumstances a seat remains unfilled shall be allowed to anyone other than a foreign student / PIO. Foreign Nationals / Persons of Indian Origin (PIOs / Children of Indian Workers in the Gulf Countries admitted in UNIVERSITY approved Technical Colleges through Indian University for Cultural Relation (ICCR or as Government of India nominee) shall be included within this ceiling.

The children of Indian workers in the Gulf Countries shall be treated at par with resident citizens. Admissions to these seats shall be done on merit basis among applicants of these categories.

Admissions for Sons & Daughters of Non Resident Indian(s) A 5% of seats within sanctioned intake is provided for NRI category. In the event of non-availability of students in NRI category, the seats will be given to general candidates as per general merit. However, general fee shall be applicable to these candidates thus admitted against vacant NRI seats.

The Competent Authority for admissions shall display availability of NRI seats, branch wise, in various Technical Colleges, for information of candidates during all stages of admissions so



that the students can freely exercise their informed choice. The Technical Colleges may publish in their brochure and web site the number of NRI seats available in course / division. Further the Competent Authority for admissions shall prepare merit list of applicants by inviting applications from eligible NRI students and effect admissions strictly on merit basis.

A letter in this respect shall be issued by the Competent Authority for admissions to each beneficiary. Students admitted under this scheme shall not be allowed to change Technical College / course under any circumstances.



Eligibility Criteria for NRI-PIO (OCI)-FN-CIWGC candidates' admission in F.Y. B. Tech. (Academic Year 2020-21)

This has a reference of discussions and decisions taken in various Core Admission Committee meetings.

We will be using following definitions throughout this document

NRI: Non Resident Indian as per the definition given in the section 6 of the Income Tax Act 1961. 'NRI Candidate' means a candidate who is a child/ward of the person who has the 'NRI status' as defined under section 6 of the Income Tax Act.

PIO: Person of Indian Origin (PIO) or Overseas Citizen of India (**OCI**) means a citizen of any country other than Bangladesh or Pakistan who had (a) at any time held Indian passport or (b) he or either of his parents or any of his grandparents was a citizen of India by virtue of the Constitution of India or the Citizenship Act, 1955 or (c) the person is a spouse of an Indian citizen or a person referred to in (a) or (b)

CIWGC: Children Of Indian Persons Working In Gulf Countries

FN: Foreign Nationals, foreign passport holder

Who can sponsor:

- Parents, grandparents, parents' direct brothers/sisters or student's direct brothers/sisters holding NRI status can sponsor.
- The sponsor must be able to produce NRI certificate from the Indian Embassy indicating NRI status and should be holding an NRE/ NRO account in Indian bank or an account in foreign bank.

Regarding VISA while studying

A foreign student (citizen) can study at K J Somaiya College of Engineering only with a 'Student Visa'. If the foreign citizen is of Indian origin, then he/she can apply and get a PIO or OCI Card Students with PIO or OCI can study in India without a student visa.

How do I apply for a student visa?

You can apply for a Student Visa in your nearest Indian Embassy or Consulate. You will have to apply for a Student Visa based on the confirmed admission letter issued by the International Admissions Cell of K J Somaiya College of Engineering

- There is no entrance test.
- The admissions are given on the basis of the 12th standard or equivalent examination's marks. The marks of Physics, Mathematics and Chemistry/ Computer Science/Electronics are considered for admission. Atleast 50 % marks in the above subjects taken together.



- The student can be from CBSE, ICSE or any other board which is considered as equivalent.

- **Common Document to be submitted by NRI- PIO(OCI)-FN-CIWGC**
 - 10th standard equivalent examination mark list
 - 12th standard (or equivalent), mark list
 - Migration Certificate
 - School Leaving certificate
 - Letter issued by employer of the NRI Parent/ Sponsor
 - Scanned copy of Passport of the student & Parent / Sponsor including visa pages/ work permit
 - Gap certificate (if applicable if 12th ore equivalent examination is passed before June 2020)
 - Provisional Eligibility certificate from the University of Mumbai (only if the board of 12th or equivalent is OTHER THAN CBSE/ ICSE/ Maharashtra state board)

- **Additional Documents to be submitted by NRI**
 - Letter from the Indian Embassy, where parent(s) is/ are working, indicating the NRI status of the parent.

