

ADMISSION and MIGRATION POLICY



AMAR SHAHEED KANCHAN SINGH AUTONOMOUS P.G College

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0		Issued for Implementation
Rev.	Date	Description
	10/07/2024	Admission and Migration Policy

1. Introduction

Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, is dedicated to providing quality education and fostering an inclusive learning environment. This Admission and Migration Policy outlines the procedures, criteria, and guidelines for the admission of students to various programs offered by the college and the migration of students from other institutions.

2. Objectives

The primary objectives of this policy are to:

- Ensure a transparent, fair, and efficient admission process.
- Facilitate the seamless migration of students between institutions.
- Provide equal opportunities for all applicants.
- Maintain high academic standards and integrity.

3. Scope

This policy applies to all prospective and current students seeking admission or migration to Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur. It encompasses undergraduate, postgraduate, and diploma programs offered by the college.

4. Admission Policy

4.1. Eligibility Criteria

4.1.1. Undergraduate Programs

- Applicants must have successfully completed their higher secondary education (Class 12) or equivalent from a recognized board.
- Specific programs may have additional subject-specific requirements or prerequisites.

4.1.2. Postgraduate Programs

- Applicants must have a bachelor's degree in the relevant field from a recognized university.
- Specific programs may have additional requirements such as entrance exams, interviews, or work experience.

4.2. Application Process

4.2.1. Application Period

- The admission application period shall be announced at the beginning of each academic year.
- Deadlines for submission of applications shall be clearly communicated through official channels.

4.2.2. Application Form

- Applicants must complete the prescribed application form available on the college website or at the administrative office.
- The application form must be filled out accurately and completely.

4.2.3. Supporting Documents

- Applicants must submit relevant supporting documents, including academic transcripts, certificates, identification proof, and photographs.
- Additional documents such as entrance exam scores, recommendation letters, and personal statements may be required for specific programs.

4.2.4. Submission

- Completed application forms and supporting documents must be submitted within the specified deadline.
- Online submissions should be confirmed with a receipt or acknowledgment.

4.3. Selection Process

4.3.1. Merit-Based Selection

- Admissions shall primarily be based on academic merit, as indicated by previous academic records and entrance exam scores (if applicable).
- A merit list shall be prepared for each program based on the applicants' academic performance.

4.3.2. Entrance Exams and Interviews

- For certain programs, applicants may be required to appear for entrance exams and/or interviews.
- The details of entrance exams and interviews, including dates, format, and syllabus, shall be communicated in advance.

4.3.3. Reservation Policy

- The college shall adhere to the reservation policy as per government regulations for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sections (EWS), and other categories.
- A certain percentage of seats shall be reserved for each category, and applicants must provide relevant documentation to claim reservation benefits.

4.3.4. Notification of Selection

- Selected applicants shall be notified through official communication channels, including the college website and email.
- A waiting list shall be maintained to fill any vacancies that arise after the initial selection.

4.4. Admission Confirmation

4.4.1. Acceptance of Offer

- Selected applicants must confirm their acceptance of the admission offer within the specified deadline.
- Confirmation may require the payment of an admission fee or deposit.

4.4.2. Document Verification

- Applicants must provide original documents for verification at the time of admission.
- Any discrepancies or falsification of documents shall result in the cancellation of admission.

4.4.3. Fee Payment

- Admitted students must pay the prescribed tuition fees and other applicable charges within the stipulated time.
- Payment plans or financial assistance options may be available for eligible students.

4.4.4. Orientation Program

- Admitted students shall be required to attend an orientation program to familiarize themselves with the college's academic environment, facilities, and policies.

5. Migration Policy

5.1. Eligibility for Migration

5.1.1. Inter-College Migration

- Students from other recognized colleges or universities may apply for migration to Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur.
- Applicants must have completed at least one academic year at their current institution and meet the eligibility criteria for the desired program.

5.1.2. Intra-College Migration

- Students enrolled in one program at Amar Shaheed Kanchan Singh Autonomous P.G College may apply for migration to another program within the college, subject to eligibility and availability of seats.

