DOCUMENT INDEXING - SELF-FINANCE POLICY		
Title: Admission Policy		
Description: The Admission Policy of Agurchand Manmull Jain College, outlines a clear, equitable framework for evaluating prospective students. It emphasizes transparency, diversity, and academic merit, ensuring all applicants are assessed fairly, while fostering an inclusive, supportive environment for students from varied backgrounds to thrive.		
UDIN	AMJ/POL/ACP/ADP/2024/01/VER-3	
Effective Date	22-05-2024	
Revision Period	May 2024	
Review Cycle	One year	
Policy Population	All Shift II Staff involved in Admission Process	
Policy Implementing Department	Yearly Admission Committee and Shift II Office	
Proposer	Dr. M.M. Ramya, Dean	
Drafter	Dr Rajmohan, Assistant Professor, Coordinator - Admission Committee	
Revisor	Ms. Meghala, HRD Ms. Bhavani S, Assistant Coordinator, IQAC	
INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - SF		
Designation	**Name**	**Signature**
Director	Dr. N. Venkataramanan	
Dean	Dr. M M Ramya	
Deputy Dean	Dr. R. Surekha	
Coordinator, IQAC	Dr. V. S. Murali	
Chief Manager, Management office	Mrs. Sangeetha Rajappa	
AUTHORIZATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Sri. Prakash Bohra	
Secretary/Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

AMJC POLICY

ADMISSION POLICY

I. Background

The Admission Policy of our college was established to ensure a transparent, equitable, and merit-based process for enrolling students into various academic programs. Rooted in the institution's core values of excellence, diversity, and integrity, this policy guides the selection of a vibrant and talented student body. Developed through extensive consultation with academic and administrative staff, it reflects our commitment to providing equal opportunity for all applicants, regardless of background. This policy is regularly reviewed and updated to adapt to evolving educational standards, technological advancements, and societal needs, ensuring our college remains accessible and responsive to the aspirations of prospective students worldwide

II. Objectives

To establish a fair, transparent, and inclusive process that identifies and admits students based on their potential to contribute to and benefit from the academic community. Agurchand Manmull Jain College aims to uphold the academic standards while promoting diversity and accessibility, ensuring every applicant has an equal opportunity to pursue higher education irrespective of their background.

