

# BHANDARKARS' ARTS AND SCIENCE COLLEGE KUNDAPURA

## Admission Policy and Procedure

### **Introduction:**

Student Admission Policy and Procedure is for the application and admission of students into different programmes of the college. The college is situated at the heart of the city finding itself accessible to the locals as well as outstation students. The college caters to the needs of the students belonging to economically weaker sections of the society by providing Government scholarships, scholarships from the alumni fund and other agencies. Outstanding achievers in sports are encouraged to take admission by providing fee concession, coaching by experts; they are motivated to participate at the national and international level sports events. The Institution is affiliated to Mangalore university.

### **Admission Policy**

Admission committee constituted by the Principal prepares and approves the fee structure, prospectus and the application forms.

The prospectus includes the curricular highlights, programmes offered, eligibility details, admission procedure, and facilities of the College.

The admission committee is headed by the Principal and consists of the following members: the Administrative officer, and senior staff members as per the guidelines of the state government.

1. The College admission shall be open to all eligible persons irrespective of gender, caste, creed, religion, race or class.
2. The College shall maintain high standard of teaching and provide admission to the eligible candidates in a fair and transparent manner.
3. The transparency in admission shall be ensured with strict adherence to the Mangalore University guidelines and Central/State Government norms and Reservation Policy.
4. The College admission to students shall adhere to the criteria of reservation in admission as per the policy of the State Government.
5. Admission in the College shall be open to Indian citizens, Non-Resident Indians and persons of Indian origin. However, the College shall also admit foreign students as per the norms of the Government of India, State Government and affiliating University.
6. All the admissions for UG Programme are valid only for three years.
7. The college shall ensure publicity of the Admission Process by using suitable media of publicity at the time of admission.
8. The admission and enrolment in various programs of the College shall be facilitated by Admission Committee constituted by the Principal of the College/ Management.

### **Admission Rules and Regulations**

#### *a) Eligibility for admission:*

- i. A candidate who has passed the two year Pre-University course (10+2) of the Pre University Board in the state of

Karnataka or H.S.Sc. / CBSE / ICSE or any other course considered as equivalent thereto by the university shall be eligible for admission to B.A./B.C.A/B.B.A Programme.

ii. A candidate who has passed the two year Pre-University course (10+2) of the Pre University Board in the state of Karnataka or H.S.Sc. / CBSE / ICSE with PCMB/PCMS/PCMC/PCME shall be eligible for admission to B.Sc. Programme.

iii. A candidate who has passed the two year Pre-University course (10+2) of the Pre University Board in the state of Karnataka or H.S.Sc. / CBSE / ICSE or any other course considered as equivalent there to by the university shall be eligible for admission to B.Com. Programme.

Note: Students from other than Karnataka State Board seeking admission to UG Programme should submit Eligibility Certificate from Mangalore University (Original & two attested photo copies) along with the application form.

*b) Duration of the Programme:*

The duration of the UG Programmes shall be three academic years consisting of two semesters in each academic year and each semester shall have a minimum of 16 weeks of instructional work. However, the candidate shall complete his / her degree within six years from the date of admission to the first semester of the UG Programme.

*c) Medium of Instruction:*

The medium of instruction shall be in English. However a student can write the examination either in English or in Kannada for UG Programmes.

*d) Attendance:*

A student is eligible for appearing the examination only if he/she attends lectures, seminars, practical, etc. not less than 75% of the total number of classes actually held in each semester. If the student represents the College/ University/ Karnataka State/ Nation in Sports/ NCC/ NSS/ Cultural or any other officially sponsored activities, he/she **will** be permitted to claim attendance for actual number of days participated, subject to a maximum of 25% of the working days in a semester based on the recommendation of the Attendance Committee consisting of all the Heads of Department and supporting service officers.

*e) Transfer of admission:*

Transfer of admission is permissible from one college to another college within the jurisdiction of the University and also from one University to another University within the state.

Transfer to a different college is permitted only at the beginning of the academic year.

A Candidate seeking transfer to a different college should have completed all the courses of the previous year/s.

### **Admission Procedure**

The college follows calendar of events for admission of Mangalore University.

Procedures followed during admission are:

1. Every year admission notification is given in leading Newspapers/ College Website / Social Networking Sites calling for admissions.

2. The applications are made available to UG Programmes immediately after the Class XII Examination Results by the Karnataka Board.

3. Eligible candidate has to apply for the admission in the prescribed form.

4. The Admission Committee counsels the candidates by providing information about the Programmes and guidance to apply for the Programme.

