

ADMISSION POLICY



SHRI GNANAMBICA DEGREE COLLEGE

(AUTONOMOUS)
(Affiliated to S.V. University)



ADMISSION POLICY

ABOUT THE COLLEGE

Shri Gnanambica Degree College (SGDC) was established in the year 1999 under the aegis of Shri Devarshi Educational Society in an impressive ambience under the able stewardship of Dr. Ratakonda Guru Prasad, Secretary and Correspondent.

An ISO 50001-2011, 9001-2015, 14001-2015 certified organization, Shri Gnanambica Degree College mainly aims at catering the academic needs of the students of Madanapalle and adjacent rural areas.

Initiated with a humble strength of 70, as of now after successful completion of Twenty-five years of Academic Excellence, Shri Gnanambica Degree College is totally committed to cater the educational needs of students, in letter and spirit.

The College at present has a strength more than 2800 that tends to grow year after year.

The College has well-ventilated and spacious class rooms.

The College has excellent state of the art laboratories and a well-organized library. Library's collection includes books, periodicals, Newspapers, Research articles, databases and other formats. Now NLIST and NDLI are registered

VISION AND MISSION OF THE INSTITUTION

VISION:

To equip the students with the required knowledge and skills, and mould them to become competent professionals, leaders, entrepreneurs and above all good human beings through affordable and quality education.

MISSION:

- ✓ Imbibe knowledge, skills and sensitivity towards the society.
- ✓ Provide a conducive and congenial teaching-learning environment

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AN ISO 9001 - 2015 CERTIFIED INSTITUTION

- ✓ Strive to ensure holistic development of the students through curricular, co-curricular and extra-curricular activities

Policy

Admission Policy states the guidelines and procedure to be followed for systemic, merit based and transparent admission processes for students in all UG programmes offered at SGDC, Madanapalle.

The policy compiles with UGC regulation, as received vide communication from Andhra Pradesh State Council of Higher Education (APSCHE), Directorate of Collegiate Education and Sri Venkateswara University guidelines.

Improvements in the application process need to be identified and implemented every year.

Upgradation in procedures and changes in policy on the basis of feedback, annual review meetings and regulatory body guidelines to enable complete implementation of integrated and automated admissions processes, aligned with core principles.

Admission Requirements

1. Admissions for undergraduate (UG) courses must be limited to the seats approved by APSCHE/affiliating University starting from the 2018-19 academic year. Admissions should follow the order of merit and the Rule of Reservation for Scheduled Castes, Scheduled Tribes, Backward Classes, women (in co-educational colleges), NCC, physically or visually challenged individuals, sports and games participants, children of armed personnel, etc., according to the latest orders from the Government of Andhra Pradesh.
2. Students who have passed the Intermediate Examination conducted by the Board of Intermediate Education, Government of Andhra Pradesh, or an equivalent recognized examination, are eligible for admission into the first year of three-year / four-year degree courses.
3. Applications from candidates who passed examinations not recognized by the Board of Intermediate Education as equivalent to the Intermediate or Pre-University Examination will not be considered for admission into the first year of three-year / four-year degree courses.
4. Candidates who passed the instant examination conducted by the Board of Intermediate Education, Government of Andhra Pradesh, if applicable, will be considered for

admission, provided the results are published before the admissions close for the academic year and subject to seat availability. Candidates who passed the qualifying examination on a compartmental basis are also eligible for admission, but only if seats remain vacant after admitting all candidates who passed on the first attempt.

5. Students who studied the qualifying examination in Telugu, English, Urdu medium do not need to obtain a minimum of 40% marks in English to be admitted to courses offered in English medium. However, preference should be given to students from English medium backgrounds.
6. Per Lr.No. C-I (3 /Acad. Sche./ 2018-19 dated 12-06-2018, candidates who passed the DCP/DCCP Examination conducted by the Board of Technical Education and Training, Government of Andhra Pradesh, are eligible for lateral entry admission into the second year of the B.Com. Computer Applications degree course. These candidates must seek admission on or before the deadline with a late admission fee and must pass specific papers before completing the B.Com. degree. There is no minimum age requirement for admission into UG courses at the University and its colleges, except for professional courses. A gap year(s) will not disqualify a candidate from admission to undergraduate courses.
7. Attested copies of applicants' certificates are verified against the originals after the finalization of admissions. If any certificate is found to be fake, the College reserves the right to cancel the admission, disallow the candidate from taking exams, and initiate criminal action.
8. No candidate will be admitted into any course or subject combination exceeding the sanctioned strength without prior approval from the Academic Council.
9. Admissions must follow the State Government's rules as issued periodically. Candidates who discontinued their courses may be permitted to rejoin on valid grounds within the stipulated period and upon payment of the requisite fee.
10. A student seeking admission must present the original provisional pass certificate from the Board of Intermediate Education, Andhra Pradesh, or a certificate recognized as equivalent by the University, along with a Transfer Certificate. Admission based solely on marks statements will not be accepted.
11. A student transferring from another college in Andhra Pradesh must provide a Migration Certificate from the relevant University or Board at the time of admission. No student previously admitted to another college will be admitted without a Transfer Certificate from the previous institution.

