



ADMISSION POLICY

1. **Policy Title:** Transparent, easy and effective admission process at UG and PG level for all students including Divyangjan.

2. Policy Objectives & Purposes:

- To ensure a hassle-free process of admission to students coming from all backgrounds strictly on merit basis.
- To clearly convey the process of scholarship claim or EBC claim for fee submission.
- To make the process of admission easy for the Divyangjan.

3. Policy Scope:

- The policy focuses from sale of prospectus to counseling the students regarding optional subjects
- The policy aims at cohesive interaction between the students, parents, Teacher incharges of admission committees, clerks incharge of admission process and cashier.

4. Step by step process involved:

- Visit the College Website for the Online Admission Procedure
- The students should create a **personal profile**.
 - a. They should also attach their passport size photograph.
 - b. They should mention their alternate phone number.
 - c. They should have a valid email ID.
 - d. They should write their permanent, local address.
- The students should give their academic details accurately.
- The other details like blood group, whether handicap, allergic or any other medical condition of the student should be mentioned clearly.

Documents to be kept ready:

- a. Photocopy of X and XII mark sheet.
- b. Original mark sheet of XII Std
- c. Original Transfer Certificate
- d. Photocopy of Transfer certificate



- e. Photocopy of Aadhar Card
- f. Photocopy of Caste Certificate (wherever applicable)
- g. Migration /Eligibility Certificates (wherever applicable)
- h. Gap Certificate (wherever applicable)

- The students should download Undertaking and upload it duly signed by the student and the parent.
- Display of Merit List of students on the College Website and on the notice board.
- The students should be informed of the display dates of the merit list through SMSs.
- Dates for physical verification of documents should also be mentioned in the SMS and also on the College Website.
- Details of the online/offline payment of fees should be conveyed to the parents through SMS.
- The confirmed names of the students should be displayed on the College Notice Board and College Website.

5. Guidelines:

- Banner displaying the details of all the programs available in the College should be put up at vantage positions in and around the College.
- The Admission Committee members must report at the exact time mentioned in the notice issued by the authorities. Inability of reporting to duty must be conveyed to the HoD by the teacher well in advance for successful replacement for the said period of absence.
- Admission Committees for all the classes should be announced well in advance. With details of commencement of the process and the incharge to be contacted after reporting for duty.
- Information of the College uniform and code of conduct mentioned in the prospectus should be told to the students by the committee members at the time of physical verification of documents.
- The College reopening date should be clearly displayed at vantage points.
- Category-wise admission to be followed according to Government norms.
- The committee members must work in unison and take care of the entire admission process of the student of any community, class, caste, ethnicity and language.
- Special attention should be paid to Divyangjan Students.
- The process of admission must leave a good impression on the minds of the parents and the students to ensure a long and trustworthy relationship with the Institution.



Arts Faculty:

1. In case of Arts faculty, the students should be counseled properly for the optional subjects to be opted for before filling up of the form.
2. Once the subjects are chosen by the student according to their interest, no change in them should be made without permission from the authority.
3. Clear instructions regarding fees should be conveyed to the students/parents at the time of admission. (Rs 600/- extra for Psychology practicals)
4. The student/parent must be guided properly regarding the cash counter and the receipt of admission.
5. If the student's admission form is under consideration due to any reason, he/she should be given clear instructions for their second visit. Ambiguity regarding whether the admission would be given or not should not be there.

Commerce Faculty:

- i. In case of Commerce Faculty, the students should be counseled for opting for General or Vocational Subjects with appropriate career prospects before accepting the form.

5. Terms & Conditions:

1. In case of inability of the student to deposit the admission fee within 15 days of seeking admission, his/her admission will remain canceled.
2. In case of transfer from one program to another, the difference in the fees is to be paid by the student.
3. In case of cancellation of admission within a month of seeking admission, the student can claim 50% of admission fees. After a month's time, the fees will not be remitted. The teacher incharge and the cashier has to convey the same to every student at the time of payment of fees.
4. The terms of instalment of fees should be clearly told to the student at the time of admission.

6. Outcome:

- ✓ It is expected that after following the above mentioned procedure, a smooth, easy and effective admission process would conclude in the College.
- ✓ The students would get information of the various courses and the career prospects associated with them.
- ✓ The students would come to know the general code of conduct mentioned in the prospectus and the details of uniform at the time of admission.



SHRI BINZANI CITY COLLEGE

(S. B. CITY COLLEGE)

RE-ACCREDITED BY NAAC 'B++' (CGPA 2.87)

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7. Outcome measurement parameters and period of measurement:

- ◆ Feedback from Students via Google Form in the first week of the commencement of classes.
 - ◆ Increase in enrolment of students in Extension Cells and Co-curricular programs.
8. Period of measurement : Academic review : Yearly
9. Policy execution responsibility rests with : In-charge of NAAC Criteria I
10. Review to be made by : IQAC
11. Review frequency : Monthly

Approved By:

NAME	SIGNATURE	DATE
Dr. Sujit G. Metre, Principal		23.08.21
Dr. P.S. Kane Coordinator-IQAC		23.08.21
Document Updates		
Policy Date	23.08.2021	
Created by	Dr. S. M. Tundurwar	
First Revision		
Approved By:	Dr Sujit Metre (Principal)	
Second Revision		
Approved By:		