5. The candidate should submit the following attested documents along with the application form.

- Class XII Statement of Marks Card.
- SSLC Marks Card
- Income and Caste Certificate (wherever applicable)
- Migration Certificate (wherever applicable)
- Eligibility Certificate (wherever applicable)
- Aadhar Card.
- Five Passport size Photos.
- Bank Pass Book Detail.

6. The Admission Committee scrutinizes the application of the candidates as per the eligibility criteria for admission.

7. Admission shall be made by adhering to the Reservation Policy of the Government of Karnataka and existing rules of admission of Mangalore University.

Category	Reservation Proportion
General Merit	50%
Scheduled Caste	15%
Scheduled Tribe	3%
Category I	4%

Category 2A	15%
Category 2B	4%
Category 3A	4%
Category 3B	5%

However, Management reserves 20% of the total seats sanctioned for admission under the Management Quota as per the **Rule 12(B) of UGC.**

8. The merit list of the applications is prepared by the Admission Committee by adhering to the regulation of Karnataka State Government No. **KED:209:ES: Admission:2002- 03**, if the number of application received for admission is more than the sanctioned seats in the college.

9. The candidate needs to pay the specified fees for the Programme in the office and obtain due receipt for the same.

10. The Fee Structure will be displayed on the College Notice Board/College website at the time of admission.

Note: Candidates other than those who have studied under PUC Board of Karnataka/ affiliating University should produce original migration and eligibility certificate at the time of admission. Candidate who is physically disabled with disability percentage between 40 and 75 and claiming reservation under this category should produce attested copy of physically handicapped Certificate.

### **Function of the Admission Committee:**

1) This committee establishes and implements the criteria for admission or enrolment of the students to the college for all

the courses according to the University and College Council regulations.

2) The Committee lays down the detailed procedure to be followed for admission and ensures the same to be implemented / followed.

3) The Committee will identify and approve for admission for s qualified suitable candidates and displays the merit list as per schedule, predetermined by the University and college council.

### **Policy of the Admission Committee**

The Admission Committee works to carry out the admissions process in a manner that is equitable, efficient, and timely. It aims to be cognizant of enhancing the pool of qualified students of diverse backgrounds, as well as guidelines for the reasonable accommodation of potential students who are affected with disabilities. The notifications/circulars regarding reservation policy declared by the affiliating University is adhered to while enrolling students for the courses. Sanctioned intake capacity is also duly considered. The committee also aims to identify and select the most qualified applicants in the total applicant pool and continually monitor college admissions policy and procedures to ensure efficiency, effectiveness and equity. The committee works towards making the admission process simple, student friendly, time bound and free from any errors and flaws.

### **Procedure of the Admission Committee**

1) To receive applications / forms from the potential students, an online application system is in place at the campus

- 2) Entire admission schedule with information about due dates for procuring & submission of admission application forms, verification of forms with supporting documents, schedule of displaying the merit lists for all courses with the due dates for payment of fees is notified on the college website as well as college notice board from time to time.
- 3) To accept applications / forms with the necessary documents from the eligible students.
- 4) To scrutinize the applications / forms received on the basis of criteria / category fixed.
- 5) To prepare and display the list of students eligible for admission on basis of criteria / category along with the formalities to be completed for admission.
- 6) To accept the fees from the students who have been offered admission along with necessary documents and issue the fee receipt.



**Bhandarkars' Arts and Science College  
Kundapura**

***ADMISSION COMMITTEE: 2017-18***

Dr. N.P.Narayana Shetty, Principal.

Dr.Rekha V Bannadi, H.O.D. Of Kannada.

Dr. Parvathi G Aithal H.O.D. Of English.

Mr. G. S. Hegde, H.O.D. Of Commerce.

Dr. Yashavanthi K H.O.D. Of Sanskrit.

Dr. Ramesh M chimbalkar. H.O.D. Of Chemistry.

Dr. D. Ramananda, H.O.D. Of Physics.

Mr. Narayana Tantry, H.O.D. Of statistics.

Dr. M. B. Nataraj. H.O.D. Of Zoology.

Mr. Ramachandra, H.O.D. Of Sociology

Ms. Archanaaravind, H.O.D. Of Business Administration.

Smt. Sumalatha s Naik, H.O.D. Of Journalism.

Smt. Suma G R, H.O.D. Of Applied Bio-Science.

Mr. Ganesh K, H.O.D. Of Computer Science.

Mr. Shankarnarayana. Physical Director.

**Bhandarkars' Arts and Science College Kundapura**

***ADMISSION COMMITTEE: 2018-19***

Dr. N.P.Narayana Shetty, Principal.

Dr. Rekha V Bannadi, H.O.D. Of Kannada.