III. Eligibility

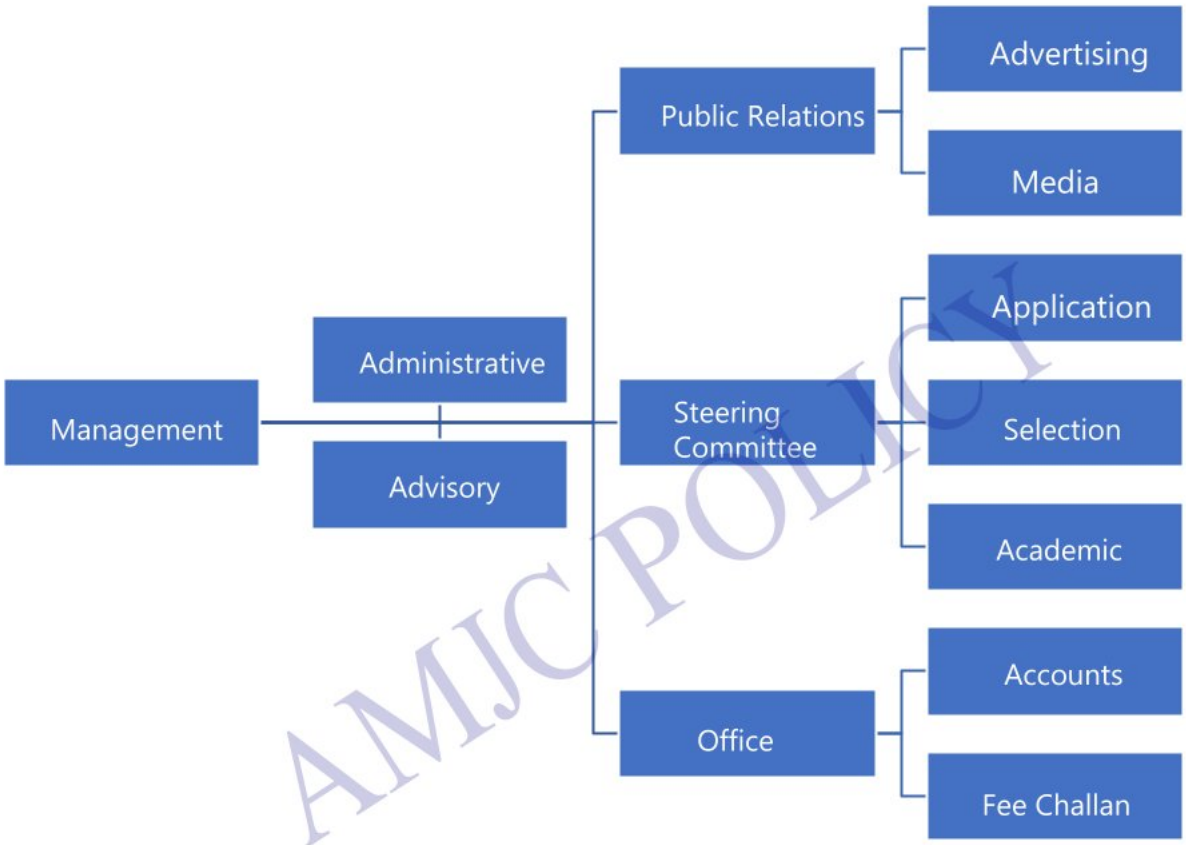
This admission policy applies to the staff of Agurchand Manmull Jain College Shift – II, who are involved in the admission process.

IV. General Rules

a. Admission is granted on First Come First Serve basis on Merit, till the availability of seats.
b. Meeting will be scheduled with the admission counsellor only after prior appointment.
c. Academic transcripts of the previous education attended by the student must accompany the application form.
d. Submission of a completed online application form is only a request for admission and does not guarantee admission as seats available are limited.
e. Provisional admission will be processed and converted to confirmed admission only after submission and verification of required documents and payment of applicable fee before the start of respective academic year.
f. The application form for admission may be filled online by Student /parent/ legal guardian having the custody of the student.
g. Admission selection is based on decision by the selection committee.
h. No third party or agents have any roles in the admission process.
i. Admission application processing fee is applicable.

AMJC POLICY

j. NRI admission should satisfy all the rules and regulations given by the Government of India.



