<div align="center">**Policy Title: Admission Policy**</div>

**Admission Policy:**

BMN College of Home science caters to every eligible girl student who deserves the best education for an empowered globalized life with the best learning tools and attitude development to serve self, community, and nation.

**Admission Processes:**

**Admission ownership:**

The Principal of BMN College is the primary owner of the process for admission.

Admission Committee: The Principal shall appoint an admission committee for the process of admission.

**Structure, Role & Responsibilities committee**:

**Structure:**

1. Member, Management/ CDC/ Governing Committee
2. Committee coordinator:
3. Committee members' faculty wise.
4. Head, Administrative section.
5. Administrative staff member
6. IQAC Coordinator

**Role & Responsibilities:**

- The committee coordinator will head the committee. The committee coordinator will be responsible for the process of admissions and will report to the principal on a timely basis.
- The committee will have representation from each faculty. Competent teaching and non-teaching members will represent the committee.
- The committee will frame the guidelines in lieu of the guidelines by UGC, University and Government of Maharashtra.
- The admission related communication will primarily be the responsibility of the committee.
- The entire process of admissions should be error free, fair, disciplined for every stakeholder.
- The committee should decide the guidelines for any kind of unfair means that takes place in the process. A guideline manual for the entire process to be prepared, updated, and maintained.
- Website updating with respect to admissions and time to time notices should be the responsibility of the committee.
- Admission quotas, its fair implementation should be looked after by the committee.
- Training, updating of the processes, allocation of duties, timings, venue of admission and SOP for admission process to be designed by the committee. A daily report and a final report of the process to be maintained and submitted to the principal. A record copy of the final report will be submitted to the IQAC. A brief report of its completion should be presented in the apex body.

- Creation of processes, maintenance of the processes, regular updating of the processes should be taken care of by the committee.

**Committee Working Process:**

I. Admission committee will be formulated by the principal in the last month of the previous academic year.

II. First meeting of the committee with the Principal and the IQAC Committee should be held in the last month of the previous year after committee formation.

III. Review of the processes of the committee in the first meeting, any changes suggested in the processes should be considered.

IV. Second meeting of the committee to start the preparation as per the preparation guidelines/manual prepared by the admission committee, necessary changes be incorporated with date. The accepted changes should be sanctioned in the meeting with consent of the principal. The second meeting should be conducted at least two weeks before the admission process.

V. Advertising of the admissions, media to be used, prospectus status and its updating, banners, instructions boards, manpower planning should be completed in the second meeting and necessary communications should be done for the respective faculties in the second meeting. Issue of letters, posting on the website and other communication be highlighted and done.

VI. Review meeting: third meeting should be conducted before the admission process begins. It reviews the stock and reaffirms the process. Training of the admission process to be given prior to the process. A report of a dummy process should be prepared.

VII. Actual process: The committee should review the process daily and faculty wise report will be prepared. Periodic meetings of the committee to ensure that every seat has been filled and the 100% admission process ensures the success of the efforts taken by the committee.

VIII. The Admission Committee should ensure that the college website and all prospectus have complete information about Eligibility of program, rules of refund, syllabus, rules and regulation of attendance, Examination pattern, rules of examination, Terms of passing, Grading system and Incentive Marks.

**Faculty wise admission process and its recording on paper:**

- Committee members should guide and counsel students and their guardians who come for the admission inquiry in a professional manner.
- Admission of students into the Autonomous Degree Courses should be based on the aggregate marks in the qualifying examination or its equivalent, for both the Undergraduate (UG) and the Postgraduate (PG) courses, unless specified otherwise.
- Admission should be completed only when the full fees for the academic year are paid (against an official receipt) and the same name of the applicant appears on the relevant rolls. Only the Principal can condone payment in full or allow payment in part.

- Members of the Committee must hand over a typed-written list of confirmed, admitted students to the office.

- Members of the admission committee (Admission Duty Staff) are required to sign the admission form after checking all the required documents for admission and confirming the seat.

**Admission display mechanism and further processes of taking admissions**

- The Admission committee checks one week before, the availability of
  - ➢ Admission Forms,
  - ➢ Photocopy of Online Admission Form,
  - ➢ Prospectus,
  - ➢ Course Information Book,
  - ➢ Pamphlets,
  - ➢ Banners,
  - ➢ Photocopy of list of all Freeship Schemes available.
- The Non-teaching staff should prepare folders (Admission Register, Stapler, Pin & plain paper) for each faculty and keep it ready for admission one day before the admission begins.
- The Admission committee should arrange all banners, posters, seating arrangement one day before the admission.
- The Admission procedure should commence on the day following the declaration of H.S.C. results.