- **Additional Document to be submitted by PIO**
 - Scanned copy of Passport issued by the country of citizenship of the student & Parent / Sponsor including visa pages/ work permit
 - Scanned copy of PIO / OCI card

- **Additional Document to be submitted by FN**
 - Scanned copy of Passport issued by the country of citizenship of the student & Parent / Sponsor including visa pages/ work permit

- **Details of Application process:**
 - The candidate needs to pay INR 2000 as Application form processing fee at the time of submission of application form. Please find the details in the payment section below. After completion of payment upload the scan copy of acknowledgement
 - The candidate will have to pay a fees of INR 70,000 (Provisional admission), ONLY WHEN A PROVISIONAL SEAT IS OFFERED while accepting the offered seat.
 - Candidate needs to confirm the Provisional admission within four working days of declaration of result of H.S.C or equivalent examination, by paying balance fees. Else, the candidate loses the claim on the offered seat
 - Cancellation rules are applicable as per existing SVU cancellation rules available on college website.

- Please feel free to contact at internationalapplications@somaiya.edu for any queries.



NRI Criteria for B Ed

Meaning of NRI/PIO/CIWGC/FN

- NRI: Non Resident Indian as per the definition given in the section 6 of the Income Tax Act 1961. 'NRI Candidate' means a candidate who is a child/ward of the person who has the 'NRI status' as defined under section 6 of the Income Tax Act.
- PIO: Person of Indian Origin (PIO) or Overseas Citizen of India (OCI) means a citizen of any country other than Bangladesh or Pakistan who had (a) at any time held Indian passport or (b) he or either of his parents or any of his grandparents was a citizen of India by virtue of the Constitution of India or the Citizenship Act, 1955 or (c) the person is a spouse of an Indian citizen or a person referred to in (a) or (b)
- CIWGC: Children Of Indian Persons Working In Gulf Countries
- FN: Foreign Nationals, foreign passport holder

Who can Sponsor?

1. Parents, grandparents, parents' direct brothers/sisters or student's direct brothers/sisters holding NRI status can sponsor.
2. The sponsor must be able to produce an NRI certificate from the Indian Embassy indicating NRI status and should be holding an NRE/NRO account in Indian bank or an account in foreign bank.

Location details of the college

K J Somaiya College of Education is around 5 km from the Chhatrapati Shivaji International Airport, Mumbai India and is about 25 km far from the Chhatrapati Shivaji Terminus. It is in the center of the Mumbai city and is very well connected by road as well as through trains to the entire country.

Climate of Mumbai

From the month of June to October - Rains varies from range of heavy to moderate level

In the month of November to January- Mild winter or pleasant which goes up to 30° C

From February to May- The Climate remains hot and humid (up to 38° C)



About the college

K. J. Somaiya College of Education (KJSCED), a constituent college of Somaiya Vidyavihar University was established on 29th August 1990. It has been re- accredited with 'A' Grade by NAAC in 2016. It has been ranked as fifth best college of Education by India Today and NELSON Ranking in 2017 & 7th in 2016. The College has been conferred autonomous status by UGC in June 2017.

The institution offers B. Ed., M. Ed. Programs approved by the National Council of Teacher Education (NCTE). It is also a Ph D Centre recognised by University of Mumbai, now functioning under Somaiya Vidyavihar University. It is also recognized as the Study Center of IGNOU. Additionally, it offers a few Diploma & Certificate Programs such as Post Graduate Diploma in Educational Management & Research Methodology under Somaiya Vidyavihar University.

The institution pursues academic excellence through intensive interdisciplinary theoretical base as well as extensive exposure to experiential learning for students as well as faculty members for their professional growth. It provides a highly conducive environment for the holistic development of the students and teachers.

Can a foreign student study at K J Somaiya College of Education with a Tourist Visa?