Dr. HayavadanaUpadhya, H.O.D. Of English.

Mr.Y.S. Raghuveer, H.O.D. Of Commerce.

Dr. Yashavanthi K H.O.D. Of Sanskrit.

Dr. Ramesh M chimbalkar. H.O.D. Of Chemistry.  
Dr. D. Ramananda, H.O.D. Of Physics.  
Mr. KiranHande H, H.O.D. Of statistics.  
Dr. M. B. Nataraj. H.O.D. Of Zoology.  
Mr. Ramachandra, H.O.D. Of Sociology  
Ms. Archana Aravind, H.O.D. Of Business Administration.  
Smt. Sumalatha s Naik, H.O.D. Of Journalism.  
Smt. Suma G R, H.O.D. Of Applied Bio-Science.  
Mr. Ganesh K, H.O.D. Of Computer Science.  
Mr. Shankarnarayana. Physical Director.

## **Bhandarkars' Arts and Science College Kundapura**

### **ADMISSION COMMITTEE: 2019-20**

Dr. N.P.Narayana Shetty, Principal.  
Dr. Rekha V Bannadi, H.O.D. Of Kannada.  
Smt. Meenakshi N. S, H.O.D. Of English.  
Mr. Y.S. Raghuveer, H.O.D. Of Commerce.  
Dr. Yashavanthi K H.O.D. Of Sanskrit.  
Dr. Ramesh M chimbalkar. H.O.D. Of Chemistry.  
Dr. D. Ramananda, H.O.D. Of Physics.  
Mr. Kiran Hande H, H.O.D. Of statistics.  
Dr. M. B. Nataraj. H.O.D. Of Zoology.  
Mr. Ramachandra, H.O.D. Of Sociology.  
Mr. Gopal K. H.O.D. Of History.  
Ms. Archanaaravind, H.O.D. Of Business Administration.  
Smt. Sumalatha s Naik, H.O.D. Of Journalism.  
Smt. Suma G R, H.O.D. Of Applied Bio-Science.  
Mr. Ganesh K, H.O.D. Of Computer Science.

Mr. Shashikanth Hathwara. IQAC Co-ordinator.

Mr. Shankarnarayana. Physical Director.

**Bhandarkars' Arts and Science College**  
**Kundapura**  
***ADMISSION COMMITTEE: 2020-21***

Dr. N.P.Narayana Shetty, Principal.

Dr. Rekha V Bannadi, H.O.D. Of Kannada.

Smt. Meenakshi N. S, H.O.D. Of English.

Mr.Arun A. S, H.O.D. Of Commerce.

Dr. Yashavanthi K H.O.D. Of Sanskrit.

Ms. Nisha M. H.O.D. Of Chemistry.

Dr. B. Lalitha Devi, H.O.D. Of Physics.

Mr. Kiran Hande H, H.O.D. Of statistics.

Dr. M. B. Nataraj. H.O.D. Of Zoology.

Dr. Shubhakarachary, H.O.D. Of Political Science.

Mr. Gopal K. H.O.D. Of History.

Ms. Archana Aravind, H.O.D. Of Business Administration.

Smt. Sumalatha s Naik, H.O.D. Of Journalism.

Smt. Suma G R, H.O.D. Of Applied Bio-Science.

Smt. Vijayalakshmi Shetty, Department Of Computer Science.

Mr. Shashikanth Hathwara. IQAC Co-ordinator.

Mr. Shankarnarayana. Physical Director.

## **ADMISSION PROCEDURE UNDER NEP**

6.1: Invitation of Applications: a) The University shall issue a notification for admission to various UG Programmes for all odd semesters soon after the announcement of PUC II year / 10+2 results.

b) Admissions shall be purely based on merit cum roster as per the norms of Government of Karnataka issued from time to time.

c) Academic year normally commences in the month of June every year. The exact date for commencement of academic year shall be decided by the University.

d) Affiliated colleges shall admit students for each programme not exceeding the approved intake. Prior approval from the University is mandatory in case the admissions exceed approved limit.

