

Policy code: A S N 0 3

ADMISSION POLICY

1. INTRODUCTION

In the classical language Sanskrit, Naipunnnya means ‘expertise’ or ‘mastery’. Naipunnnya, as the name signifies, aims at professionalism, discipline and holistic development of the students. The institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Expansion of knowledge is an ongoing process here. **Naipunnnya School of Management, Cherthala (NSMC)**, a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath. NSMC affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnnya became synonymous with academic and professional excellence.

The purpose of this policy is to establish clear guidelines regarding admission to various conducted by NSMC.

2. SCOPE

The entry requirements for each course of NSMC are defined in terms of stated qualifications or their equivalents, and are intended to facilitate assessment of the candidate’s ability to meet the demands of the course.

Where accreditation of prior learning is permitted as a route for entry, responsibility rests with the applicant for making the claim to relevant knowledge and skills and also for supporting the claim with appropriate evidence. The NSMC may require an applicant to submit to an entrance assessment. Admission to an appropriate point in a course may be permitted where evidence exists that an applicant has fulfilled particular progression requirements of the course.

3. RESPONSIBILITY

Management, Principal, Admission Coordinator

4. PROCEDURE OF ADMISSION

- i. This college is affiliated to the University of Kerala.
- ii. NSMC follows the rules and regulations of UG and PG admission established by the University for Self-Financing Colleges.
- iii. Fee Structure: The fee structure shall be decided based on the Govt. approved norms
- iv. For genuine reasons, Management will have the right to deny admission to any candidate even if otherwise eligible. The reason for the same will be recorded and informed to the candidate on request.
- v. Selected candidates shall report to the College at the appointed time and date. Offer of admission shall stand cancelled in the event of failure to take admission at the appointed time.

- vi. Management has the discretion to change any date connected with the admission process. Such changes will be published in the College website. Decision of the management in this matter shall be final.

4.1 How To Apply

- i. Application forms can be submitted online on the website of the college. After online submission, a printout of the application along with the self-attested copies of the following documents shall be submitted directly or by post so as to reach the College Admission Office before 4 pm on or before the last date.
- ii. Certificates (Plus two, SSLC certificate)
- iii. Proof of age
- iv. Documents to prove claim for any sort of reservation or special consideration
- v. Certificate of good conduct from the Institution last attended.
- vi. Application payment
- vii. Applications not accompanied by a proof for that claim will not be considered under that category.
- viii. Late applications/ Incomplete applications/ Applications not accompanied by relevant certificates are liable to be rejected, without further intimation to the candidate.

Amendments/Review: This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.

Indicative time of Review: 09/11/2025

Administering Entity: Principal, Vice principal, Executive director, IQAC Coordinator

Approval Authority: College council



Fr. Baiju George Ponthempilly, Principal