No. A foreign student (citizen) can study at K J Somaiya College only with a 'Student Visa'. If the foreign citizen is of Indian origin, then he/she can apply and get a PIO (People of Indian Origin) Card or OCI (Overseas Citizen of India). Students with PIO or OCI can study in India without a student visa.

How do I apply for a student visa?

You can apply for a Student Visa in your nearest Indian Embassy or Consulate. You will have to apply for a Student Visa based on the confirmed admission letter issued by the International Admissions Cell of K J Somaiya College of Education.

Is there any entrance test for NRI?

No. There is no entrance test.



What is the eligibility criteria for admission?

B.Ed admissions are given on the basis of the graduation/post graduation or equivalent examination's marks.

What is the currency in which the tuition/course fees to be paid for B Ed by NRI?

The course/tuition fee is to be paid in Indian Rupees (INR). However, the fee amount has to be paid from NRE or Foreign Account.

About Process of Application**When do I apply?**

Provisional admission process has already started.

How much is the application fee?

The application processing charges are INR 1500 for the Program.

Which documents are required for NRI admission?

Sr No	Documents
1	Provisional admission acknowledgement
2	S.S.C or Equivalent Mark-sheet
3	H.S.C / Final year diploma / Equivalent Mark-sheet
4	Bachelor Degree final semester Mark-sheet (Applicable for admission to postgraduate programme)
5	College Leaving Certificate (Applicable for admission to undergraduate programme)
6	Transfer Certificate
7	Gap Certificate/ Affidavit required <ul style="list-style-type: none"> • if Bachelor degree passed before 2020(Applicable for admission to postgraduate programme)
8	Equivalence Certificate/Migration Certificate of Concerned University
9	Candidate has to obtain the medical certificate from Somaiya Medical Diagnostic Centre, Vidyavihar
10	Two passport size Photographs of the candidate



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- Additional Documents to be submitted by NRI
Letter from the Indian Embassy, where parent(s) is/ are working, indicating the NRI status of the parent.
- Additional Document to be submitted by PIO
 - Scanned copy of Passport issued by the country of citizenship of the candidate & Parent/Sponsor including visa pages/work permit
 - Scanned copy of PIO/OCI card
- Additional Document to be submitted by FN
 - Scanned copy of Passport issued by the country of citizenship of the candidate & Parent / Sponsor including visa pages/ work permit

Is there any private agency through which one can apply?

No. Candidates/ Parents should directly contact the International admission cell of the college for any information on NRI/PIO/ CIWGC /FN admission. K J Somaiya College of Education in any way, will not be responsible if candidates apply through agents.

What is detailed Process of Application

- The candidate needs to pay INR 1500 for the programme as Application form processing fee at the time of submission of application form. Please find the details in the payment section below.
- After completion of payment upload the scan copy of acknowledgement
- The candidate will have to pay a fee in INR 1,35,000 (Provisional admission), ONLY AFTER A PROVISIONAL SEAT IS OFFERED. After this the candidate's seat is confirmed
- Cancellation rules are applicable as per existing SVU cancellation rules.
- Please feel free to contact at coe-internationalapplicants@somaiya.edu for any queries

When is the last date to submit the application?

July 31, 2020

When should I arrive on campus if offered admission to any one of the programs?

The admission is considered confirmed only after payment of the entire first year fees. Typically the college will start in the third week of August 2020 details of which will be communicated to you separately.



About Fees

What are the academic fees in the first year

Fees details are available on the following link- <http://education.somaiya.edu/en>

The fees is 2,70,000 INR for year 2020-21.

NRI Criteria for M Ed

Meaning of NRI/PIO/CIWGC/FN

- NRI: Non Resident Indian as per the definition given in the section 6 of the Income Tax Act 1961. 'NRI Candidate' means a candidate who is a child/ward of the person who has the 'NRI status' as defined under section 6 of the Income Tax Act.
- PIO: Person of Indian Origin (PIO) or Overseas Citizen of India (OCI) means a citizen of any country other than Bangladesh or Pakistan who had (a) at any time held Indian passport or (b) he or either of his parents or any of his grandparents was a citizen of India by virtue of the Constitution of India or the Citizenship Act, 1955 or (c) the person is a spouse of an Indian citizen or a person referred to in (a) or (b)
- CIWGC: Children of Indian Persons Working In Gulf Countries
- FN: Foreign Nationals, foreign passport holder

Who can Sponsor?

