



# SHREE GOKARNANATHESHWARA COLLEGE

GANDHINAGAR, MANGALURU - 575 003, D.K.

Affiliated to Mangalore University

NAAC Re-accredited "B+" Grade (2.73 CGPA)

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Ref.:

Date : .....

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Student Admission & Renewal Policy

#### Student Admission Policy

##### Preamble:

To begin a student's journey towards a fulfilling and successful career at our Institute, it is very important to understand the policy and procedure of Admissions. The principal aim of the Admission Policy of the Institute is to offer admission to deserving students with the highest intellectual potential, irrespective of their caste, creed, race, religion, gender, nationality or financial considerations.

##### Applicability:

This Admission Policy is applicable to all the eligible candidates who are seeking fresh admissions to first year UG / PG Programme or in case of transfer admissions wherein the eligible candidate seeks admission for second / final year programme as the case may be.

##### Objectives:

The objectives of the admission policy and practices are to:

1. Provide a clear set of principles to guide the Institute and its officials involved in the admission of students to all programmes of study.
2. Ensure processes are appropriate, transparent and decisions are consistent, just and fair.
3. Continually improve the quality and responsiveness of admissions process.
4. Streamline the admissions process with more responsive and customer-oriented services.
5. Facilitate by providing relevant and accurate information; also counsel the candidates in enabling them with a right choice of study.
6. Ensure equity and fairness such that each applicant is individually attended to and assessed, without partiality or bias, in accordance with the policy on Equal Opportunities.

Once students are admitted, we ensure that they are given the academic, personal and, where appropriate, financial support necessary for successful completion of their academic programme at the Institute.

  
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SHREE GOKARNANATHESHWARA  
COLLEGE, GANDHINAGAR  
MANGALORE



**Policy:**

The Admission Committee will work to carry out the admissions process in a manner that is equitable, efficient, and timely. It aims to be cognizant of enhancing the pool of qualified students of diverse backgrounds, as well as guidelines for the reasonable accommodation of potential students who are affected with Disabilities. The notifications / circulars regarding reservation policy declared by the affiliating University are adhered to while enrolling students for the courses. Sanctioned intake capacity is also duly considered. The committee also aims to identify and select the most qualified applicants in the total applicant pool and continually monitor college admissions policy and procedures to ensure efficiency, effectiveness and equity. The committee works towards making the admission process simple, student friendly, time bound and free from any errors and flaws.

**Procedure:**

1. The Institution has a well-planned and structured admission process that ensures fairness and transparency for both UG / PG programmes. The schedule, guidelines and other details related to admission will be displayed on the Notice Board for the information of the candidates.

2. Candidates seeking to apply are expected to read the guidelines carefully before filling in the Application Form and also ascertain that they fulfill the eligibility criterion.

3. Admission to UG / PG degree programme is open to all the eligible candidates who have passed the prescribed examination, or any examination approved by the Mangalore University as being equivalent to it.

4. Admission process begins within a day once the results of the qualifying examinations are announced.

5. Prospectus along with the Application form will be available in the College Office. The same can be availed by paying prescribed non-refundable fee.

6. Reception Counter of the College Office provides necessary information related to admission and to help candidates fill the application form.

7. Candidates appearing for interview / admission process shall come with duly filled-in application forms. Incomplete application forms will not be considered for admission.

8. Candidates appearing for interview / admission process shall be accompanied by their parents.

9. The admissions are carried out as per Roaster System. The meritorious / sports / minority / SC / ST / OBC and Differently abled (Divyangjan) candidates are given

  
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preference. Financial assistance is given to the economically deserving students. Candidates are counseled by the Administrative Staff concerned, the members of the Admission Committee and Principal; thereby assisting the students in making their appropriate selection of the programme of study.

10. The candidate shall make a declaration in the Application Form that he / she will faithfully abide by all the rules and regulations framed by the college and those which may be framed from time- to-time and the Parent / Guardian will be responsible for the conduct and behavior of their ward.

11. Candidates at the time of interview / admission process must produce the following attested photocopies of:

- i. SSLC Marks Card
- ii. PUC Marks / Degree Marks / the Provisional Internet Copy
- iii. Aadhar Card
- iv. Transfer Certificate
- v. Conduct Certificate
- vi. Caste Certificate / Income Certificate not exceeding 12,50,000/- per annum claiming for fees concession if any as applicable to SC / ST Candidates only.
- vii. Migration Certificate issued by the Board / University under which candidate has studied or passed
- viii. Eligibility Certificate from Mangalore University if the candidate is from other Board/University
- ix. 02 Passport Size Photograph

Originals of the same must be submitted if selected.

12. The following are the requirements for NRI candidates seeking admission:

- i. Original Certificates as mentioned above.
- ii. Eligibility Certificate from Mangalore University and Migration Certificate.
- iii. Student Visa and one set of passport copy.

(Note: Admission will not be finalized unless they produce the above said Certificates.)

13. On scrutiny and verification of the documents by the committee, the candidate selected and admitted by the Principal is directed to pay the fees immediately. The year wise programme fees

  
IQAC Co-ordinator  
IQAC Coordinator  
Shree Gokarnanatheshwara College  
Gandhinagar, Mangaluru-3

  
Principal  
PRINCIPAL  
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