**Free and fair admission process measures:**

- All applicants should be treated fairly and equitably across all programs and their applications will be assessed based on formal admissions requirements and well-defined evaluation processes.
- Applications should be screened carefully. However, in the event an applicant believes she/he has been unjustly denied admission she/he may submit a written request for a review of his/her application.
- Grounds for an appeal are normally limited to evidence of an administrative error made by authorized college personnel.

**Advertising of admissions**
Advertising of the courses should begin much earlier on during the closure of the academic year, various types of advertisements such as pamphlets distribution, orientations, lectures, displays, posters, banners and sometimes through radio and television.

**Creation maintenance and rigorous follow-up process.**

Maintenance should involve keeping documents in separate files.

- ➢ File for confirmed admission cases
- ➢ File for provisional admission cases
- ➢ File for students who are admitted but have not paid
- ➢ File for SC and ST candidates.
- ➢ File for forms of students in waiting list

These files should then be given to the office supervisors who look and maintain records for easy processing

**Faculty training for the admission process:**

A comprehensive training should be given to the faculty who are assigned the admission duty. The areas which should be emphasized:

- ➢ introducing various courses available,
- ➢ procedures of application
- ➢ documents to be attached,
- ➢ verification process and
- ➢ maintaining documentation

**Review meeting mechanisms.**

- ● The application and admission processes should be reviewed periodically in consultation with the Principal by the Admission Committee to streamline the admission process in terms of percentage cutoffs and increasing counselling sessions if there is a drop seen in any of the courses.

**Documentation methodology and maintenance mechanism:**

- ● Student/parent/guardian should be counselled for all the courses available in the campus and guide them to the respective department for the same.
- ● Students should buy the prospectus and the form of the course interested to take admission for.
- ● Date wise register should be maintained with all the details of the students who have come for enquiry regarding admission (Name, Address, Mobile number, Email address, Subjects and marks obtained in the last qualified exam, year of passing the last qualifying exam).
- ● The documented list should be shared with the principal and check with the office with how many students have paid fees and if the seats are yet not filled should call the students.
- ● From the MKCL portal spreadsheet with details of Name, Mobile number, Last qualifying exam, Percentage score, Caste category, email address to be obtained for verification with eligibility criteria.
- ● List of candidates should be segregated based on alphabetical order & those who clears the eligibility criteria.

- All documents should be verified by non-teaching staff appointed by the Principal.
- Students who have been admitted should be informed that they should check the Notice Board / College Website for the dates of the Induction programs for all the courses.

**Eligibility and process completion of admissions:**
- The committee should check the eligibility of the student to apply for the course for taking admission or else should guide the student to check with other courses offered in the college.
- Once the student has filled the admission form the committee should check and verify all the documents.
- The committee members should sign the form with date.
- A payment slip should be given to the student which has the details of the demand draft and guide the student to pay the fees at the counter.
- The student should be asked to fill in the online application form with the help of college students and submit the same to the office.
- The student should be asked to check the website to check when the college will start and date for the induction programme.
- NRI students must be informed of the fee structure 5 times the regular fees as per the University guidelines/circulars.
- Admission committee should ensure that the following documents are collected from the students:
  - H.S.C. Marks sheet (Original + 2 Photocopies)
  - Leaving Certificate (Original + 2 Photocopies)
  - Caste Certificate (Original for verifying its validity) if applicable + 1 Photocopy
  - Migration Certificate (Original) if applicable
  - Provisional Eligibility Slip (NIOS student, if applicable)
  - Disability Certificate, if applicable,
  - Creamy layer certificate
  - 3 Photographs
  - Photocopy of Aadhar Card
  - Photocopy of Bank Passbook cover-page
  - Program Fees in the form of DD on the name of **"Dr. BMN College of Home Science"**

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- Eligibility for admission should be scrutinized by respective department faculties and then the forms of eligible candidates should be segregated.
- Question papers for the entrance exam conducted by the college should be set by external experts keeping the confidentiality, the Principal selects the questions randomly.
- Based on selection criteria, candidates should be selected for the interview round.
- Once selected the first list of candidates should be displayed with the official instruction regarding documentation & admission fees.
- After 3 days, the second list should be displayed if seats are not filled and candidates from the first list do not take admissions.
- Once the total intake capacity (is different for all the courses) seats are filled then the completion of admission should be declared.
- For PGDSSFN, candidates should be selected only based on a written exam where the selection criteria in the entrance is lesser than the MSc Programme.
- NRI students must be informed of the fee structure 5 times the regular fees as per the University guidelines/circulars.
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**Feedback mechanism, analysis and action taken report on the process:**

The committee should verify the total number of students admitted and fees paid from the office.

