

SIES College of Arts, Science and Commerce (Empowered Autonomous)

Sion (W), Mumbai – 400 022

College website: <https://siesascs.edu.in>

Standard Operating Procedure (SOP) for students

Admission to Fourth Year BSc Honours Programme for academic year 2026 - 2027

Biochemistry, Biotechnology, Botany, Chemistry, Computer Science, Data Science, Information Technology, Microbiology, Physics, Zoology

- Students applying for Fourth Year BSc Honours Programme for the academic year 2026-2027 are required to note the eligibility criteria given below before applying for admission to the above-mentioned subjects.

Eligibility for Students for admission to Fourth Year BSc Honours Programme:

- Credit Completion through first three years: Students must have successfully earned the required credits (typically around 120-132 credits) by the end of the third year.
- The selection of students for Fourth year BSc Honours will be based on merit decided on the basis of TYBSc SEM-V marks.
- The student should have passed TYBSc Semester 6 exam and should not have any pending ATKT (Allowed to keep terms) in earlier Semesters during confirmation of admission to BSc Honours Programme.
- After verifying the eligibility criteria, students are requested to follow the admission procedure given below for admission to the Fourth Year BSc Honours Programme:

1. Create ABC ID / APAAR ID: Students must first create an ABC ID (Academic Bank of Credits ID), also known as APAAR ID (Automated Permanent Academic Account Registry ID). This can be done by visiting the website <https://www.abc.gov.in/>
Creation of the ABC/APAAR ID is mandatory and must be completed before filling out the Fourth Year BSc Honours Programme Online Admission Form available on the college website: <https://siesascs.edu.in/>

2. Access the Online Admission Form: On the college homepage, students should click on “Admissions 2026 - 2027” and then click on “POST GRADUATE” section and refer to the Notice for Admission Schedule and Fee Structure for Fourth Year BSc Honours Programme.

3. Fill the Application Form: Students are required to

- Enter applicant’s name and information asked
- Pay online the application form fee
- Select the Programme
- Fill all the details in admission form as asked
- Upload the necessary documents listed below:
 - a. Recent passport-size colour photograph with a blue background
(size: 3.5 cm x 4.5 cm)
 - b. Student's signature
(Signed on white paper with Black Ink/gel pen. Size - 3.5 cm x 1.5 cm)
 - c. Aadhar card
(Both sides scanned and uploaded as a single file)
 - d. Parent / Guardian signature
 - e. ABC ID/ APAAR ID
 - f. 12th standard mark sheet
 - g. Semesters I, II, III, IV, IV, VI mark sheet/consolidated mark sheet

4. Download and Print the Application Form: After successful submission, students must download and print a copy of the completed application form.

5. Check the Merit List: Students should visit the college website for updates regarding the merit list as per the schedule mentioned in the Fourth Year BSc Honours Programme admission notice

6. Documents required at the time of Offline verification at college:

Students must bring **Original and Photocopies** of the following documents at the time of document verification:

- Printout of College Online Admission Form
- 12th Mark sheet
- Semester I to VI mark sheets/consolidated mark sheet (Student must submit Sem VI Mark sheet immediately after declaration of their result)
- ABC ID / APAAR ID
- Aadhar Card
- Any other document mentioned in the admission notice

7. Verification and Admission process

- Report to the Admission Counter on your scheduled day, as per the merit list.
- Submit all required documents for verification.
- The college faculty will verify that:
 - a. Your name appears in the merit list
 - b. All details in forms are accurate and complete
- After verification, admission form will be approved and signed by faculty.
- Online fee payment will be activated

8. Fee Payment

- Fees must be paid **online only** through the student login portal.
- **No cash / part payment / instalment** option is allowed.
- In case of payment failure, contact the college office/Registrar.
- Admission is confirmed only after successful fee payment

9. Students from Other Universities:

- Are required to submit
 - **Migration Certificate**
 - **Transfer Certificate**
- Admission will be **strictly provisional** until:
 - Credit equivalence is verified
 - Eligibility is confirmed by the University of Mumbai

(Students graduating from universities other than the Mumbai University must contact the respective department in which they are seeking admission for further guidance and necessary procedures, if their name appears in merit list)

10. Students belonging to Minority Category (if applicable)

(Tamil and Other South Indian linguistic minority: Telugu, Kannada, Malayalam, Tulu, Konkani)

- Are required to submit a self-declaration Minority form along with the admission form

11. Please note:

- In case of pending Semester VI or previous semesters' ATKT result, admission granted will be purely provisional. Confirmation of admission is subject to passing the TYBSc Semester VI Examination, and the student having no ATKT (Allowed to Keep Terms) at the time of admission confirmation.

Your admission is confirmed only when:

- Documents are verified ✓
- Eligibility is confirmed ✓
- Fees are successfully paid ✓