5.2. Application Process for Migration

5.2.1. Application Form

- Migration applicants must complete the prescribed migration application form available on the college website or at the administrative office.
- The application form must be filled out accurately and completely.

5.2.2. Supporting Documents

- Applicants must submit relevant supporting documents, including academic transcripts, certificates, migration certificates, and letters of recommendation (if applicable).
- Additional documents such as no-objection certificates from the current institution may be required.

5.2.3. Submission

- Completed application forms and supporting documents must be submitted within the specified deadline.

5.3. Selection Process for Migration

5.3.1. Academic Evaluation

- Migration applications shall be evaluated based on the applicant's academic performance at their current institution.
- Additional assessments such as interviews or entrance exams may be required for certain programs.

5.3.2. Availability of Seats

- Migration shall be subject to the availability of seats in the desired program.
- Priority shall be given to current students of Amar Shaheed Kanchan Singh Autonomous P.G College for intra-college migration.

5.3.3. Notification of Approval

- Approved migration applicants shall be notified through official communication channels.
- Applicants must confirm their acceptance of the migration offer within the specified deadline.

5.4. Migration Confirmation

5.4.1. Acceptance of Offer

- Approved migration applicants must confirm their acceptance of the migration offer within the specified deadline.

5.4.2. Document Verification

- Migration applicants must provide original documents for verification at the time of admission.
- Any discrepancies or falsification of documents shall result in the cancellation of migration.

5.4.3. Fee Payment

- Migrated students must pay the prescribed tuition fees and other applicable charges within the stipulated time.
- Payment plans or financial assistance options may be available for eligible students.

5.4.4. Orientation Program

- Migrated students shall be required to attend an orientation program to familiarize themselves with the college's academic environment, facilities, and policies.

6. Responsibilities of Students

6.1. Adherence to Policies

- Admitted and migrated students must adhere to the college's academic policies, code of conduct, and regulations.
- Any violation of college policies may result in disciplinary action, including the cancellation of admission or migration.

6.2. Academic Performance

- Students must maintain satisfactory academic performance and meet the requirements of their respective programs.
- Regular assessments and evaluations shall be conducted to monitor academic progress.

6.3. Participation in College Activities

- Students are encouraged to actively participate in academic, co-curricular, and extracurricular activities organized by the college.
- Participation in college activities contributes to the overall development of students and fosters a sense of community.

7. Monitoring and Evaluation

7.1. **Periodic Reviews:** The Admission and Migration Policy shall be reviewed periodically to ensure its relevance and effectiveness. Feedback from students, faculty, and stakeholders shall be considered for policy improvements.

7.2. Data Collection and Analysis

- Data on admissions, migrations, academic performance, and student feedback shall be collected and analyzed to identify trends and areas for improvement.
- Regular reports shall be generated to support decision-making and policy adjustments.

8. Compliance and Accountability

8.1. Transparency

- The admission and migration processes shall be transparent, fair, and merit-based.
- All decisions and actions shall be documented and made available for review.

8.2. Grievance Redressal

- A grievance redressal mechanism shall be established to address any concerns or disputes related to admissions and migrations.
- Students may submit their grievances to the Admission Committee for resolution.

8.3. Ethical Conduct

- All members involved in the admission and migration processes shall adhere to ethical standards and avoid conflicts of interest.
- Any breach of ethical conduct shall be addressed in accordance with college policies.

9. Publicity and Awareness

9.1. Admission Announcements

- Admission opportunities and deadlines shall be widely publicized through the college's website, notice boards, and official communication channels.
- Regular updates on admission availability and deadlines shall be provided.

9.2. Information Sessions

- Information sessions and workshops on admission and migration procedures shall be organized for prospective and current students.
- Academic advisors and faculty members shall provide guidance and support to applicants.

10. Conclusion

Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, is committed to maintaining a fair and transparent admission and migration process. This policy outlines the comprehensive framework for the administration and management of admissions.

Approved by



Principal