Admission Policy and Procedure

Being a multidisciplinary institute admission strategy is planned before the commencement of the academic year. To implement the admission guidelines of affiliated University, Government and UGC for the UG, PG and PhD programme, the college has established a well-defined policy and a standard procedure. Admission committee is constituted by principal and approved by the board of management for the smooth process of admission for UG, PG and PhD programmes. The admission counselling committee is composed of a senior faculty as convener and all the heads and coordinators of the department as members under the supervision of principal. The committee is responsible to implement admission strategy, student, and parent counseling and to do admission for every academic year.

Admissions to UG, PG and PhD programme followed as per the guidelines timely issued by the Head office, KLE Society, Belagavi, Affiliated University (Bengaluru City University, Bengaluru) and UGC, New Delhi.

Admission committee is composed of all the Heads and Coordinators of all the departments, who conduct the meeting to discuss the rules and regulations to imply them for the respective academic year. As per the guidelines issued by the affiliating university the admission committee formulate the application forms, reservation of seats according to roster system and set the admission fees which will be approved in LGB meeting. To make the admission process easy and stakeholder's friendly, the counters will be opened in the college premise to make the process. For UG/ PG programmes separate counters are established. The teachers and admin staff directly conduct the interface counselling with students/parents/guardian and guide/help them to select the suitable program and course.

Admission Counselling

Admission in charge teachers elaborately explain about the following information to the stakeholders.

1. Available programs, courses, available seats and Roster system,
2. Details of curricular, co-curricular and extracurricular activities
3. Supporting facilities
4. Free ship, scholarships and application procedure for both online and offline
5. Student progress, achievements and placements
6. For interested students the application forms are issued and guide/help them to submit the required documents for the admission process.

Admission Guidelines

College always promotes online admission. The brochure, flyers and application forms are available on the college website or in office by paying fees of Rs.50/- for UG and Rs.100/- for PG. Flyer having enough information regarding the KLE society, college, programmes, infrastructure, rank holders, result analysis, placement records and list of courses offered for both UG & PG programmes. Interested and eligible students may submit their application forms. Eligible candidates along with their parents are invited to college campus and counselled details like Admission process, Examination, scholarship, SC/ST cell, discipline, anti-ragging and student welfare. Students are properly guided to enroll to their programme or course of choice. By considering the roster as per the state government policy the seats are allotted on merit basis. For PG programme first-come-first serve basis, merit, and roster the seats are allotted to the students. Further, the students are informed to pay the college fees to complete the process of admission.

The following original and attested documents should be produced to the office by students at the time of admission.
- Duly filled application form
- SSLC/ 10th standard or equivalent examination marks cards
- PUC/ 12th standard or equivalent examination marks cards
- Valid Caste and income certificates
- Bank account passbook cover page
- Aadhar card
- Recent 4 passport size photographs
- Migration certificate for out of state students for UG
- Migration certificate for other university students for PG
- Eligibility certificate for lateral entry admission

The final admission is subjected to approval from parent university.

Student Admission Policy for UG/ PG/ PhD Programme

STEP 1: Verification of eligibility and documents

1. Verification of Mark sheet & certificates online/offline submitted.
2. Authorized person's signature & College/university stamp on documents.
3. Verification of SSLC/ 10th/ PUC/ Equivalent marks cards, UG/ PG marks cards, Aadhar card, income certificate, caste/category certificate for roaster, bank account passbook copy etc

STEP 2:

1. Verification of Admission criteria, eligibilities & cut-off percentage.
2. Verification of Admission form with logo & candidate photo.
3. Submission of originals & true copies of required documents in proper order.
4. Signature by Admission In-charge/convenor.
5. Uploading the detailed information of student on UUCMS/ University portal.

STEP 3: Principal's Office

1. Admission approval by the Principal.
2. Admission information will be verified online by office.

STEP 4: Online Payment

Log-on to the UG/ PG admission portal for online payment.

