

# SAINT CLARET COLLEGE, ZIRO

P.B 22, Salaya, Lower Subansiri (Dt) Arunachal Pradesh

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## ADMISSION POLICY & PROCEDURE

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**July  
2019**

## **ADMISSION POLICY AND PROCEDURE**

### **Introduction:**

Saint Claret College, Ziro, Arunachal Pradesh, a Christian Minority Institution of higher education, is affiliated to the University of Arunachal Pradesh, Itanagar. The College is under the management of the Claretian Formation Association of North East India, a registered charitable society (S/R CLAONEI-531/88 of 1988) of the North East Independent Delegation of Claretian Missionaries.

The Governing Body has formally approved the Admission Policy and Procedure of Saint Claret College, Ziro, in its meeting dated 11 July 2019.

The admission policy of the institution is governed by the Reservation policy of the Government of Arunachal Pradesh *i.e.*, 80% for APST and 20% for Non-APST.

### **Purpose and Scope**

This policy and procedure aim to clarify the admissions regulations, and to establish and maintain a uniform process which ensures the efficient management of all student admissions in Saint Claret College, Ziro.

It also seeks to standardise the process for the application of admission requirements that are specific to a programme and those that reflect the higher education regulatory framework governing both domestic and overseas student admissions.

The purpose is to ensure transparency, equity and fairness in the treatment of all applicants.

### **Responsibilities**

The Governing Body of the College has delegated authority to the Principal of the College the framing and management of the College's 'ADMISSION POLICY AND PROCEDURE'.

The Admission Committee monitors the implementation of the Admission Policy and Procedure through regular meetings, reports and data from the Student Admissions Office / Principal's Office / Administrator's Office, etc.

The Co-ordinator of the Admission Committee is responsible for monitoring the correctness and completeness of published admission documents / brochures / requirements.

Recognition of Programmes and courses for the purposes of admission to candidature is the responsibility of Academic Council of Rajiv Gandhi University.

In the case of overseas qualifications, the Principal will deal with it on a case-to-case basis and it will be referred to the affiliating University for approval.

The Admission Committee is required to maintain appropriate records of the basis for admission of candidates so that:

- a) the effectiveness of admission criteria can be evaluated, and

- b) statistical reviews of the progression rates of students may be conducted, and
- c) the records should be kept in accordance with the College's policy for storage and handling of records.

### **Access and Equity**

With regard to admissions, Saint Claret College, Ziro, does not discriminate on the grounds of race, religion, sex, disability, or any other basis, other than the candidate's academic record and demonstrated academic ability, as relevant to the requirements of the programme for which he /she is seeking admission.

### **Admission Requirements – Eligibility and qualification**

- Applicants shall be eligible for admission to an undergraduate degree programme in the institution as per the Ordinance of the affiliating University.
- Applicants shall be eligible for admission to an undergraduate degree programme in the institution if he/she
  - a) has successfully passed the examination conducted by a Board / University at the +2 level of schooling (either through formal schooling for 12 years, or through open school system) or its equivalent and
  - b) has studied the relevant subjects for which the application is being made.
- The admission shall be made on merit on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy adopted by Saint Claret College, Ziro.
- Student enrolment shall be in accordance with the academic and physical facilities available keeping in mind the norms regarding the student-teacher ratio, the teaching-non-teaching staff ratio, laboratory, library and such other facilities.
- The in-take capacity will be as determined by the university/institution through its Governance and academic bodies in accordance with the guidelines/norms in this regard and /or other statutory bodies concerned. In the absence of any directive on the in-take capacity, the Management will decide the same and the same will be suitably incorporated in the admission brochure for the information of all concerned.
- If an applicant is determined to be in a 'special circumstance / needs / differently abled' situation, the Principal may refer the applicant to the University / Department of Higher Education / Admissions Committee for consideration for entry as a 'special needs student', if so required by any other Policy of the institution.

### **Admission to the UG Programme in the second or third year of study**

Depending upon the academic and physical facilities available in the institution, and the number of vacancies against the sanctioned strength, the institution may allow a certain number of applicants to be admitted directly to the second or subsequent semesters of an undergraduate degree programme, as per the provisions laid down in the ordinance of the affiliating university.

