



Admission Policy

1. Preamble:

Sir C R Reddy College, is committed to a fair, transparent, ethical, humane, equitable and consistent admission process. The admission policy is based on Educational Philosophy of Govt. of Andhra Pradesh which endeavors to provide quality education for all youth with values and social commitment. The policy abides by the core values, ethics and code of conduct of the institution. The institution shall ensure equity, accessibility and inclusiveness in the admission of students to its programmes. No capitation/donation shall be collected other than the fee prescribed by the institution. The admission shall be open to all aspiring youth irrespective of any caste, creed, religious, linguistic, geographic and communal distinction.

1.1 Scope

This policy and guidelines are applicable to prospective candidates seeking admission and stakeholders involved in the admission process.

1.2 Admission Committee:

The admission committee is constituted with the direction of the Principal who is the chairman of the committee. The committee is responsible for executing the Admission Policy and Guidelines. Due fairness shall be observed by the members of the committee in admission related operations.

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

- Principal – Chairman (ex-officio)
- Coordinator - Admissions
- Deans of Faculty (ex-officio members)
- Faculty nominee



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1.2.2 Roles and Responsibilities

The Admission Committee has the following roles and responsibilities:

- Define and modify the admission policy and guidelines in line with the requirements of higher education.
- Define and approve the admission procedure of the institution.
- Identify and adhere to the government norms of admissions.
- Lay down and implement the eligibility criteria, norms, reservation criteria for the programmes of the institution.
- Monitor and review the admission process.

1.3 Reservation Policy:

1.3.1 Government of Andhra Pradesh Reservation Norms

The institution shall abide by the following reservation norms specified by the Government of Andhra Pradesh for admission to programmes in higher education institutions (Table 1).

Table 1: Reservation Norms of Government of Andhra Pradesh

Category	Reservation
SC	15 %
ST	3 %
Category I	4 %
Category II (A)	15%
Category II (B)	4 %
Category III (A)	4 %
Category III (B)	5 %

Source: Ministry of Social Welfare, GoAP.



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Divyangjan and Economically Backward Sections

- 1.3.2 The institution shall have special consideration for Divyangjan students who seek admission to the programmes of the institution. Relaxation in admission criteria and fees shall be provided for prospective Divyangjan students. Special scholarships shall be instituted for Divyangjan students.
- 1.3.3 Provisions shall be made in the admission criteria to include students from economically backward sections of the society. Relaxation shall be provided in admission criteria and fee. Scholarship shall be instituted by the college for students from economically backward sections.

1.4 Students from Neighborhood Locality:

The admission committee shall provide preferential consideration with regard to prospective candidates from the neighborhood community who seek admission.

1.5 Eligibility Criteria:

The institution shall abide by the eligibility criteria of UGC, APSCHE and affiliating University for admissions to the undergraduate and postgraduate programmes.

1.5.1 Eligibility criteria for undergraduate programmes

A candidate who has passed the pre-university/10 + 2 examination from a recognised board shall be eligible to apply for undergraduate programmes of the institution.

1.5.2 Eligibility criteria for postgraduate programmes

A candidate who has passed the qualifying degree examination from a recognised University with 50% marks shall be eligible to apply for postgraduate programme of the institution.

1.5.3 Eligibility criteria for MBA programme

A candidate who has passed the qualifying degree examination from a recognised



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University with 50% marks and cleared any of the national /state level Management Aptitude Test shall be eligible to apply for MBA programme of the institution.

1.5.4 Eligibility criteria for one-year postgraduate diploma programmes

A candidate who has passed the qualifying degree examination from a recognised University with 40% marks shall be eligible to apply for one year post graduate diploma programme of the institution.

1.5.5 Programme specific criteria shall be specified by the Admission Committee in addition to the above.

1.6 Office of Admissions:

An exclusive and functional office shall be responsible for executing the admission process of the institution. It shall be responsible for pre-admission, online and offline admission process and enrollment. The office shall decide the admission criteria, norms and process for each programme, every academic year. The institution shall adopt an online application process for all programmes.