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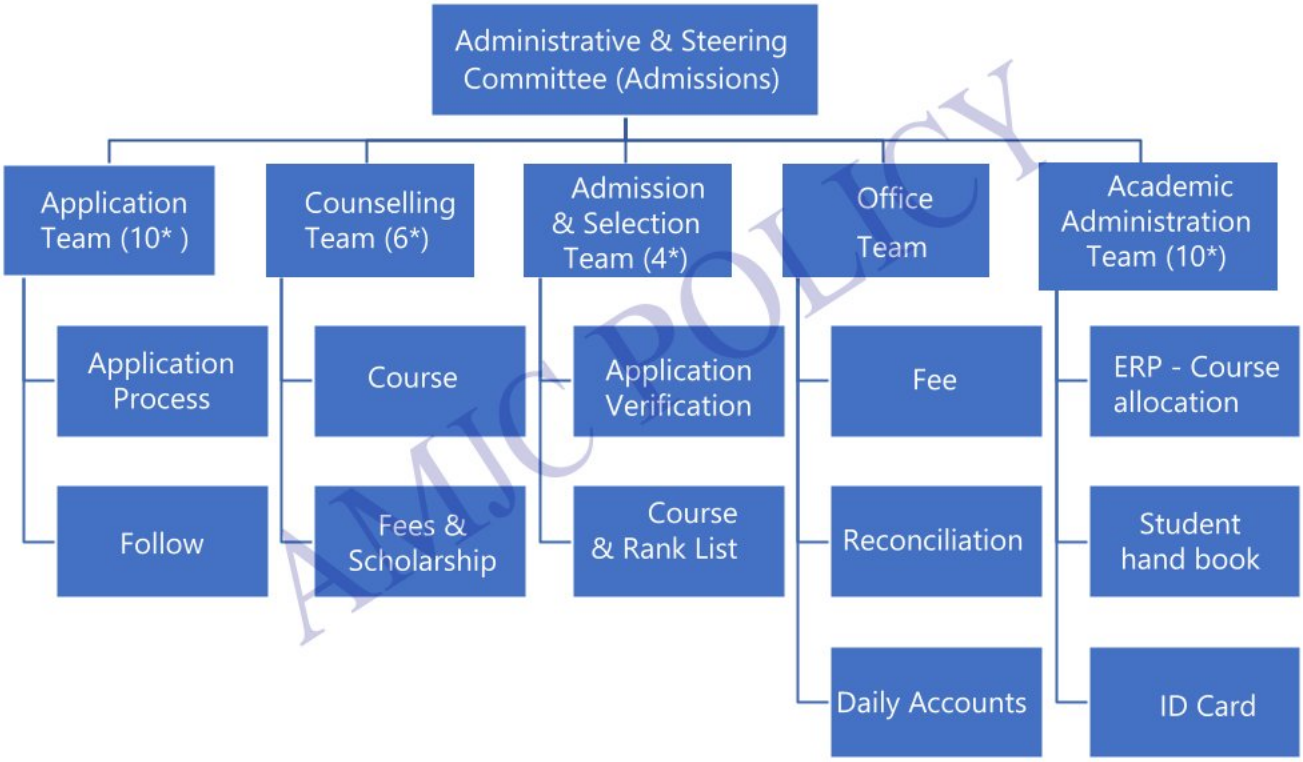
V. Committees for Admission:

Advisory Committee – Admissions: The advisory committee for admission will comprise of following members

1. Secretary & Correspondent
2. Associate Secretary
3. Management Committee Member(s)
4. Principal
5. Vice Principal
6. Dean

7. Advisory Member(s)
8. Academic Member(s)
9. Administrative Member

VI. Hierarchy - Steering committee and Admission Team



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VII. Guidelines for the Committees

S. No	Committee / Team	Primary Job
1.	Management	Primary Governing Body for the admission and Approve the Advisory/ Steering committee
2.	Administrative	Providing necessary materials and arrangements • Hall and seating arrangements

		• Maintenance of the admission centers • Office and accounts • Stationaries requirements • System administration • Catering and refreshment services • Public relations and advertisements Hostel Admission
3	Advisory Committee	Academic experts for Quality admission policy and Revisions, as well as to guide the team.
4	Steering Committee - Admission	• Monitoring and managing the admission teams, scheduling of admission process • Direct the following team and the process based on the guidelines framed by the management and the advisory committee. a. Application Team b. Counselling Team c. Admission & Selection Team d. Academic Administration Team and Office Team
5	Admission Team	Execution of admission process
6	Selection Team	Selection based on the Eligibility and Merit
7	Counselling Team (Academic)	Guiding the students / Parents & counselling for the course options
8	Application Team	Application filling, Clarifications, documents and verification of filled application

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9	Selection List Approval	Authorized persons to approve the list
10	Certificate Verification	Certificate verification and reporting
11	Student Documents and ID card	Data collection, student data & issue of ID card
12	Accounts and Challan - office	Daily entry of fees (both online / offline)
13	Fees payment & refund process	Fees collection and Refund process for approved.
14	Printing, social media & Advertising	Team for updating and highlight the trends
15	Admission Grievances cell	Reporting the grievances of students/ parents

