

ST. FRANCIS DE SALES COLLEGE, AALO

WEST SIANG DT., ARUNACHAL PRADESH
(Permanently Affiliated to Rajiv Gandhi University)
(NAAC Accredited with B++ Grade)
(ISO 9001-2015 Certified College)

ADMISSION POLICY STATEMENT

Admission policy of SFS College is governed by the principles of equality, openness and fairness, and the policies of Rajiv Gandhi Central University and the University Grants Commission, under the Government of India. It is founded on merit and academic success. The college admits students without distinguishing them on grounds of gender, caste, creed, colour, region, and religion or tribe.

Qualification

Higher secondary or its equivalent as prescribed by UGC

Cut off mark: subject to Annual Review

Requirements

Certificates and Mark sheet of previous qualifying examination(s)

Policies

Selection Requirements

- The College encourages and promotes lifelong learning, including formal, informal and non-formal learning.
- Processes for admission of students shall be governed by the overarching principles of, consistency, transparency, and availability of vacant seats.
- An applicant to be worthy has to possess not only the certificate but also the required previous learning, which may be explored in one-to-one interview or written test or both
- The College is an open access institution and admission is granted through the normal tertiary process of direct entry. Prospective students may be admitted via direct application, provided they can supply appropriate certified copies of previous qualifications and / or experience being used as the basis for admission.
- Staff involved in the admission process shall not divulge to any unauthorised person any information related to an individual student's application or admission.
- The College reserves the right to refuse entry to any applicant based on an individual's inability to meet the educational and financial requirements of the College and for the course into which they are applying for admission.
- Upon admission it is the student's responsibility to make themselves aware of and comply with the College's policies and procedures.

Entry Requirements

- To support a successful study experience with the College, applicants are required to meet the following entry requirements:
- Students entering higher education Undergraduate Certificate, Undergraduate Diploma,
- Bachelor Degree or Bachelor Degree with Honours/ Research (NEP-2020) are expected to have completed Year 12 or an equivalent qualification.
- Every applicant must attend a final admissions interview upon submission of their enrolment and documents. Admissions interviews may be conducted face to face, by other verbal medium (e.g. online) or a combination of both mediums.
- It is the responsibility of all students admitted to the of the Colleges' programs to acquire the required books, tools and resources required to fully participate on campus and / or in online subjects.
- It is the responsibility of all potential students to read and understand the Inherent Course Requirements for the course into which they are seeking admission and accept the Inherent Course Requirements prior to initial enrolment in the course.
- Students will only be permitted to enrol in one (1) single higher education course at the College at any one time – no concurrent enrolment will be permitted until and unless the University and the UGC change norms.
- In the normal admissions process, it may be determined that applicants are potentially unequipped for successful study at the College because they do not meet all or some of the Admissions Requirements. Such candidates may be denied admission.

Verification of Qualifications

- An applicant seeking admission to the College must submit evidence of any relevant previous qualifications, such as a certified copy of the Academic Transcript or qualification certificate. The College reserves the right to verify legitimacy of qualifications which may include contacting the previous institution, in which case some of the applicant's personal details may be required to be divulged.
- An applicant seeking admission who cannot provide documentary evidence of previous qualifications due to special circumstances must provide a statutory declaration stating the qualification and the reasons for the inability to obtain the documentation.

Refusal and Exclusion

- The College reserves the right to refuse admission of a prospective student based on the following criteria:
- The applicant demonstrates behaviours that do not meet the standards set out in the Student Code of Conduct.
- The applicant does not meet the minimum entry requirements, and conditional course requirements.
- The applicant feels they will be unable to meet the Inherent Course Requirements as outlined to them.
- Serious financial, personal or health issues that will affect the student's ability to meet the Inherent Course Requirements or to continue till the completion of the course.
- Applicants who have met the admissions requirements but who have been excluded previously from a course, at the College or at another tertiary institution, must demonstrate that they have an improved likelihood of success in the course for which they are applying.
- Applicants who have been excluded for misconduct from the College or any other tertiary institution must show cause by providing a statement outlining why they should be considered for readmission.

Study load and Course progression

- In order to ensure appropriate course progression, applicants who are enrolled in a program must meet a minimum part time study load of at least 80% of a full-time credit point load for subjects attributed to a given semester of study (thus allowing for online study intakes). The number of credit points and contact hours making up this load will vary depending on program of enrolment; the full-time load for each course is clearly defined on the publicised course structure.
- At times it may be necessary for the College to set rules for courses that fall outside of the standard course enrolment requirements. In those instances, the rules will be documented and advised to students.
- As or when, if the College decides to discontinue a course, students must adhere to the documented teach-out or transition plan.

Fee Payment

- Formation and finalisation of Fee structure is the prerogative of the college Board.
- Failure to meet the payment deadline results in suspension from the course until all fees are paid.

Intake Quotas

- The College reserves the right to impose intake quotas on any course or subject. The College reserves the right to cancel an intake into a course if insufficient students are admitted, and / or to reallocate enrolled students to alternative delivery modes for the same subject

Admission Standards

- Admissions standards will be monitored on an annual basis, and management will undertake adjustments to standards where required, advising the peak academic body of the College of any substantive new standards as developed.
- All decisions relating to Admissions and the scope of this policy are the responsibility of the Governing Board of the Institution communicated through the Principal.

Responsibility

- This policy is the responsibility of the College Board, who have delegated the responsibility for the academic standards to the Academic Council as the highest academic body for the College.

