

## **Admission Policy**

The college's admission policy is to accommodate students who come seeking knowledge without any discrimination based on caste, gender or nationality. Being an affiliated college of Mahatma Gandhi University, admission procedures of UG and PG programmes are in accordance with the norms put forward by the University.

An Admission Nodal Officer appointed by the Principal is in charge of the procedures followed for the admission process. A committee including Teaching and Non teaching Faculty spearheads the process in tune with the instructions from the University .

University publishes UG and PG prospectus which gives detailed instructions regarding the process. The college also publishes a prospectus every year which is made available in the college website, highlighting details of the programmes offered, fees collected, procedures to be followed to procure admission

An admission help desk is available in the college office to assist the students in the procedure

Seats available in the college are mainly classified as Merit seats, Community seats and Management seats.

Types of Reservation: Out of the total merit seats available in the college for various ug programmes; seats will be reserved for different categories under the following main items.

- i. Reservation for International Students -An additional 10 percentage of seats (over and above the sanctioned strength ) is earmarked for foreign students for each UG programme .
- ii. Reservation for nominees -An additional seat for each programme is created exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep
- iii. Reservation for Persons with Disabilities-5% seats of the sanctioned strength shall be created over and above in all affiliated institutions exclusively for candidates with benchmark disability (as per clause32 (I) of chapter VI, The Rights of Persons with Disabilities Act, 2016).
- iv. Special Reservation -An additional seat for each programme in affiliated Arts and Science colleges shall be created exclusively for the purpose of Malayalee students from Andaman & Nicobar Islands.
- v. Reservation for Transgender candidates-Two seats shall be created over and above the sanctioned strength in all courses in affiliated Arts & Science Colleges exclusively for admitting Transgender students. (G.O.(Ms)No.153/2018 HEdn dated 03.07.2018).
- vi. Mandatory Reservation- The seats reserved under Sports Quota and Cultural Quota come under this category. Two seats in each programme (Interchangeable) shall be reserved for candidates with outstanding records in Sports & Games . One seat for each degree programme (Interchangeable) shall be reserved for students who excel in Youth festival recognised by Director of Public Instruction (DPI). However, not more than 10% of seats reserved for the general quota seats shall not be filled for cultural quota when applying interchangeability for a particular programme. The criteria of this reservation is as per University Prospectus/Notification.

Seats distribution for Aided Programmes in the college are distributed as given below:

Sl No	Seat Reservation	Seat Distribution in Percentage
1	Open Quota (General)	50
2	Scheduled Caste	15
3	Scheduled Tribe	5
4	Community Quota	10
5	Management Quota	20

In Self Financing programmes, 50% of the total seats shall be filled by the management from among candidates of their choice provided they satisfy the eligibility conditions. The remaining seats (50%) shall be distributed and filled as detailed in Table below.

Seat Distribution of 50% seats earmarked for Merit Category in Self Financing Programmes are as follows:

Sl No	Seat Reservation	Seat Distribution in Percentage
1	Open Quota (General)	55
2	Scheduled Caste	8
3	Scheduled Tribe	2
4	Ezhava, Thiyya, Billava	9
5	Muslims	8
6	Latin Catholics other than Anglo Indians	2
7	Other Backward Christians	1
8	Other Backward Hindus	5
9	Economically Weaker Section	10

Marks of the students will be verified by the admission committee at the time of admission so that only eligible candidates may be admitted.

Principal has the authority to deny admission of the students in the absence of necessary documents such as mark lists, bonus mark proofs, caste/community certificate for the students admitted in a particular category, Transfer certificate or Conduct certificate. A grace time of usually one week is given to students to produce necessary documents as per university instructions before denying their admissions.

The details of the students taking admission in the institution are maintained and they are informed regarding the date of commencement of classes.