

ADMISSION POLICY

PREFACE

In the evolving landscape of higher education, the process of college admissions plays a pivotal role in shaping the future of students and institutions alike. This policy aims to establish a transparent, fair, and inclusive framework for evaluating and admitting prospective students. Recognizing the diverse backgrounds, talents, and aspirations of applicants, our institution is committed to fostering a community that reflects a broad spectrum of perspectives and experiences. The admission policy outlined in this document is guided by principles of equity, excellence, and holistic assessment. We believe that academic achievements, personal qualities, extracurricular involvement, and unique life experiences collectively contribute to a student's potential to thrive and contribute meaningfully to our academic community. As such, our evaluation process seeks to balance quantitative metrics with qualitative insights, ensuring that every applicant is considered in their entirety. Our institution is dedicated to maintaining the highest standards of integrity and professionalism in all aspects of the admission process. We strive to provide clear communication, support, and resources to applicants throughout their journey, from initial inquiry to final decision. By adhering to this policy, we aim to uphold our commitment to diversity, accessibility, and academic rigor, while empowering students to embark on their educational journeys with confidence and clarity. This document serves as a comprehensive guide for all stakeholders involved in the admission process.



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1. 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.

2. RESPONSIBILITY

Management, Principal, Admission Coordinator

3. 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.

3.1 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-



Forfeiture of Admission

- Failure to follow the proper cancellation procedure or submit required documents may result in forfeiture of admission and fees.

Issuance of Transfer/Leaving Certificate

- The Transfer Certificate (TC) or Leaving Certificate (LC) will be issued only after the admission is officially cancelled and dues, if any, are cleared.
- Student should submit a request to the academic office for the Issuance of Transfer/Leaving Certificate

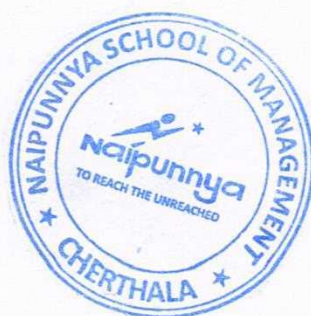
5. POLICY REVIEW

This policy shall be reviewed annually 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.

Person in charge: 1) Principal 2) IQAC Coordinator

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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.

4. ADMISSION CANCELLATION

4.1 Eligibility for Cancellation

A student who has been granted admission can request the cancellation of admission under the following circumstances:

- Personal reasons or change of decision.
- Admission to another institution or course.
- Non-compliance with eligibility criteria discovered after admission.
- Any other valid reason approved by the Head of the Institution.

Procedure for Admission Cancellation

1. The student/parent must submit a written request or online application for admission cancellation to the Academic Office.
2. Original fee receipt and admission documents must be returned along with the application.

Refund of Fees

Refund of fees will be made as per the UGC/AICTE/University norms or institutional guidelines.

