

K.M.G. COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

Approved by the Government of TamilNadu

Permanently Affiliated to Thiruvalluvar University, Vellore

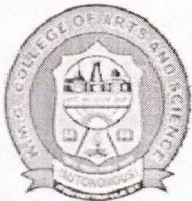
Recognized under Section 2(f) and 12(B) of the UGC Act 1956

Accredited by NAAC (2nd Cycle) with (CGPA of 3.24/4) 'A' Grade



POLICY DOCUMENT

ADMISSION COMMITTEE



K.M.G. COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

R.S.ROAD, AMMANANGKUPPAM, GUDIYATTAM - 635 803.

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Policy Document: Admission Committee

Introduction

The Admission Committee is established as a key administrative body of K.M.G. College of Arts and Science (Autonomous) responsible for overseeing the admission process for prospective students. This policy document outlines the objectives, composition, functions, and procedures of the Admission Committee.

Vision

Our vision is to uphold principles of fairness, transparency, and meritocracy in the admission process, ensuring equal opportunities for all qualified candidates to pursue higher education at K.M.G. College of Arts and Science (Autonomous).

Mission

Our mission is to facilitate the admission of a diverse and talented student body that reflects the values, goals, and aspirations of K.M.G. College of Arts and Science (Autonomous). We are committed to upholding the highest standards of integrity, professionalism, and ethical conduct in the admission process.

Objectives

The objectives of the Admission Committee are as follows:

- To develop and implement admission policies and procedures that align with the mission, vision, and values of K.M.G. College of Arts and Science (Autonomous).
- To establish criteria and guidelines for the selection of candidates based on academic merit, extracurricular achievements, and other relevant factors.
- To ensure compliance with regulatory requirements, reservation policies, and admission quotas set by governing authorities.
- To promote transparency and accountability in the admission process by providing clear information to prospective students and stakeholders.
- To foster a positive and supportive environment for prospective students throughout the admission process, addressing inquiries, concerns, and grievances promptly and courteously.

Composition

The admission committee shall consist of the following members :

As per institutional Guidelines

Chairperson	- Principal
Co-ordinator	- Senior Most Faculty
Members	- Teaching staff members

Functions

The functions of the Admission Committee include, but are not limited to, the following:

1. Formulating admission policies, eligibility criteria, and selection procedures for various academic programs offered by the college.
2. Reviewing and evaluating applications submitted by prospective students, ensuring adherence to established criteria and deadlines.
3. Conducting interviews, entrance exams, or other assessment activities as required for specific programs or courses.
4. Verifying academic credentials, certificates, and other supporting documents submitted by applicants to ensure authenticity and compliance with admission requirements.
5. Making final decisions on admission offers, waitlists, or rejections based on merit, availability of seats, and other relevant factors.
6. Communicating admission decisions to successful applicants and providing guidance and support to facilitate the enrollment process.
7. Maintaining accurate records of admission statistics, trends, and outcomes for institutional planning and reporting purposes.

Procedures

The procedures for conducting the admission process shall be as follows:

- Announcing admission notifications, application deadlines, and other relevant information through official channels, including the college website, social media, and print media.
- Providing detailed instructions and guidelines for completing the application form, submitting required documents, and paying application fees.

- Establishing clear timelines and milestones for each stage of the admission process, including application review, interview scheduling, and result declaration.
- Ensuring confidentiality and data security in handling personal information and sensitive documents submitted by applicants.
- Resolving inquiries, concerns, and grievances related to the admission process promptly and transparently, following established protocols and channels of communication.
- Reviewing and updating admission procedures periodically to reflect changes in regulatory requirements, technological advancements, and institutional priorities.

The policy complies with UGC regulation, as received vide communication from Directorate of Collegiate Education, Joint Director of Collegiate Education and Thiruvalluvar University.

- Application will be carried out through online / offline mode
- Admission process will be as per the guidelines of Tamil Nadu Government/ UGC/Thiruvalluvar University norms.
- Application to issue all category of the students equal opportunity to the female candidates
- Students who have got applications are requested to fill their marks and submit the applications through online / offline mode after thoroughly checking the necessary details are filled.
- If any applicant is unable to submit the application in online, they can submit the hard copy of the filled in application to the college.
- Admission is made purely on the basis of merit, subject to the rules of reservation of the Government of Tamil Nadu and Thiruvalluvar University.