<u>Important:</u>

1. **The approved applicant (completed STEP 3) is permitted to make online admission fee payment till 1.00 pm of the next day of the given admission list deadline.**
2. **Admission Confirm only after online payment and university approval.**

STEP 5:

1. Submitting the all the application forms and documents to university for final approval.
2. Final Admission is confirmed after the approval from University.

Note:

In case student wish to cancel his/her admission, she/he will be required to submit the printed cancellation form and should be deleted from UUCMS/BCU portal and get it signed from Admission in-Charge convenor, Admission *Committee and Principal. She/he will get her/his originals by giving receipt of the same after on-line cancellation on BCU portal. Then fee may be refunded as per University rules by deducting processing fees.*

Scholarships/ Fee Concession/ Freeships

STEP 1: Notification for Fee concession/Scholarships

1. Admission committee will inform the students at the time of counselling and the students seeking Notice is displayed on the college website and notice boards of all departments;

2. Scholarship committee of the college will notify the students and educate them to apply for Government/NGO/Endowment/Management sponsored scholarship.

3. The notice indicates that applicant must apply online or offline and submit the following documents (self-attested photocopy/attested by Principal) along with the application:
   i. Mark sheet of last exam given
   ii. Aadhar card copy
   iii. Income certificate
   iv. Ration Card/ Below Poverty Line (BPL) Ration Card
   v. Bank Account details of the applicants

STEP 2: Meeting by Student Advisory Committee for NGO/endowment scholarship

1. The Student Scholarship Advisory Committee holds a meeting after receiving the applications.

2. The applications are distributed to faculty representatives of each department of the college.

3. Applications and all documents (mentioned in step 1) verified with the corresponding original documents along with the cumulative attendance of the candidate in the last semester attended. A **minimum 75% attendance** is required to qualify for grant of fee concession.

STEP 3: Notification of Selected Students

1. Shortlisted candidates are called for the verification of documents.

2. After the **verification** of all documents and attendance record the list of selected applications are finalized by Committee.

3. The list of selected students duly signed by the members of the committee is sent to the Principal for approval.

4. The names of selected students displayed on the college website and notice board of the college.

5. The same sent to the Account office for sanction of fee concession and the sanctioned amount will be transferred through bank transfer to the student's account.

Note: *Income certificate of parents either from the Deputy Commissioner Office/ Revenue department or verified from the resident commissioner of the concerned state must be valid for the current financial year.*

Admission for Overseas Students

1. The registration for admission of overseas students is done by Foreign Registry Office of Bengaluru City University, Bengaluru. Admission slip is issued to eligible candidates for respective course and college.

2. The foreign student should report to Admission committee and counselled by the committee members. The candidates should have passed all the quarantine rules of Indian Government. In the college, the candidate must fill offline admission and enrolment form. He/she must submit all appropriate original certificates and their self-attested photocopies and permission letter from Bengaluru City University. The candidate must submit photocopy of passport also.

3. The documents are verified and signed by Admission office, Admission in charge of the department, Administration office and Admission conveners.

4. If all the documents are found to be proper, admission is approved by Principal.

5. The candidate must pay full fee of the respective department as per the Government of Karnataka, Bengaluru City University and Management of KLE Society, Belagavi from that academic year. For admission to UG/UG(Hons)/PG/PhD the fee for the candidate other than SAARC countries national will be as per the rules and regulations of Government of India and Karnataka plus fee of the respective department. The circular with respect to fee payment is attached here with.

6. Fee receipt is issued to the candidate. The candidate must pay fees at admission portal of UUCMS and Foreign Registry Office of Bengaluru City University, Bengaluru.

7. The candidate will submit the receipt of the same to the college/Department as a final proof of admission.

8. For further details of admission and approval from Parent University, the candidate may refer the University guidelines available on college website https://www.klesnc.org/ or University website https://www.bcu.ac.in/

Note:

The detail admission protocol for issuing of admission slip by Foreign Registry Office.