



# Government Autonomous College Rajamahendravaram

(Affiliated to Adikavi Nannaya University)

## Student Admission Policy and Procedures

### 1. Introduction

*Student Admission Policy and Procedures* is related to the application and admission of students into various programmes of the College.

### 2. Objective of Policy and procedure.

The policy describes the stipulations and procedures for student application and admission into the programs of the college through a transparent and accountable online admission process.

### 3. General principles underlying this policy and procedures

- i. The policy and procedures are used to admit the students in a transparent, explicit, clear and consistent way.
- ii. The policy and procedures provide equal opportunities for students, including catering to the special educational needs of differently abled. The policy provides equal opportunities to all students regardless of caste, creed, region, gender, nationality, race, culture and religion.
- iii. Students are offered unbiased guidance and advice.
- iv. Students have the right to appeal about any aspect of the way in which their application and/or admission was managed.
- v. A policy and procedures exist for handling student appeals and complaints in a fair, free, effective and time-bound way.
- vi. College reserves the right to cancel any programme onto which students have been accepted, in accordance with its rules and regulations.

### 4. Application of policy and procedures

- i. The policy is applicable to the application and admission of all students, including those already admitted in College programs.
- ii. All feeder colleges and individual students applying for programs should be made aware of the relevant terms of *Student Admissions Policy and Procedures* by the **Academic Cell (AC)** of the college.
- iii. The Academic Cell is responsible for ensuring the feeder colleges and individual students abide by the terms of this policy when completing and submitting applications. The concerned student is responsible for ensuring the validity of information included in application forms and information/evidence provided in support of his/her application.

### 5. The role of AC



- i. AC monitors the student application and admission process, from providing the materials and means for application through to the students' arrival at college to begin their studies.
- ii. All the applications and admissions are processed by the AC in accordance with *Student Admissions Policy and Procedures*.

## **6. Entry requirements**

- i. AC admits students to College programs according to pre-specified entry requirements.
- ii. Entry requirements include minimum student age, academic qualifications and/or record, the duration of the program etc.

## **7. Student application and admissions process**

- i. Student applications to College programs are usually received through one of the three routes shown below:
  - a) Via submitting an application along with the required documents
  - b) Digitally (e.g. via college website [www.gcrjy.ac.in](http://www.gcrjy.ac.in) )
  - c) Directly from an individual
- ii. The filled-in application form of each student must be received through any of the route of application.
- iii. All the filled-in applications must be submitted along with required and relevant documents/evidences to support their claim.

## **8. Student application and admission timelines**

The AC will announce the admissions schedule every year in the month of April and closes by the end of May.

## **9. Admission appeals and complaints**

- i. Students have got every right to appeal against any decision taken during the application process.
- ii. Students also have the right to complain about any aspect of the application or admission process.
- iii. AC will respond to appeals and complaints in accordance with *Admission Policy and Procedures*.

## **10. Offering places on College programs**

- i. AC is responsible, in accordance with its defined role and responsibilities for formally offering places to successful applicants.
- ii. A student receiving an offer of a place in any of the College programs should clearly understand:
  - a) The details, rules and regulations of the offer
  - b) That the offer can be withdrawn based on failure to meet the conditions on which it is made
  - c) The total fee associated with their program of study and the related payment plan



- d) Where to direct any queries they may have during the remainder of the admission process.

### **11. Confirming student places on College programs**

Following students' acceptance of an unconditional offer, or successful conversion of a conditional offer, AC will interact with each student, to confirm their place and provide all relevant logistical and program information and advice in accordance with *College Work Flow*.

### **12. Student scholarships**

The eligible students will receive scholarships as per the Government norms and procedures.

### **13. Cancellation and refunds**

- If a student requests to cancel admission, the college never refund any fee and in fact the student needs to pay the total fee dues for the entire program.

### **14. Maintaining records**

- The AC maintains the records of all student applications and admissions.