

## **SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS), SALEM-16**

### **ADMISSION PROCEDURE**

#### **The process of Admission**

- Every academic year, admission is a process planned and executed by the committee nominated by the Principal.
- Admission committee comprises the Principal, three senior faculty members and a representative of a faculty member from the scheduled community.
- Admission Committee headed by the Principal, design the application forms and the prospectus every year.
- The admission portal link is enabled in the College website at the scheduled hours of admission.
- The prospectus gives an insight to the curricular highlights, the rules & regulations of the college & the hostel and the fee structure as prescribed by the State Government and the parent University (Periyar University).
- Adequate publicity regarding admission procedure is duly made through notice boards at the college entrance, college websites and social media.
- Helpdesks are set up at the college entrance to guide and favour the applicants who come in person.
- After the declaration of Higher Secondary examination results / UG Examination results, applications are filled in and uploaded by prospective candidates.
- All the application forms duly submitted and uploaded by the applicants are serially numbered.
- Filled in applications submitted by the applicants are carefully collated.
- Computerized Rank list is generated and published in the College website.
- Transparency is absolutely ensured in the admission process.
- Single Window System is adopted.
- The institution maintains a prestigious track record of not accepting any capitation fee for any programme in spite of the increasing demand that it enjoys.
- Reservation policies of the State Government are strictly followed to ensure that equity and provision of access to the SC/ST and OBC applicants are implemented. (OBC- 50%, SC- 15%, SCA - 3% and ST- 1%).
- The application forms are issued to SC/ST students for free of cost.
- The SC/ST students are exempted from paying tuition fees.
- Differently abled students are exempted from paying tuition fees and special fees at the time of admission.

## **Noteworthy highlights in the Admission Process**

### **UG Programme**

- After the declaration of Higher Secondary results, filled in applications are submitted through the link provided in the portal by prospective candidates.
- The Database is built with the application data which further generate the rank list.
- Candidates are admitted through single window system.
- All the original documents of the provisionally selected candidates are verified at the time of admission.

### **PG Programme**

- After the declaration of the UG results by the Periyar University, link will be provided for submitting Online Applications in the college website.
- Students are selected based on the marks scored in their undergraduate programmes, strictly adhering to the reservation norms and eligibility criteria given by the Government.
- The selection list is prepared through software.
- The selection list and waiting list with the quota-wise cut-off marks are published in the websites with helpline numbers and also put up on the notice board.
- Enquiries regarding the selection process are addressed promptly.

### **M.Phil. Programme**

- Admission to M.Phil. Programmes are made on the basis of marks scored in the Master's degree as well as their performance in the entrance test conducted by the parent university (Periyar University) and personal interview by the respective departments.

### **Ph.D. Programme**

- The doctoral research guidelines and norms of the parent university ( Periyar University) are strictly followed in the selection of candidates for admission into Ph.D. programmes.
- The criteria include merit, entrance test and interview marks.
- For all the academic programmes, after the admission, each student is given an admission number with an identity card to confirm her enrolment.

### **Review of the Admission Process**

- ❖ The college has a mechanism to review the admission process every year.
- ❖ The Principal with the members of the Admission Committee and the College Council review the demand ratios for all the UG and PG programmes.
- ❖ The departments whose programmes are with very low demand are instructed to take extra measures to enhance their enrolment in the coming years.

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