1. Parents, grandparents, parents' direct brothers/sisters or student's direct brothers/sisters holding NRI status can sponsor.
2. The sponsor must be able to produce an NRI certificate from the Indian Embassy indicating NRI status and should be holding an NRE/NRO account in Indian bank or an account in foreign bank.

Location details of the college

K J Somaiya College of Education is around 5 km from the Chhatrapati Shivaji International Airport, Mumbai India and is about 25 km far from the Chhatrapati Shivaji Terminus. It is in the center of the Mumbai city and is very well connected by road as well as through trains to the entire country.

Climate of Mumbai

From the month of June to October - Rains varies from range of heavy to moderate level



In the month of November to January- Mild winter or pleasant which goes up to 30° C
 From February to May- The Climate remains hot and humid (up to 38° C)

About the college

K. J. Somaiya College of Education (KJSCED), a constituent college of Somaiya Vidyavihar University was established on 29th August 1990. It has been re-accredited with 'A' Grade by NAAC in 2016. It has been ranked as fifth best college of Education by India Today and NELSON Ranking in 2017 & 7th in 2016. The College has been conferred autonomous status by UGC in June 2017.

The institution offers B. Ed., M. Ed. Programs approved by the National Council of Teacher Education (NCTE). It is also a Ph D Centre recognised by University of Mumbai, now functioning under Somaiya Vidyavihar University. It is also recognized as the Study Center of IGNOU. Additionally, it offers a few Diploma & Certificate Programs such as Post Graduate Diploma in Educational Management & Research Methodology under Somaiya Vidyavihar University.

The institution pursues academic excellence through intensive interdisciplinary theoretical base as well as extensive exposure to experiential learning for students as well as faculty members for their professional growth. It provides a highly conducive environment for the holistic development of the students and teachers.

Can a foreign student study at K J Somaiya College of Education with a Tourist Visa?

No. A foreign student (citizen) can study at K J Somaiya College only with a 'Student Visa'. If the foreign citizen is of Indian origin, then he/she can apply and get a PIO (People of Indian Origin) Card or OCI (Overseas Citizen of India). Students with PIO or OCI can study in India without a student visa.

How do I apply for a student visa?

You can apply for a Student Visa in your nearest Indian Embassy or Consulate. You will have to apply for a Student Visa based on the confirmed admission letter issued by the International Admissions Cell of K. J Somaiya College



Is there any entrance test for NRI?

No. There is no entrance test.

What is the eligibility criteria for admission?

M.Ed admissions are given on the basis of the B.Ed/B.A in Education or equivalent examination's marks.

What is the currency in which the tuition/course fees to be paid for M Ed by NRI?

The course/tuition fee is to be paid in Indian Rupees (INR). However, the fee amount has to be paid from NRE or Foreign Account.

About Process of Application**When do I apply?**

Provisional admission process has already started.

How much is the application fee?

The application processing charges are INR 1500 for the Program.

Which documents are required for NRI admission?

Sr No	Documents
1	Provisional admission acknowledgement
2	S.S.C or Equivalent Mark-sheet
3	H.S.C / Final year diploma / Equivalent Mark-sheet
4	Bachelor Degree final semester Mark-sheet (Applicable for admission to postgraduate programme)
5	B.Ed/B.A in Education or equivalent examination's marks.
6	Transfer Certificate
7	Gap Certificate/ Affidavit required <ul style="list-style-type: none"> • if B Ed/B A(Education) passed before 2020 (Applicable for admission to postgraduate program)
8	Equivalence Certificate/Migration Certificate of concerned University
9	Candidate has to obtain the medical certificate from Somaiya Medical Diagnostic