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1	Management	Primary Governing Body for the admission and Approve the Advisory/ Steering committee
2	Administrative	Providing necessary materials and arrangements • Hall and seating arrangements • Maintenance of the admission centers • Office and accounts • Stationaries requirements • System administration • Catering and refreshment services • Public relations and advertisements • Hostel Admission
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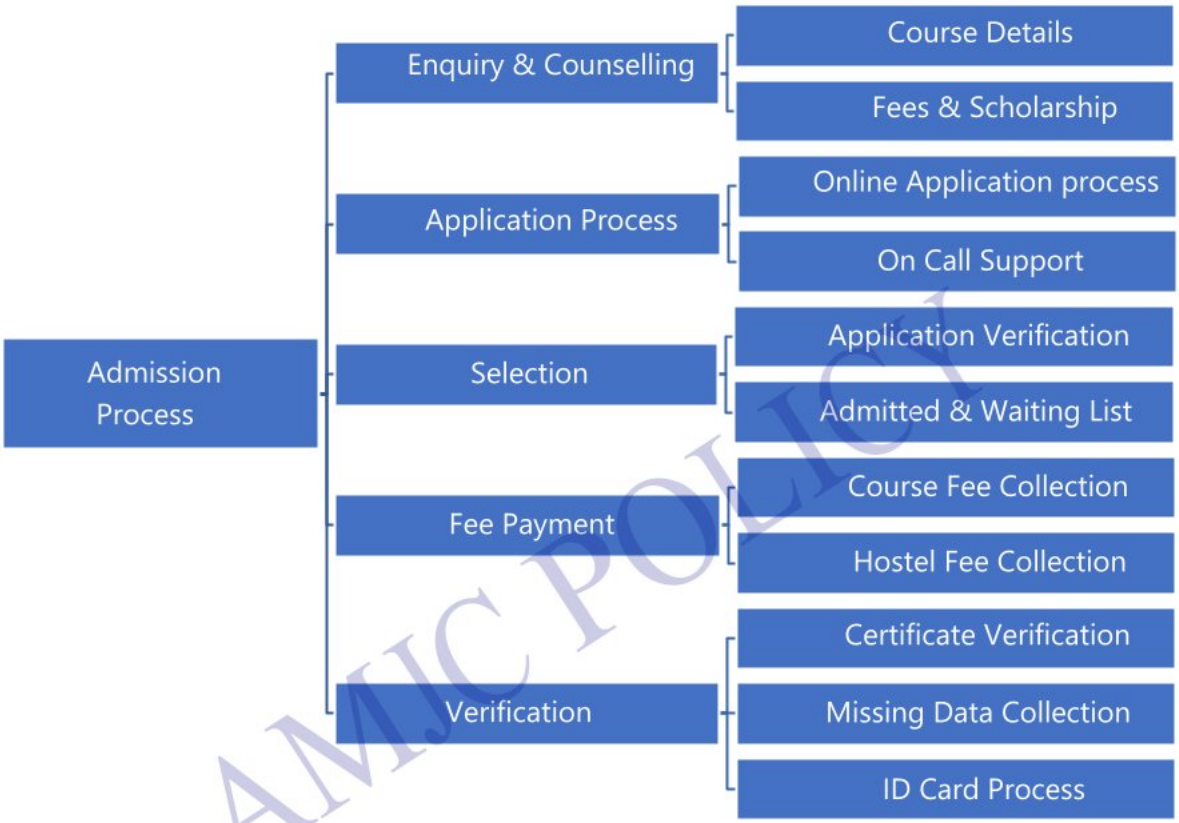
IX. Admission Process:



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X. Admission Eligibility Age limit

1. The upper age limit for admission to UG courses will be **21** (twenty-one) years as on 1st July
2. of the year of admission. However, a relaxation of 5 years is permitted for Physically Handicapped as per G.O.Ms.No.239, S.W. dated 3-9-93.