If there are vacant seats the committee should inform the principal about the same and with her permission call the students who are kept on the waiting list.

The committee should call the students and informed about the admission and payment procedure.

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If the students from the first list do not pay the fees till the allotted time the committee should update about this to the principal and with the permission should put up the second list and inform the students to pay the fees and complete the admission process in the given time frame.

**Best practices in the admission process and its implementation:**

- Students or the guardians coming for inquiring about the courses available in the college are addressed individually and given detailed information about the college, courses, infrastructure, and extra activities conducted.
- For online admission, the third-year students along with the BCA faculty members help the students personally.

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The entrance examination for PG section is organized keeping confidentiality of the question papers. External Experts are chosen randomly by Principal & questions are selected by the Principal without the inclusion of any faculty member. Interview panel is also selected by the Principal and they are external subject experts.

**Process effectiveness parameters and its review mechanism:**
At the end of admission, the entire process should be reviewed by the admission committee and the Principal. If any discrepancies in the process is found it should be discussed and considered for future and measures taken to correct the same.

**Rules for Refund of Fees**

## REFUND OF FEES DUE TO CANCELLATION OF ADMISSION FOR BOTH AIDED AND SELF FINANCED PROGRAMS.

The following refund rules are applicable for both aided and self-financed programs:

1. Refund the fees if the application has been received within 1 to 7 days, from the date of commencement of the term then the refund is 10% of the total fees.

2. If application has been received between 8 to 15 days, from the date of commencement of the term then refund is 30% of the total fees.

3. If application has been received between 16 to 29 days, from the date of commencement of the term then refund is 50% of the total fees.

4. If application is received after one month, from the date of admission then NO refund will be given.

5. All deposit fees are 100% refundable.

6. The refund will be given within a month from the date of application for refund.

7. Refund will be applicable only for tuition fee.

Note: Fees deduction will be as per total fees only and not as per the installment amount paid.

These rules will be applicable to all the programs under Dr. B.M.N. College of Home Science.

The College Management reserve the right to change the above rules at any point of time.

| | Policy Title: | |
|---|---|---|
| 1. | Administrative Policy Number (APN): (Suggested By IQAC) | Functional Area: |
| 2. | Brief Description of the Policy: | Admission Policy for BCA program |
| 3. | Policy Applies to: | Bachelor of Computer Applications |
| 4. | Effective from the Date: | September 2020 |
| 5. | Approved by: | |
| 6. | Responsible Authority | Admission committee |
| 7. | Superseding Authority | Principal |
| 8. | Last Reviewed/ Updated: | |
| 9. | Reason for the policy | To smooth line the admission policy |
| 10. | References for the policy | University/ HRDC/ etc |

**Target Group :**
- Management of the College
- Admission Committee
- Teaching Staff
- Non-Teaching Staff
- Students
- Admission Duty Staff
- Parents
- Cashier

**Eligibility for BCA:**
A candidate for being eligible for admission to the three year course leading to the degree of Bachelor of Computer Applications must have passed the Higher Secondary School Certificate (Std. XII) examination conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with 45% marks (40% for candidates belonging to Reserved category) with the following subjects :- (from any stream).
English
Any one of the Modern Indian Languages or Modern Foreign Languages or any classical
Language or Information Technology/ Any four subjects carrying 100 marks each.
OR
English
Any one vocational subject carrying 200 marks
Any three subjects carrying 100 marks each.

OR

Must have passed the Higher Secondary School Certificate (Std. XII) examination with the Minimum Competency based vocational courses (MCVC) conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education.
English
Any one of the Modern Indian Languages or Modern Foreign Languages or any classical
Language or Information Technology
General Foundation Course.
Any one subject carrying 300 marks from among the Minimum Competency based vocational courses prescribed by the Higher Secondary School Certificate examination from time to time.

OR

Must have passed an examination of other Board or Body Recognized as equivalent thereto.

OR
Must have passed any three-year Government recognized Diploma programme.

B.C.A.II year:
For a student from our University - should have cleared or has ATKT as admissible in first year in the same subject
For a student from another university - studied at least two courses of four credits each in the I year in the same subject. Passed I year without ATKT.
Should have passed three years Govt./ D.T.E. recognized Diploma Course.

B.C.A.III Year:
For a student from our University - should have cleared second year in the same subject or has passed with admissible ATKT
For a student from another university – should have completed at least six courses of 4 credits each or 24 credits in the I and II year in the same???subject. Passing in I and II year without ATKT.

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Work done by: Mrs. Anuradha Shekhar, Mr. Shahjahan Khan, Dr. Rupali Sengupta, and Dr. Vrushali Datar