1.6.1 Pre-admission procedure Pre-admission process consists of:

1.6.1.1 Preparation of the tentative calendar for counselling in various programmes

1.6.1.2 Updation of programme details and fee structure in the website

1.6.1.3 Modification of the required changes in the admission portal of the ERP / Govt.software

1.6.1.4 Preparation of prospectus, posters and brochures

1.6.1.5 Schedule and organise the admission counselling within and outside India

1.6.1.6 Notification of counselling/admission dates of various admission programmes

1.6.2 General admission procedure

1.6.2.1 Scrutiny and screening of online applications received from prospective students

1.6.2.2 Verification of eligibility fulfilment

1.6.2.3 Sending call letters to prospective candidates

1.6.2.4 Preparation of selection lists for counselling

1.6.2.5 Conduct of admission counselling/interview

1.6.2.6 Preparation of selection list and result announcement



1.7 Admission Process:

The admission process is specific to each programme. The following guidelines shall be adopted for admission to various programmes:

1.7.1 Admission Process for all UG Programmes

- a. Prospective candidates shall apply online to seek admission to UG programmes
- b. Selection for counselling shall be intimated through e-mail/telephone
- c. Counselling shall comprise of: i) interview with admission panel and i i) document verification. Group discussion shall be additionally conducted for BBA programme.
- d. Admission to the programme shall be based on the marks secured in qualifying Pre University/10 + 2 examinations and performance in counselling.
- e. The result of the counselling shall be announced on the college website and notice board.
- f. Admission of the selected candidates shall be complete after the submission of the required original documents and payment of the fee for the first year.

1.7.2 Admission Process for All PG Programmes

- a. Prospective candidates shall apply online to seek admission to PG programmes
- b. Selection for counselling shall be intimated through e-mail/telephone
- c. Counselling shall comprise of: i) interview with admission panel and ii) document verification
- d. Admission to the programme will be based on the marks secured in qualifying degree and performance in counselling.
- e. The result of the counselling shall be announced on the college website and notice board.
- f. Admission of the selected candidates shall be complete after the submission of the required original documents and payment of the fee for the first year.



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1.7.3 MBA - Admission Processes

- a. Prospective candidates shall apply online to seek admission to the MBA programme.
- b. The candidates for MBA programme shall clear any one of the national/state level aptitude tests.
- c. Selection for counselling shall be intimated through e-mail/telephone.
- d. Counselling for MBA programme shall comprise of: i) personal presentation; ii) group discussion and iii) interview with admission panel.
- e. Admission to the programme shall be based on the score secured in qualifying degree and performance in counselling.
- f. The result of the counselling shall be announced on the college website and notice board.
- g. Admission of the selected candidates shall be complete after the submission of the required original documents and payment of fee for the first year.

1.8 Off-campus Admission Counselling:

The institution shall explore the localities outside the district in order to ensure the diversity and inclusiveness in the student community. Off-campus admission counselling shall be conducted to facilitate admission of potential candidates from other states and nations.

- i. Identification of prospective districts, states and countries where students are interested to seek higher education
- ii. Organise admission counselling in the locality in liaison with local institutions/organisations
- iii. Conduct counselling and selection

1.9 Admission Cancellation Policy:

The provisional admission of a candidate to UG/PG Programme shall be cancelled in



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principle under the following circumstances:

- i) Failure to submit all relevant marks cards, transfer certificate, migration certificate, community certificate, visa documents (for foreign students) and other essential documents on or before the last date specified by the institution
- ii) False information, errors in certificate, and failure to meet the affiliating University eligibility conditions
- iii) Adoption of unfair means and influence through touts to seek admissions in the college

1.10 Refund Rules:

The institution shall follow the fee refund norms of the Government in the event of admission cancellation.

PRINCIPAL