	Centre, Vidyavihar
10	Two passport size Photographs of the candidate
	<ul style="list-style-type: none"> • Additional Documents to be submitted by NRI Letter from the Indian Embassy, where parent(s) is/are working, indicating the NRI status of the parent. • Additional Document to be submitted by PIO <ul style="list-style-type: none"> ○ Scanned copy of Passport issued by the country of citizenship of the candidate & Parent/Sponsor including visa pages/work permit ○ Scanned copy of PIO/OCI card • Additional Document to be submitted by FN <ul style="list-style-type: none"> ○ Scanned copy of Passport issued by the country of citizenship of the candidate & Parent/Sponsor including visa pages/work permit

Is there any private agency through which one can apply?

No. Candidates/ Parents should directly contact the International admission cell of the college for any information on NRI/PIO/ CIWGC /FN admission. K J Somaiya College of Education in any way, will not be responsible if candidates apply through agents.

What is detailed Process of Application

- The candidate needs to pay INR 1500 for the programme as Application form processing fee at the time of submission of application form. Please find the details in the payment section below.
- After completion of payment upload the scan copy of acknowledgement
- The candidate will have to pay a fee in INR 1,35,000 (Provisional admission), ONLY AFTER A PROVISIONAL SEAT IS OFFERED. After this the candidate's seat is confirmed
- Cancellation rules are applicable as per existing SVU cancellation rules.
- Please feel free to contact at coe-internationalapplicants@somaiya.edu for any queries

When is the last date to submit the application?

July 31, 2020

When should I arrive on campus if offered admission to any one of the programs?

The admission is considered confirmed only after payment of the entire first year fees. Typically the college will start in the third week of August 2020 details of which will be communicated to you separately.



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About Fees

What are the academic fees in the first year

Fees details are available on the following link-<http://education.somaiya.edu/en>

The fees is 2,70,000 INR for year 2020-21.

NRI Criteria for PGDEM

Meaning of NRI/PIO/CIWGC/FN

- NRI: Non Resident Indian as per the definition given in the section 6 of the Income Tax Act 1961. 'NRI Candidate' means a candidate who is a child/ward of the person who has the 'NRI status' as defined under section 6 of the Income Tax Act.
- PIO: Person of Indian Origin (PIO) or Overseas Citizen of India (OCI) means a citizen of any country other than Bangladesh or Pakistan who had (a) at any time held Indian passport or (b) he or either of his parents or any of his grandparents was a citizen of India by virtue of the Constitution of India or the Citizenship Act, 1955 or (c) the person is a spouse of an Indian citizen or a person referred to in (a) or (b)
- CIWGC: Children Of Indian Persons Working In Gulf Countries
- FN: Foreign Nationals, foreign passport holder

Who can Sponsor?

1. Parents, grandparents, parents' direct brothers/sisters or student's direct brothers/sisters holding NRI status can sponsor.
2. The sponsor must be able to produce an NRI certificate from the Indian Embassy indicating NRI status and should be holding an NRE/NRO account in Indian bank or an account in foreign bank.

Location details of the college

K J Somaiya College of Education is around 5 km from the Chhatrapati Shivaji International Airport, Mumbai India and is about 25 km far from the Chhatrapati Shivaji Terminus. It is in the center of the Mumbai city and is very well connected by road as well as through trains to the entire country.



Climate of Mumbai

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In the month of November to January- Mild winter or pleasant which goes up to 30° C

From February to May- The Climate remains hot and humid (up to 38° C)

About the college

K. J. Somaiya College of Education (KJSCED), a constituent college of Somaiya Vidyavihar University was established on 29th August 1990. It has been re- accredited with 'A' Grade by NAAC in 2016. It has been ranked as fifth best college of Education by India Today and NELSON Ranking in 2017 & 7th in 2016. The College has been conferred autonomous status by UGC in June 2017.