6.2: ELIGIBILITY: A candidate who has passed two-year Pre-University Course (PUC) Examination conducted by Pre-University Education Board, Government of Karnataka, or 10+2 Examination conducted by CBSE or equivalent examinations by any Other State or any other recognized Board / Department shall be eligible for admission to First Semester U.G. Programme.

a) For B.Sc. Programmes, a candidate who has passed PUC / 10+2 with Science or Diploma in Paramedical Courses (not less than 2-year duration) shall be eligible for admission.

i. A candidate opting life science subjects like Botany, Zoology, Biotechnology, Genetics, Microbiology, Anthropology, Psychology, Home Science, etc, as DSCC in the B.Sc. Programme must have studied Physics, Chemistry, and Biology as prerequisite subjects at the qualifying examination.

ii. A candidate opting subjects like Physics, Chemistry and Mathematics as DSCC must have studied Physics, Chemistry, and Mathematics as prerequisite subjects at the qualifying examination.

iii. A candidate opting Statistics as DSCC for B.Sc. degree must have studied Statistics or Mathematics as prerequisite subject at the qualifying examination.

iv. A candidate opting subjects like Geology and Forensic Science as DSCC must have studied at least two science subjects as prerequisite subjects at the qualifying examination.

v. A student of Diploma in Paramedical Course is eligible for Chemistry and any other Life Science subjects as DSCC.

vi. For other B.Sc. degree programmes such conditions shall not apply.

b) For B.C.A. Programme, a candidate with PUC/10+2 Science or Commerce with Mathematics / Business Mathematics / Accountancy / Computer Science or 3-year Diploma with Computer Science / Information Science or 2-year JOC / ITI with Computer Science, shall be eligible.

c) For B.Com. Programme, a candidate with PUC/10+2 Commerce/Science/ Arts or 3- year Diploma or 2-year JOC/ITI with Commerce related subjects shall be eligible. Further:

i. The successful candidates of 3-year Diploma in Commercial Practice run by the Department of Technical Education, Govt. of Karnataka, are eligible to seek lateral admission directly to B.Com. III Semester, subject to compliance with other regulations applicable to candidates of B.Com. I and II Semesters. This is not applicable for other Diploma courses and hence such candidates shall get admission to I semester.

ii. A candidate with PUC/10+2 Science/Arts shall have to study additional subjects as prescribed by BoS in Commerce.

d) For B.Com (CS) Programme, a candidate of PUC / 10+2 with Commerce/ Arts/ Science or 3 years or 2 years JOC / ITI in which a candidate studied Mathematics / Statistics / Commerce as one of the subjects shall be eligible. Further, a candidate having 03 years Diploma in Computer Science / any branch of Diploma in Engineering with Mathematics as one of the subjects shall be eligible. e) For B.A. /B.B.A. / B.P.A (Music). / B.V.A. / B.S.W/B.Sc. (H.M). / B.A.S.L.P. Programmes: A candidate with PUC / 10+2 of any stream or 3-year Diploma Course with any subject or 2-year JOC / ITI of any subject shall be eligible.

### 6.3: Admission Eligibility for Second and Subsequent Semesters:

a) All U G. Programmes shall have carryover system up to 8th semester (for Honors without research Programme).

The admission conditions are:

i.75% attendance shall be mandatory for each semester and for each course to appear for semester-end examination. Further, 20% attendance shall be condoned for the students participating/involved in Co-curricular/Extra-Curricular activities like NCC/NSS/Sports/Cultural Activities/Study Tours/Field Work/Seminars, etc., with prior permission of the Principal of the College in writing.

ii. Candidates with 75% attendance but failing to appear for semester-end examination shall also be eligible to seek the admission for immediate higher semester.

iii. Mere submission of application by the candidate to appear for examination without 75% attendance shall not be eligible for higher semester.

iv. Candidates not submitting examination application forms but maintaining 75% attendance shall not be eligible for admission to higher semester.

v. If the candidate appears for II semester end examination and discontinued for III semester and wishes to take admission for IV semester in future, such candidates shall not be allowed for IV semester. Such candidate shall again seek admission to III semester as per University schedule. This is also applicable to other odd semesters.

vi. A candidate who does not satisfy the requirement of 75% attendance even in one Course (subject/paper) shall not be permitted to take the University examination of that semester and he/she shall seek re-admission to that Semester in a subsequent year as per University schedule.

vii. Eligibility for admission to Bachelor's Degree (Honors) with Research: A candidate seeking admission to a Bachelor's degree (Honors / Research) in a specified field of learning shall have passed the relevant three-year bachelor's degree with minimum CGPA of 7.5 is eligible to continue the fourth year undergraduate programme.

viii. There shall be a provision for carryover system from 7th to 8th semester, subject to the fulfillment of 75% attendance in each Course and submitting the examination application form.

ix. A candidate can seek admission to the 7th Semester in any College running Honors / Research Programme subject to the availability of intake capacity of such Major Courses in the College.

#### 6.4: Medium of instruction:

The medium of instruction shall be Kannada/English as decided by the concerned BoS. However, the candidate can write the examination either in English or Kannada.

#### 6.5: Change of Programme:

Every U. G. Programme is specific in nature and hence, there shall not be any provision to change the programme