XI. Programme Eligibility

a. Undergraduate Courses

Admission to the First Year B.A. / B.Sc. / B.Com. / B.B.A. / B.C.A. Degree Courses is open

to candidates who have passed any one of the following Examinations:

1. The Higher Secondary Examination [Academic or Vocational Stream] conducted by the Government of Tamil Nadu [or] other States [or] Union Territories [or] an Examination accepted as equivalent thereof by the authorities, University of Madras.

2. There should be a minimum gap of two clear years between the date of appearance in the examination in which the candidate has passed the S.S.L.C. [X Standard] and Higher Secondary Examination (+2) or any other equilavent Examination as prescribed in the Prospectus for joining the First Year of Degree Course.
3. The Senior School Certificate Examination [XII Standard] conducted by the Central Board of Secondary Education held in 1979 or thereafter provided that they have been declared to have passed the examinations in not less then 5 subjects of which ENGLISH shall be one.
4. The Indian School Certificate Examination [12 Years] conducted by the Council for Indian School Certificate Examination held in 1977 or thereafter, provided that they have been declared to have attained the pass standard in the examinations in not less than 5 subjects of which ENGLISH shall be one.
5. Those who have passed the Plus Two examinations of the National Open School, New Delhi.
6. Pre-Technical Examination previously conducted after 11 years of study by the State Board of Technical Education and Training, Chennai.
7. Intermediate Examination [2 years] of Andhra Pradesh, Pre-Degree Examination [2 Years] of Kerala and Pre-University Examination [2 Years] of Karnataka under the 10+2 pattern.
8. Candidates who have successfully completed 12 or 13 years of education in any State in India or Abroad under 11+1 or 10+2 or 11+2 pattern, subject to approval by the authorities of this University.
9. Candidates who have successfully passed the Three Year Diploma Examinations conducted by the State Board of Technical Education and Training, Chennai after passing 10th Standard Examination.
10. Candidates who have passed the G.C.E. [Advanced Level / Principal Level] with not less than 3 subjects in the 'A' Level with ENGLISH in the 'O' Level / SUBSIDIARY Level.

b. Postgraduate Courses

1. For admission to Post Graduate courses (PG) a candidate must have passed the 3 years degree courses (under the 10+2+3 pattern) recognized by the University as equivalent there to.
2. In the case of admission to PG course, the last date for receipt of filled in application shall be 10 working days from the date of publication of the UG results of the relevant subject of the respective Universities.
3. The admission list shall not be published under any circumstances before the last date for receipt of filled in applications as specified in (b) above.
4. For admission to all PG courses other than MBA the qualifying examination

AMC POLICY

marks in part III (Major, Allied/ Ancillary) alone shall be taken into consideration.

5. *For MBA/MCA admission, AICTE/TANCET Anna University norms will have to be followed.

XII. Programme-wise Cut-off

As a measure to improve the quality of students, the advisory committee decides upon the minimum cut-off for various programmes offered for each academic year. The information will be submitted in the following template

S.No	UG / PG Programme	Sanctioned Seats	Cut-off	Programme Specific Eligibility
1	Name of the programme			
2				

XIII. Seats under General/ Management Quota

The percentage of seats allocated under Management quota will be decided by the management.

XIV. Schedule for the Admission Process

A tentative schedule will be prepared by the steering committee – admissions every academic year 1 month ahead of start of admissions. The same will be submitted to management for approval.

Process	Starting Date	Closing Date	Duration / Remarks (Working Days)
Enquiry and Career counselling	**MARCH**	**JULY**	
+2 RESULT (Tentative)	**APRIL/ MAY**		**STATE /CBSE/ ICSE**
Application Issuing	**APRIL**	**AUGUST**	**-**
Selection process and List	DATE	DATE	
Fees payment Phase I	DATE	DATE	
PHASE II (Supplementary)	DATE	DATE	
Selection process and List – Phase II	DATE	DATE	
Fees payment Phase IV	DATE	DATE	

