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# SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

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A Don Bosco Institution of Higher Education, Founded in 1951 \* Affiliated to Thiruvalluvar University, Vellore \* Autonomous since 1987

Accredited by NAAC (4<sup>th</sup> Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

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## SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, TIRUPATTUR DT. - TAMILNADU



**Policy Name**

**ADMISSION AND RESERVATION POLICY**

**Policy Number**

**SHC-01-01**

## **Purpose and scope**

The purpose of this policy is to clarify the admissions regulations and reservation policy for admissions in Sacred Heart College, and to institute, uphold a uniform process and system ensuring transparency in student selection and admissions. It also presents how the reservation policy of the Government has to be adhered in the admission process, and briefs about the student selection and admission process of the college.

## **Responsibilities**

The **Governing Body** of the college has delegated authority to the Internal Quality Assurance Cell (IQAC) to draft the policy for student admissions and reservations. The Governing Body shall monitor the implementation of the Student Selection and Admission Policy through regular reports and data from the Principal.

The Director of **IQAC** is vested with monitoring the correctness and completeness of the published admission and reservation policy.

**The Principal** of the college is bestowed with the responsibility of ensuring the transparency in student admissions and implementing the aforesaid policy with its letter and spirit.

The **Admission Committee** appointed by the Governing Body will function with the Principal to complete the admissions.

## **Mechanism for Reviewing Admission Process and Student Profiles**

The Governing Council shall appoint an Admission Committee which serves as a mechanism for reviewing admission process and student profiles annually. If there are any suggestions/grievances from the public or from

any other source during the process of admission, they are redressed by the Admission Committee.

The admission policy of the College and the geographical location of the College in a rural area mainly comprising of students belonging to socially and economically backward sections, hence the admission policy should ensure equal opportunity for all eligible candidates during admission.

### **Timeframe and the process**

- Every year the applications should be opened after the Higher Secondary Results, and after the affiliating university results for Undergraduate and Postgraduate courses respectively. It is mandatory that the tentative admission calendar published by the state government for the corresponding academic year to be adhered.
- The applications shall be allowed to be submitted in online/physical modes. The waiving of application fee is applicable for the SC/ST students.
- The applicants should be given enough time (ranging to 1 to 2 weeks from the date of opening of the applications) to submit the completed applications to the college.
- **Procedure for UG admissions**
  - The list of applications is to be ranked according to the roaster/reservations followed by the institution adhering to the reservation rules of the government from time to time.
  - The rank list shall be published in the institution's notice board and web portal respectively.
  - The provisionally selected candidates shall be intimated through Short Messaging Service (SMS) and postal mediums.
  - The selected candidates shall report to the Principal for admissions, in case of candidates failing to appear, the Principal in consultation

with the admission committee shall prepare and publish the second list for admissions.

▪ **Procedure for PG/M.Phil. admissions**

- The list of applications is to be ranked according to the roaster/reservations followed by the institution adhering to the reservation rules of the government from time to time.
- The rank list shall be published in the institution's notice board and web portal respectively.
- The eligible candidates shall be intimated through Short Messaging Service (SMS) and postal mediums to appear for an entrance test and screening interview.
- These candidates are required to appear for an entrance test. The setting of question papers, conduct and evaluation for the entrance test and conduct of screening interview shall be done by the respective departments.
- The departments forward the rank list of candidates to the admission committee, which prepares the list of provisionally selected candidates.
- The provisionally selected candidates shall be intimated through Short Messaging Service (SMS) and postal mediums.
- The selected candidates shall report to the Principal for admissions, in case of candidates failing to appear, the Principal in consultation with the admission committee shall prepare and publish the second list for admissions.
- In case of AICTE courses (MBA and MCA), the admissions shall follow the guidelines and schedule published by AICTE in the corresponding academic year.

▪ **Procedure for Ph.D., Admissions**

- The college shall follow the guidelines prescribed by University Grants Commission (UGC) in consultation with the affiliating university for Ph.D., admission.

### **Reservation Norms**

50% of seats shall be filled by students belonging to minority concerned and the balance 50% of the seats shall be filled by following the rule of reservation. However wherever number of applications from minority communities is less than the 50% of total seats, the remaining minority quota shall be filled up following the rule of reservation.

The admission shall be made purely on the basis of Merit in subject to the rule of reservation of the Government of Tamil Nadu.

- i. 31% for Open Competition (OC)
- ii. 30% for Backward Classes (BC) within this 3.5% for Muslims and 3.5% for Christians.
- iii. 20% for Most Backward Classes (MBC) and Denotified Communities (DNC)
- iv. 18% for Scheduled Castes (SC) and 1% for Scheduled Tribes (ST)

**a)Students from SC/ST community:** As per the existing Government norms, reservation shall be provided to the SC/ST students. Seats that are earmarked for the SC/ST students shall not be filled by students from other communities until the last day of admission prescribed by the University. If vacancies arise in the quota of other communities, then such seats can also filled by SC/ST candidates.

**b)Students from OBC community:** As per the existing State Government norms, reservation shall be provided to the BC/MBC (OBC) students.

**c) Women:** At least 33% of the seats shall be reserved for women students as per State Government norms. (Latest amendments shall be accounted for)

**d) Differently-abled:** As per the State Government policy, reservations shall be provided to the different abled students. Students who are visually challenged shall be given free education.

**e) Sports Personnel:** Students are admitted based on sports quota. Students from neighboring schools excelling in sports are identified and shall be contacted by the Physical Director and are encouraged to join the College. They shall be given waiving of Total/ Partial Fees, food and accommodation, sports kit (uniform, shoes, jerseys).

**f) Children of Defense Personnel:** Children of defense personnel shall be given preference in admission (Ex-Servicemen Quota).

### **Reports and Documents**

- i. Application Form of the Institution (UG/PG/AICTE) Programmes.
- ii. Sale of Application Forms.
- iii. List of Applications received within the last date prescribed.
- iv. List of Applications received after the last date prescribed.
- v. Minutes of Admission Committee meetings.
- vi. Provisional Rank list for UG programmes (complying with the reservation rules).
- vii. Provisional Rank list of PG programmes ( complying with the reservation rules, including the marks scored in the entrance test and personal interview).

- viii. Admission Register.
- ix. Communication with the University/the Director of Collegiate Education/ Director of Technical Education related to Admission.

## References

- i. University Grant Commission (Minimum Standards of Instruction for the Grant of the First Degree through Formal Education) Regulations, 2003.
- ii. University Grant Commission (Minimum Standards of Instruction for the Grant of the Master's Degree through Formal Education) Regulations, 2014.
- iii. University Grant Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degrees) Regulations, 2016.
- iv. University Grant Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degrees) (2<sup>nd</sup> Amendment) Regulations, 2018.
- v. Reservation in Admission Act 2006, and as amended in 2012 (Gazette Notification Dated: 20.06.2012).
- vi. Guidelines for Admission of students to UG/PG courses in Government/ Government Aided/ University Constituent/ Self Financing colleges of Arts and Science College (\*published in the corresponding academic year)

## Glossary

GB	Governing Body
IQAC	Internal Quality Assurance Cell
UG	Undergraduate

PG	Postgraduate
M.Phil.	Master of Philosophy
Ph.D.	Doctor of Philosophy
UGC	University Grants Commission
AICTE	All India Council for Technical Education
SC	Scheduled Caster
ST	Scheduled Tribe
BC	Backward Class
OBC	Other Backward Class
MBC	Most Backward Class



Principal

Sacred Heart College (Autonomous)  
Tirupattur-635 601, Tirupattur - Dist.