#### **Application for admission**

- Application form will be available as a hard copy at the College Office / and other designated places to be notified by the College after the declaration of the CBSE Class XII results for Arunachal Pradesh, each year.
- Filled in application forms (Hardcopy) must be submitted at the College Office with the required documentation within 10 days of publication of the +2 Board examination / or as notified by the College.
- Application form will also be available online on the College website: [www.sccz.edu.in](http://www.sccz.edu.in) after the declaration of the CBSE Class XII results for Arunachal Pradesh, each year.
- An online application must be completed and submitted as per the instructions issued / documents required through the College portal, to be considered valid, within 10 days of publication of the +2 Board examination / or as notified by the College

**Cost of application:** As given on the application form or the College website. The cost may be revised every year.

### **PROCEDURE**

#### **A. STUDENT RECRUITMENT**

1. On receiving an Application for Admission to the institution the following procedure will be followed:

- a. File the application by entering the data in the Institutions Admission Software (ERP) or Excel sheet created for the purpose.
- b. The Office receives the Applications for Admission and forwards it to the Department concerned for scrutiny.
- c. After scrutiny, the Office selects the eligible applications based on the criteria stated in Admission Policy and / other criteria decided upon by the Admission Committee and the Principal.
- d. Applicants are notified for an interview /entrance test through the information displayed on the Bulletin Board/ a written communication as well as or through email and messaging services)

2. On the day of interview:

The following procedure will be followed on the day of the Interview (Admission Day)

- A. Reporting & Signing-In
- B. Verification of Documents: Original Documents are verified and returned.

- C. Interview With Principal/ Vice Principal Head of Department / faculty in charge of the admission in the Department/ any other faculty nominated by the Admission Committee
- D. Payment of Fees
- E. Reception of Documents; required number of Photocopies only
- F. Hostel Admission & Fees (Applicable for those who require Residential Facilities.

### **Instructions for Completed Admissions**

- a. Assigning a Student Number - Student numbers are assigned using the Student Management System / ERP. Students retain this number for the duration of their studies regardless of the number of courses they study.
- b. Create a File containing the following information: Name of Programme, Name of Department, Student Number and Student Name, contact details including Name of parents, and their contact details, Blood group, physical disability if present, etc.
- c. Application documents are saved into the student's file after being ticked off the checklist.
- d. All required information is entered in the Student Management System / (ERP) / any other software for the same
- e. Photo identity card is generated for distribution

### **Assessing an Application:**

The Departments are responsible for interviews, auditions or interactive sessions, entrance tests where applicable, and for determining whether all admissions criteria have been satisfied, and for making decisions about suitability for admission.

The Head of Department or Faculty members involved in student selection will not discriminate on the grounds of race, gender, age, physical condition or denomination. The basis of admission decisions is academic and/or artistic merit measured against published admissions criteria.

The College reserves the right to refuse the offer of a seat to those applicants who have not fulfilled the published admissions requirements, and may limit the number of seats offered in any one programme in accordance with capacity and decision of the GB and Management Council.

### **Interviews / Entrance Tests/ Interactions, etc:**

All applicants who are required to have an interview will have these conducted by the Head of Department /or nominated permanent faculty member of that Department.

Interviewers complete the relevant interview / test/ interaction and place the signed form in the applicant's file at the time of final selection.

At least two faculty members of the academic staff will be in attendance at interviews /tests, etc.

**Auditions:** Applicants for any performing arts award are required to have an audition.

**Other Admission Requirements:**

There may be additional requirements for some programmes. For example, students applying for admission to the Social Work programmes complete panel and group assessment of their suitability for social work studies.

Faculty members assessing an applicant, complete the Entry Assessment which is signed and placed in the applicant's file at the time of the final selection.

**B. ADMISSIONS COMMITTEE**

The Admissions Committee is constituted as per the requirements of the UGC / affiliating university /Department of Higher Education of the state government concerned.

