

Sri A.S.N.M. Government College (Autonomous)

(NAAC Re-accredited by 'B' Grade with 2.61 CGPA)

Palakol, West Godavari District - 534260



Admission Policy

1. Preamble:

Sri A.S.N.M. Government College (A) is dedicated to a fair, consistent, open, moral, ethical, and humanitarian admissions procedure. The admissions policy is based on the Andhra Pradesh government's educational philosophy, which aims to offer all youngsters with high-quality education that instils values and a sense of social responsibility. The policy complies with the institution's basic values, ethics, and code of conduct. The institution must guarantee inclusivity, equity, and accessibility when admitting students to its programmes. In addition to the institution's set charge, no extra capitation or donation may be received. All interested youth may apply for admission, regardless of their caste, creed, religion, language, location, or community affiliation.

1.1 Scope

Prospective applicants for admission as well as other parties involved in the admissions process are subject to this policy and its rules.

1.2 Admission Committee:

The Principal, who serves as the committee's chairman, directs the formation of the admissions committee. The Admission Policy and Guidelines must be carried out by the committee. The committee members must act fairly when dealing with admission-related matters.

1.2.1 *Composition of the Admission Committee* The Admission Committee shall comprises of:

- ☐ Principal — Chairman (ex-officio)
- ☐ Coordinator - Admissions
- ☐ In-charges of Faculty
- ☐ Faculty nominee

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1.2.2 Roles and Responsibilities

The Admission Committee has the following roles and responsibilities:

- Define and update the admissions policies and rules to comply with higher learning
- Define and agree the institution's admissions process
- Determine and follow the government's admittance standards
- Frame and put into effect the eligibility criteria, norms, reservation criteria for the programmes of the institution
- Follow up and evaluate the admissions process

1.3 Reservation Policy:

1.3.1 Government of Andhra Pradesh Reservation Norms

For admission to programmes in higher education institutions, the institution must abide by the following reservation standards set forth by the Government of Andhra Pradesh (Table 1).

Table 1: Reservation Norms of Government of Andhra Pradesh

Category	Reservation
SC	15 %
ST	6 %
BC-A	7 %
BC-B	10%
BC-C	1 %
BC- D	7 %
BC- E	4 %

Source: Ministry of Social Welfare, GoAP.

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Divyangian and Economically Backward Sections

1.3.2 Divyangian students applying for admission to the university's programmes, the institution will give them special consideration. For potential Divyangian students, there would be a relaxation of the admission requirements and expenses. There will be established special scholarships for Divyangian students.

1.3.3 Provisions must be provided in the admission requirements for students from economically backward sections of the society. Relaxation of the fee and admission requirements must be offered. For students from economically backward sections, the college shall established scholarships.

1.4 Students from Neighborhood Locality:

Prospective applicants from the surrounding community who apply for admission will receive preference from the admissions committee.

1.5 Eligibility Criteria:

For admissions to the undergraduate and postgraduate programmes, the Institution must adhere to the eligibility requirements of the UGC, APSCHE, and affiliated University.

1.5.1 Eligibility criteria for undergraduate programmes

A applicant is able to apply for the institution's undergraduate programmes if they have passed the pre-university/10+2 exam from a recognized board.

1.5.2 Eligibility criteria for postgraduate programmes

A applicant is qualified to apply for the institution's postgraduate programme if he/she acquire at least 50% on their qualifying degree exam from an accredited university.

1.5.3 In addition to the aforementioned, the Admission Committee will also specify program-specific requirements.

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1.6 Office of Admissions:

Executing the institution's admissions procedure will fall within the purview of a dedicated office. Pre-admission, the online and offline admissions procedure, and enrolling will be its responsibility. Every academic year, the office will choose the admission standards, procedures, and criteria for each programme. For all programmes, the institution must implement an online application process.

1.6.1	Pre-admission procedure Pre-admission process consists of:
1.6.1.1	Making tentative counselling schedule for various programmes
1.6.1.2	The website has been updated with the program details and fee structure.
1.6.1.3	Revision and necessary adjustments in the ERP admissions portal and government software
1.6.1.4	Design of posters, flyers, and prospectuses
1.6.1.5	Plan and coordinate admissions counselling both in India and abroad.
1.6.1.6	Dates of admission and counselling for various admission programmes are announced
1.6.2	General admission procedure
1.6.2.1	Review and evaluation of prospective students' online applications
1.6.2.2	Authentication of admissibility contentment
1.6.2.3	Contacting potential applicants with call letters
1.6.2.4	Creating counselling selection lists
1.6.2.5	Conduct of admission counselling/interview
1.6.2.6	Making of the selection list and announcing the results

1.7 Admission Process:

Each programme has its own admissions procedure. For admittance to various programmes, the following guidelines must be followed:

1.7.1 Admission Process for all UG Programmes

- For admission to UG programmes, prospective students must submit an online application.
- Selection for counselling will be communicated through phone or email
- Counselling includes: i) interview with admission panel and ii) document authentication. Additionally, group discussions shall be held for BBA programme

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- d. The marks attained in the prerequisite Pre University/10 + 2 examinations and performance in counselling will determine admission to the programme
- e. On the college website and notice board, the counselling results will be published.
- f. After submitting the requisite original documents and paying the first-year fee, the admission of the chosen candidates will be complete.

1.7.2 Admission Process for All PG Programmes

- a. Admission to PG programmes, the prospective applicants must submit an online application.
- b. Selection for counselling will be communicated through phone or email
- c. Counselling includes: i) interview with admission panel and ii) document authentication.
- d. The marks attained in the qualifying degree and performance in counselling will determine admission to the programme.
- e. On the college website and notice board, the counselling results will be published.
- f. After submitting the requisite original documents and paying the first-year fee, the admission of the chosen candidates will be complete.

1.8 Off-campus Admission Counselling:

To ensure diversity and inclusivity in the student community, the institution must investigate areas outside of the district. To make it easier for possible applicants from different states and countries to be admitted, off-campus entrance counselling must be conducted.

- i. Identifying potential districts, states, and nations where students are interested in pursuing higher education
- ii. Arrange admissions counselling sessions in the area in coordination with nearby institutions/organisations.
- iii. Conduct counselling and selection

1.9 Admission Cancellation Policy:

Under the following conditions, a candidate's provisional admission to a UG or PG programme will generally be cancelled:

- i) Unable to submit all appropriate marks cards, transfer certificate, migration certificate, community certificate, visa documents (for foreign students) and

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other essential documents on or before the deadline specified by the institution

- ii) False information, errors in certificate, and failure to meet the affiliating University eligibility conditions
- iii) Using unethical methods and exerting influence through touts in order to gain admission to a college

1.10 Refund Rules:

In the event of cancelled admission, the institution must abide with government regulations on fee refunds.

A handwritten signature in black ink, appearing to be 'T. Ravi', written over a horizontal line.

PRINCIPAL
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Sri A.S.N.M. GOVT. COLLEGE (A)
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