12. The principal can grant readmission to students in the first, second, and third years of degree courses at the beginning of the academic year as follows:

- a. For the first year, readmission is subject to seat availability.
- b. The Principal must verify the genuineness of the student's case for readmission, such as acquiring additional academic qualifications or skills, by examining the original certificates issued by the relevant institutions.
- c. Candidates seeking late admission or readmission must acknowledge that such admission is at their own risk and cannot be used later as a reason for requesting condonation of attendance shortage. A written undertaking to this effect must be obtained from the candidates.
- d. The admitted/readmitted candidate must maintain continuous attendance for 20 working days after admission/readmission to remain enrolled. Failure to do so will result in forfeiture of the seat, with no further claim for admission/readmission considered.
- e. The Principal may grant readmission to second and third-year courses up to 20% over the sanctioned strength. For first-year courses, admissions cannot exceed the sanctioned strength without prior approval from the academic council.

13. This admission policy applies to the application and admission of all students, including those already enrolled in college programs.

14. The College reserves the right to cancel any program into which students have been accepted, following its rules and regulations.

Admission Procedure:

The admission procedure at the College is managed by the Academic Cell, which oversees the entire process from application to enrolment. This is done through organized enrolment drives and open house events, where feeder colleges and individual applicants are informed about the courses offered and the College's Admissions Policy and Procedures. The Academic Cell ensures that feeder colleges and students comply with the admission policy when completing and submitting applications. Students are responsible for ensuring the accuracy of the information provided in their applications, including supporting documents. The verification of original mark sheets and certificates is mandatory at the time of admission. Admissions are provisional, pending document verification, and can be cancelled if any discrepancies are found.

Academic Cell (AC):

Composition:

- Principal
- Academic Coordinator
- Four members representing Commerce, Science, and Language disciplines

Role of the Academic Cell:

1. The AC monitors the entire student application and admission process, from providing application materials to ensuring students are ready to begin their studies.
2. All applications and admissions are processed by the AC in accordance with the Student Admissions Policy and Procedures.
3. The AC maintains records of all student applications and admissions.

Admission Timelines:

The Academic Cell announces the admissions schedule every year in April, and the process typically concludes after the online admission procedure by OAMDC.

Submission of Applications:

Applicants must submit their completed application forms along with the required documents. Applications can be submitted in two ways:

- **Direct Submission:** Individuals can submit their applications along with necessary documents directly to the College, with the Academic Cell handling online admissions.
- **Digital Submission:** Applications can also be submitted digitally through the college website (<https://shrignanambicacollege.edu.in/>).

Admitting Authority:

The Principal of the College is responsible for the selection and admission of students, based on the scrutiny of applications by the Academic Cell. Admissions are generally merit-based, determined by marks obtained in the qualifying examination. Admissions must adhere to the Rules of Reservation for SC, ST, BC, Women candidates, etc., as per the latest orders of the Government of Andhra Pradesh, and comply with any other directives issued by the University.

Date of Admission:

A student is considered admitted to the College once their application has been accepted by the Principal, and the prescribed fee has been paid within the specified time.

Eligibility Criteria:

The eligibility criteria for UG programs at the College align with those set by the affiliating University. The determination of equivalent qualifications is as notified by the University. However, the College has the autonomy to establish appropriate criteria for admission to certificate programs, pending approval from its Academic Council.

For UG Courses:

Course	Specialization	Eligibility	Duration
B.Sc.	Computer Science, Data Science	10+2 or equivalent examination from a recognized board. Priority should be given to the students who passed Mathematics subject in the qualifying examination, though all are eligible.	3 Years (UG Degree) 4 Years (Honors)
B.Com.	Computer Applications	10+2 or equivalent examination from a recognized board. Priority should be given to the students who passed Commerce / Arts subjects in the qualifying examination, though all are eligible.	3 Years (UG Degree) 4 Years (Honors)
BCA	General Artificial Intelligence	10+2 or equivalent examination from a recognized board.	3 Years (UG Degree) 4 Years (Honors)
B.Sc.	Botany Biotechnology	10+2 or equivalent examination from a recognized board. Candidates should have passed Biology, Physics and Chemistry in the qualifying examination	3 Years (UG Degree) 4 Years (Honors)
BBA	Business Administration	10+2 or equivalent examination from a recognized board.	3 Years (UG Degree) 4 Years (Honors)

Re-Admission Policy for UG Programs

The college's admission committee can consider the re-admission of students into UG programs after evaluating the validity of the reasons for their re-admission.

- **Eligibility for Re-Admission:** Students who previously studied at this college but discontinued their studies due to health issues or other significant reasons that prevented them from continuing are eligible for re-admission.
- **Ineligibility:** Students who discontinued their studies while enrolled in other colleges are not eligible for re-admission at this college.
- **Timing of Re-Admission:** Re-admissions are only processed at the beginning of the academic year.
- **Semester Re-Admission:**
 - Students who discontinued during the second semester must seek re-admission into the first semester.
 - Students who discontinued during the fourth semester must reapply for the third semester.
 - The students who discontinued during the sixth semester must reapply for the fifth semester.
- **Re-Admission Fees:** The re-admission fee is Rs. 3,000 for all courses. Additionally, re-admitted students are required to pay the regular college fees.

Appeals and Complaints:

- **Right to Appeal:** Students have the right to appeal against any decision made during the application process.
- **Right to Complain:** Students can also lodge complaints regarding any aspect of the application or admission process.
- **Response to Appeals and Complaints:** The Academic Cell will address appeals and complaints in line with the Admission Policy and Procedures.