The institution offers B. Ed., M. Ed. Programs approved by the National Council of Teacher Education (NCTE). It is also a Ph D Centre recognised by University of Mumbai, now functioning under Somaiya Vidyavihar University. It is also recognized as the Study Center of IGNOU. Additionally, it offers a few Diploma & Certificate Programs such as Post Graduate Diploma in Educational Management & Research Methodology under Somaiya Vidyavihar University.

The institution pursues academic excellence through intensive interdisciplinary theoretical base as well as extensive exposure to experiential learning for students as well as faculty members for their professional growth. It provides a highly conducive environment for the holistic development of the students and teachers.

Can a foreign student study at K J Somaiya College of Education with a Tourist Visa?

No. A foreign student (citizen) can study at K. J. Somaiya College only with a 'Student Visa'. If the foreign citizen is of Indian origin, then he/she can apply and get a PIO (People of Indian Origin) Card or OCI (Overseas Citizen of India). Students with PIO or OCI can study in India without a student visa.



How do I apply for a student visa?

You can apply for a Student Visa in your nearest Indian Embassy or Consulate. You will have to apply for a Student Visa based on the confirmed admission letter issued by the International Admissions Cell of K J Somaiya College of Education.

Is there any entrance test for NRI?

No. There is no entrance test.

What is the eligibility criteria for admission?

Admissions are given on the basis of the graduation/post graduation or equivalent examination's percentage.

What is the currency in which the tuition/course fees to be paid for B Ed by NRI?

The course/tuition fee is to be paid in Indian Rupees (INR). However, the fee amount has to be paid from NRE or Foreign Account.

About Process of Application**When do I apply?**

Provisional admission process has already started.

How much is the application fee?

The application processing charges are INR 1500 for the Program.

Which documents are required for NRI admission?

Sr No	Documents
1	Provisional admission acknowledgement
2	S.S.C or Equivalent Mark-sheet
3	H.S.C / Final year diploma / Equivalent Mark-sheet
4	Bachelor Degree final semester Mark-sheet



5	College Leaving Certificate
6	Transfer Certificate
7	Gap Certificate/ Affidavit required <ul style="list-style-type: none"> • if Bachelor degree passed before 2020(Applicable for admission to postgraduate programme)
8	Equivalence Certificate/Migration Certificate of Concerned University
9	Candidate has to obtain the medical certificate from Somaiya Medical Diagnostic Centre, Vidyavihar
10	Two passport size Photographs of the candidate
<ul style="list-style-type: none"> • Additional Documents to be submitted by NRI Letter from the Indian Embassy, where parent(s) is/ are working, indicating the NRI status of the parent. • Additional Document to be submitted by PIO <ul style="list-style-type: none"> ○ Scanned copy of Passport issued by the country of citizenship of the candidate & Parent/Sponsor including visa pages/work permit ○ Scanned copy of PIO/OCI card • Additional Document to be submitted by FN <ul style="list-style-type: none"> ○ Scanned copy of Passport issued by the country of citizenship of the candidate & Parent / Sponsor including visa pages/ work permit 	

Is there any private agency through which one can apply?

No. Candidates/ Parents should directly contact the International admission cell of the college for any information on NRI/PIO/ CIWGC /FN admission.K J Somaiya College of Education in any way, will not be responsible if candidates apply through agents.

What is detailed Process of Application

- The candidate needs to pay INR 1500 for the programme as Application form processing fee at the time of submission of application form. Please find the details in the payment section below.



- After completion of payment upload the scan copy of acknowledgement
- The candidate will have to pay a fee in INR 33,550 (Provisional admission), ONLY AFTER A PROVISIONAL SEAT IS OFFERED. After this the candidate's seat is confirmed
- Cancellation rules are applicable as per existing SVU cancellation rules.
- Please feel free to contact at coe-internationalapplicants@somaiya.edu for any queries.

When is the last date to submit the application?

July 31,2020

When should I arrive on campus if offered admission to any one of the programs?

The admission is considered confirmed only after payment of the entire first year fees. Typically the college will start in the first week of September 2020 details of which will be communicated to you separately.

About Fees

What is the academic fee for the course?