AMJC POLICY

Vacancy Seats Filling	DATE	DATE	

XV. Fees Structure

The advisory committee decides upon the fees for various programmes. The proposed fee structure will be reviewed and approved by the management.

a. Programme Fee Structure

S.NO	COURSE	TUTION FEE	SPECIAL FEE	SPORTS/ COMPUTER FEE	ASSOCIATION CLUB/OTHER ACTIVITIES	LIBRARY FEES	ANNUAL FEES
1							
2							
3							
4							

b. Hostel Fee Structure

	Hostel Fees for Non- Jains	Hostel Fees for Jains
Application Fee		
Admission Fee		
Maintenance Charges		
Rental Charges		

c. Fee Concession/ Scholarships

The management will also decide upon the following:

1. Types of fee concessions given
2. Percentage/ number of seats under each concession
3. Percentage/ concession amount

S.	Category	Concession

AMJC POLICY

No		Percentage / No. of seats	Eligibility	Programme Fee after concession	Hostel fee after concession
1	Merit				
2	Jain	All	Jain candidates	10,000	50% of hostel and mess fee
3	Sports				
4	Other if any				

d. Application and Selection Process Guidelines for Applications

1. Application Sales Process and Submission

- Cost of Application form is Rs.300/- (Rupees Hundred only).
- Last date for receipt of filled in applications by the Colleges will be permitted, as per University of Madras guidelines.
- Application fee, once paid will not be refunded

2. Selection Process and List Procedures

- The selection team scrutinizes the application, selects the candidates who meet the eligibility criteria for various programmes based on merit.
    - The selection list is prepared based on the
    - sanctioned seats for the course,
    - filled up seats and
    - vacant seats

3. Provisional Admission - Original certificate submission and deadlines

- Certificates are to be produced at the time of admission only.
- However, if a candidate fails to produce the relevant certificates in original at the time of interview for admission, the admission shall be cancelled.
- Principal / Dean / Management Representative may at their discretion give some grace time in individual cases considering merit of the case not exceeding two days.

4. Registers and documents to be maintained

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The following Registers and other related documents pertaining to students' admission should be maintained and preserved by the colleges:

1) Sale of Application Forms
2) List of Applications received
3) Department-wise rank list registers signed by the members of the Selection Committee.
4) Despatch of Emails or publishing selection list in website
5) Copies of selection lists published
6) Minutes of Selection Committee meetings
7) Admission Register or data base
8) Communication with the University / the Director of Collegiate Education Management committee related to admission
9) Copies of all letters to the University / the Director of Collegiate Education making requisition for increase in seats and letters from the University permitting increase.
10) The colleges shall maintain registers regarding the applications received from SC/ST/MBC/ DNC / BC students who have been selected for admission and the number of such candidates admitted in each course.
11) Online data base back up daily basis with in the control of authorities.

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5. Certificate Verification Process - Documents Required - Enclosures with application

- Qualifying Examination Mark Sheet (Plus two and UG Degree marks in case of PG)
- Community Certificate (wherever applicable)
- Certificate of proof when admission is sought under some Special Quota/Concessions- like Physically Handicapped/ Sports Quota/ NCC/ Ex-Servicemen etc.,
- Transfer Certificate
- Conduct Certificate
- Eligibility certificate for students from other States / Universities.
- Aadhaar card

6. Original Documents to be Submitted for Admission

- Original Transfer Certificate from the last school attended.
- Original Conduct Certificate from the last school attended.
- Original Migration Certificate
- Caste Certificate- In case of SC/ST/DNC (if applicable).
- Affidavit of Guardianship if the student lives with a local guardian
- Medical Certificate in case of physically challenged or disabled and other categories.
- Original/ Attested copy XII marksheet

7. Fees Payment and Refund Policy

1. First Semester Fee is to be paid within 2 days from the date of admission. However, extension may be granted at the discretion of management
2. Admitted candidates applying for TC will be refunded the amount as per UGC norms, after reconciliation of accounts
3. In case of cancellation of admission, the college has right to decide the refund any fee paid by the student based on the refund policy approved by the advisory committee with the approval of the management.