- The candidates who have passed Higher secondary course conducted by the government of Tamil Nadu or equivalent examination shall be eligible to join the first year of the UG degree courses, subject to the stipulation that the candidates satisfy certain specific conditions, in any prescribed by the university for admission to the respective course.
- The courses shall extend over a period of three years comprising of six semesters with two semester in one academic year (UG Degree courses)
- The courses shall extend over a period of two years comprising of four semesters with two semesters in one academic year (PG Degree courses)
- There shall not be less than 90 working days for each semester.
- Examination shall be conducted at the end of every semester for the respective subjects.
- The candidates who have passed UG degree examination of Thiruvalluvar University any other Universities or equivalent examination shall be eligible to join the first year of the PG degree courses, subject to the stipulation that the candidates satisfy certain specific conditions, in any prescribed by the university for admission to the respective course.

ADMISSION REQUIREMENTS

For UG Programmes :

- Original Transfer certificates
- Original +1, +2 (HSC) Mark Sheets
- Original 10th (SSLC) Mark Sheet
- Original Community Certificate
- Original Current Income Certificate for SC / ST / Minority Students only
- Original Aadhaar linked Mobile Number (Mandatory)
- Original Pan Card

- Photocopy of Bank Pass Book opened in the name of the student in any Nationalized Bank
- Attendance certificate from the school last studied
(Three attested photocopies of the above said certificates)
- Passport Size Photographs – 12 Nos.

For PG Programmes :

- Original Transfer certificates
- Original UG Mark Sheets
- Original +1, +2 (HSC) Mark Sheets
- Original 10th (SSLC) Mark Sheet
- Photo Copy of Community Certificate
- Original Income Certificate for SC / ST / Minorities Students only
- Original Aadhar Card linked Mobile Number (Mandatory)
- Original Pan Card
- Photocopy of Bank Pass Book opened in the name of the student in any Nationalized Bank
- Passport Size Photographs – 12 Nos.
- Three sets photo copies of the above said certificates

Ph.D Enrollment Guidelines :

As per the University rules and regulation.

As follow Time amendment of UGC Guidelines.

Reservation Policy :

The admission shall be made purely on the basis of merit, subjected to the rules of reservation of the Government of Tamil Nadu.(50% Only)

1. 31% for Open Competition (OC)
2. 26.5% for Backward Classes (BC) other than BC Muslims and 3.5% for Backward Classes Muslims
3. 20% for Most Backward classes (MBC) and Denitrified Communities (DNC)
4. 15% for Scheduled Castes (SC), and 3 % for Arunthathiyars (SCA)
5. 1% for Scheduled Tribes (ST)
6. Reports and Records

All registers and documents related to student's admission will be maintained and preserved by the College.

Age Limit:-

The upper age limit for admission to UG Courses will be 21 (twenty one) years as on 1st July 2024. However, a relaxation of 5 years is permitted for differently abled candidates as per G.O.Ms.No.239, S.W.dated 3-9-93. SC/SCA/ST/BC/BCM/MBC/DNC and Women candidates may be allowed age relaxation of 3 years beyond 21 years for the admission into UG Courses.

The above age limit should be strictly followed and no student should be admitted above the age limit and no age relaxation will be granted by Government. If the Colleges fail to the above instructions, severe action will be taken against the concerned college.

Review and Revision

This policy document shall be subject to periodic review and revision as necessary to ensure its effectiveness and alignment with regulatory requirements and best practices in admissions. Proposed changes shall be considered by the Admission Committee and approved by the appropriate authorities.

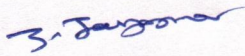
Conclusion

The Admission Committee plays a vital role in shaping the future of K.M.G. College of Arts and Science (Autonomous) by admitting a diverse and talented student body that contributes to the academic, cultural, and social life of the institution. Through its commitment to excellence, fairness, and inclusivity, the Admission Committee seeks to uphold the reputation and values of K.M.G. College of Arts and Science (Autonomous) and serve the needs and aspirations of prospective students and their families.

Prepared by

Reviewed by

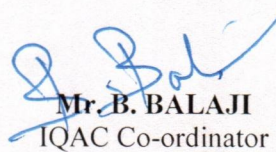
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IQAC Co-ordinator



Dr. M. SENTHILRAJ
Principal