Fees details are available on the following link-<http://education.somaiya.edu/en>.

The fees is INR 67,090 for year 2020-21.



NRI / PIO (OCI)/ FN/ CIWGC Admission Policy

- **Link of the application for NRI / PIO (OCI)/ FN/ CIWGC**

For Under Graduate Programme

- <https://forms.gle/fXpZrVLC4746BQF97>

For Post Graduate Programme

- <https://forms.gle/nZLDovz2FscGZXC89>

Q. Definition of NRI / PIO (OCI)/ FN/ CIWGC

- NRI: Non Resident Indian as per the definition given in the section 6 of the Income Tax Act 1961. 'NRI Candidate' means a candidate who is a child/ward of the person who has the 'NRI status' as defined under section 6 of the Income Tax Act.
- PIO: Person of Indian Origin (PIO) or Overseas Citizen of India (OCI) means a citizen of any country other than Bangladesh or Pakistan who had (a) at any time held Indian passport or (b) he or either of his parents or any of his grandparents was a citizen of India by virtue of the Constitution of India or the Citizenship Act, 1955 or (c) the person is a spouse of an Indian citizen or a person referred to in (a) or (b)
- CIWGC: Children of Indian Persons Working In Gulf Countries
- FN: Foreign Nationals, foreign passport holder

Q. Who can sponsor?

- Parents, grandparents, parents' real brothers/sisters or candidate's real brothers/sisters holding NRI status can sponsor.
- The sponsor must be able to produce an NRI certificate from the Indian Embassy indicating NRI status and should be holding an NRE/ NRO account in Indian bank or an account in foreign bank.



Location details of college

Q. Where is S K Somaiya College?

S K Somaiya College is about 5 km from the Chhatrapati Shivaji International Airport, Mumbai India and is about 25 km from the Chatrapati Shivaji Maharaj Terminus (formerly VT station). It is in the heart of the Mumbai city and is very well connected by road as well as local trains to the entire country.

Q. How is the climate of Mumbai?

- June to October - rains (heavy/ moderate)
- November to January- mild winter or pleasant (up to 30° C)
- February to May- hot and humid (up to 38° C)

About the college

Q. When is S K Somaiya College established?

Dr. Shantilal Karamshi Somaiya College is constituent college of the Somaiya Vidyavihar University, S K Somaiya College - founded in 2019 with its future-ready, sprawling campus, a world - class learning infrastructure offers a 360 degree career transformational set-up. It offers diverse educational undergraduate and postgraduate programmes , curated and developed by a large number of eminent teachers and experts from industry, serving on the statutory academic bodies of the College in the fields of Commerce, Management, Humanities, Social Science, Science & Technology.

It also offers the flexibility to complement a Major with a minor degree, and develop advanced theoretical and research skills in the Honours programme. All of this is aimed at giving an extra edge to students, displaying their varied skill sets and talents upon embarking on a career in a competitive corporate market and nurturing qualities such as leadership, discipline, organizational capability and managing skills along with Social Responsibility and Environmental Sensitivity.



About the programmes offered

Q. Which programmes are offered by S K Somaiya College?

Refer to

<https://sksc.somaiya.edu/en>

Q. What is the medium of instruction?

English

About NRI/PIO/CIWGC/FN Admissions

Q. Do you have sponsored NRI seats?

Yes, the blood relative can sponsor education of a candidate.

Q. Can a foreign student study at S K Somaiya college with a tourist visa?

No. A foreign student (citizen) can study at S K Somaiya College only with a 'Student Visa'. If the foreign citizen is of Indian origin, then he/she can apply and get a PIO (People of Indian Origin) Card or OCI (Overseas Citizen of India). Students with PIO or OCI can study in India without a student visa.

Q. How do I apply for a student visa?

You can apply for a Student Visa in your nearest Indian Embassy or Consulate. You will have to apply for a Student Visa based on the confirmed admission letter issued by the International Admissions Cell of S K Somaiya College.

Q. Is there any entrance test to be taken by an NRI / PIO candidate?

No. There is no entrance test.