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XVI. HOSTEL ADMISSION PROCEDURES - Rules and admission process

1. Admission

a) Admission to the hostel is provisional and for one academic year only. Students are required to re-apply on payment of Rs.250/- at the end of the academic year, if they want accommodation for the next year.

b) The Principal/ Dean/ Management has the right to refuse admission to any student who in his/her opinion is not considered suitable for admission either on medical grounds or for reasons of conduct. The Principal/ Dean/ Management also reserves the right to refuse permission to students to continue in residence.

2. **Fees -** Hostel Fees is to be payable at the time of admission

Note: –Students and their parents or local guardians are required to make themselves fully conversant with the rules of the College given herein, as they are bound by them,

and their signature on the Agreement Form indicate that they agree to abide by the rules and regulations of the hostel.

3. LIST OF DOCUMENTS AND FORMATS FOR ADMISSION

a. Key Documents

1. Admission brochure
2. University affiliations and eligibility criteria of the UG and PG courses
3. Course pamphlets
4. Admission enquiry form – online and offline
5. Application (print and online format)
6. Fee structure (Day-scholar / hostel and Jain community)
7. Fees challan and Refund forms
8. Hostel Brochure and Fees*

b. Supporting documents

1. Application sale document / Register
2. Registration details
3. Counselling and interview / Selection form or Register.
4. Selection communication format and Joining report format
5. List of documents for provisional admission – Check list
6. Admit card format
7. Fees payment details: data base daily base including direct and online payments
8. Hostel Admit Card

c. LIST OF SUPPORTING AND OTHER DOCUMENTS*

Supporting documents

1. Admitted list (Daily basis)
2. Withdrawn applications, course change and refund documents
3. Student profile
4. List of Jain students (Course wise)

AMJC POLICY

5. List of SC/ST students (Course wise)
6. List of fees concession or minority scholarship (Course wise)
7. Admitted Students list format (Class wise or Elective course)

d. Other documents

1. **Instructions to the admitted Students**
2. Ragging instructions
3. Admission related help-line queries and answers
4. Loan and private scholarships - **Scholarship and loan policies.**

e. Duty forms and documents

1. Duty list for teaching and non – teaching
2. Duty reporting and absent list
3. Guidelines for the admission team members
4. Guidelines for Scholarship forms, documents and Process
5. Guidelines for Hostel Admission process and documents
6. list of supporting/follow-up team list.

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Selection Committee for UG and PG courses:

The Selection Committee shall consist of the Principal, Dean and two senior most Professors or Assistant Professors of the College.

In addition, for selection to the UG courses the senior most member of the teaching staff belonging to the college, and Jain community if available, shall be co-opted and for selection to the PG courses the Senior most staff from a Post Graduate Department shall be co-opted. If no such teacher is available, the person co-opted for the UG selection committee shall also serve in the Post graduate selection committee.

Supplementary Candidates and special Candidates:

a. The supplementary candidates should be incorporated in the appropriate place in the selection list and they are eligible for admission if vacancies exist or arise.
b. However, admissions should be done as per the norms without waiting for the results of the supplementary candidates.

c. Admission is subject to verification of marks certificate by the competent authority.

d. If the mark certificate is found to be bogus, admission will be cancelled and criminal action will also be taken.

e. This information shall be given in the prospectus inviting application forms.

XVII. Enforcement

Abuse of this policy is also considered as a serious breach and will be dealt with severely as per code of conduct policy.

XVIII. Policy Review

- The policy shall be reviewed every 1 year.

XIX. Conclusion

This admission policy of our academic institution serves as an indicator of opportunity, guiding prospective students through a transparent, equitable gateway to unparalleled education and personal growth. By prioritizing merit, diversity, and inclusivity, It reflects our dedication to excellence and our belief in the transformative power of education.

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