The members include:

- Coordinator (Nominated by the Principal)
- Principal
- Vice- Principal(s)
- Administrator of the College
- Heads of Department
- Internal Quality Assurance Cell co-ordinator
- Office Superintendent/ Assistant
- Any other member (Nominated by the Principal)

The Admissions Committee is given the responsibility of;

- a) Ensuring that all application materials (Application forms, Brochure, Written Agreements / Contracts, fee chalang, etc.) for the process of admission of students is available by the stipulated date.
- b) Monitoring the intake capacity for the various programmes.
- c) Marking dates for interviews / interactions /entrance tests etc for the various departments
- d) Follow up on the number of candidates admitted
- e) Ensure that all persons approaching the institution for admission are met and requests /emails answered appropriately
- f) Ensure that list of selected candidates is displayed in prominent places in the institution and on the institutions website.
- g) Reviewing appeals or disputes regarding admission of applicants. These can be appeals from prospective students who have their application rejected, or disputes over the legitimacy of a pending application. The Principal convenes the committee on an ad hoc basis.
- h) Decisions and recommendations made by the Admissions Committee are reported by the Principal to the Governing Body and Management Committee.

**C. STUDENT ADMINISTRATION OFFICE / OFFICE OF ACADEMIC DEAN**

- a) On receipt of completed applications, the Student Administration Office / Office of the Academic Dean updates the student database - Writes the applicable Admit card / Offer Letter or Rejection letter to the applicant.
- b) Sends the information through the local postal system and / or other communication channels,
- c) Updates the student status and student record in the Student Management System (ERP) or as appropriate.
- d) Ensures that Photo identity cards of newly admitted students are prepared as per requirement and kept ready for distribution at the beginning of the academic year.

**Notification when applicant has not been offered a seat /conditional offers/ waitlisted candidates, appeals:**

- a. In cases where the applicant called for interview /written test is **not given/ offered a seat**, the Student Administration's office / Admission Committee will inform the applicant in writing of the reasons why, and the alternatives that may be offered. In most cases the Head of Department will have communicated verbally with the applicant, but the reasons must be put into writing and clarified according to the admission requirements.
- b. **Conditional Offers:** In cases where the applicant is given the offer of a place with conditions, the Admission Committee will inform the applicant in a Written Agreement, of the conditions. A conditional offer involves requirements to provide additional information and does not affect admission status.
- c. **Wait Listed candidates:** In cases where the applicants are informed that as and when a vacancy arising due to non-payment of fees, or any other reason by any of the selected candidates, the Admission Committee will inform the applicant in the Written Agreement of the provisions and timeframe of the waiting period.
- d. **Appeals against Decisions:** An applicant who is not offered a place in one of the Programmes of the College can appeal the decision / to the authorities concerned.

**Admit Card / Offer Letter and Written Agreement**

- a. Domestic Applicants: The Admission's office will ensure that the Admit card / Offer Letter and Written Agreement template reflect the approval of the application and offering the applicant a seat in the chosen / allotted Programme. The Admission's office may email the Admit card/ Offer Letter to the candidate.
- b. Overseas Applicants: For overseas applicants requiring a student visa, the Principal's office edits the standard Admit card / Offer Letter and Written Agreement template and offers the applicant a full, conditional and/or provisional place in a programme. In addition, Admission's office calculates the total cost of the first semester or first year's tuition and other fees for their programme as well as living expenses for the first year of study. The Admission's office emails the Admit card / Offer Letter to the student.

**Responding to the Offer of a seat in the College:** The selected candidate is required to make the payment of the fees to the institution on or before the stipulated date as given in the Admit card /Offer letter failing which it would be deemed that the candidate is not accepting the offer of a seat and the same maybe offered to the first candidate on the Wait List or as deemed by the Principal.



**Receipts for Tuition / Laboratory / other Fees:**

A receipt for the payment of the fees is given to the candidate immediately on payment of the required fees. When the selected candidate pays the required fees, the Finance Department/ Office notifies the Academic Dean / Student Administration Office that the required fees have been paid so that the candidates name can be incorporated in the Student Management System (ERP) for the new academic year.

**Overseas Student Health Cover:** Overseas students are required to submit a copy of their 'Overseas Student Health Cover Policy' at the time of payment of fees.

This Admission Policy and Procedure is subject to periodic review and change as per requirement.

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Fr. Dr. Allwyn Mendoz

**CHAIRPERSON**  
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