Q. What is the eligibility criteria for admission?



Undergraduate programme admissions are given on the basis of the 12th standard or equivalent examination's marks. Postgraduate programme admissions are given on the basis of the semester V or equivalent bachelor degree examination's marks. The candidate can be from CBSE, ICSE or any other board which is considered as equivalent .

Q. Can an NRI sponsored candidate pay the course/tuition fee in Indian rupees (INR)?

Yes. The course / tuition fee is to be paid in Indian Rupees (INR). However, the fee amount has to be paid from NRE or Foreign Account.

About Process of Application

Q. When do I apply?

Provisional admission process has already started.

Q. How much is the application fee?

The application processing charges are INR 1500 for the Programmes ..

Required Documents

Q. Which documents are needed to be submitted at the time of confirmation of admission?

Sr. No.	Document(s)
1	Provisional admission acknowledgement
2	S.S.C or Equivalent Mark-sheet
3	H.S.C / Final year diploma / Equivalent Mark-sheet
4	Bachelor Degree final semester Mark-sheet (Applicable for admission to postgraduate programme)
5	College Leaving Certificate (Applicable for admission to undergraduate programme)



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6	Transfer Certificate (Applicable for admission to postgraduate programme)
7	Gap Certificate/ Affidavit required · if HSC passed before 2020(Applicable for admission to undergraduate programme) · if Bachelor degree passed before 2020(Applicable for admission to postgraduate programme)
8	Equivalence Certificate / Migration Certificate of concerned Board (if candidate passed HSC / equivalent from other than Maharashtra Board) (Applicable for admission to undergraduate programme)
9	Candidate has to obtain the medical certificate from Somaiya Medical Diagnostic Centre, Vidyavihar
10	Two passport size Photographs of the candidate

- Additional Documents to be submitted by NRI
 - Letter from the Indian Embassy, where parent(s) is/ are working, indicating the NRI status of the parent.

- Additional Document to be submitted by PIO
 - Scanned copy of Passport issued by the country of citizenship of the candidate & Parent / Sponsor including visa pages/ work permit
 - Scanned copy of PIO / OCI card

- Additional Document to be submitted by FN



- Scanned copy of Passport issued by the country of citizenship of the candidate & Parent / Sponsor including visa pages/ work permit

Q. Is there any private agency through which one can apply?

No. Candidates/ Parents should directly contact the International admission cell of the college for any information on NRI/PIO/ CIWGC /FN admission. S K Somaiya College in any way, will not be responsible if candidates apply through agents.

Q. What is the detailed process of Application?

- The candidate needs to pay INR1500 for programme as Application form processing fee at the time of submission of application form. Please find the details in the payment section below.
- After completion of payment upload the scan copy of acknowledgement.
- The candidate will have to pay a fee of INR 75,000 (Provisional admission), ONLY WHEN A PROVISIONAL SEAT IS OFFERED while accepting the offered seat.
- Candidate needs to confirm the Provisional admission within four working days of declaration of result of H.S.C(for Undergraduate Program Admission)or Final Year Bachelor Degree(for Postgraduate Program Admission) or equivalent examination, by paying balance fees. Else, the candidate loses the claim on the offered seat
- Cancellation rules are applicable as per existing SVU cancellation rules available on college website sksc.somaiya.edu
- Please feel free to contact at internationalapplications@somaiya.edu for any queries.

Q. When is the last date to submit the application?

15th July 2020

Q. When should I arrive at S K Somaiya College campus if an offer for admission to any one of the programs is accepted?



The admission is considered confirmed only after payment of the entire first year fees. Typically the college will start in the first week of August 2020 details of which will be communicated to you separately.

About Fees

Q. What are the academic fees in the first year?

Academic Fees for the Programme is Two times the Total fees per annum applicable for Resident Indians .

For undergraduate programmes refer to

<https://sksc.somaiya.edu/en/admission/undergraduate>

For postgraduate programmes refer to

<https://sksc.somaiya.edu/en/admission/postgraduate>

Campus Life

Please click here for [Campus life](#)



File