



ADMISSION POLICY REPORT 2023

PREPARED BY:

ADMISSION COMMITTEE

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OBJECTIVE

The college conducts admission for Honours and General UG courses every year with the following objectives.

1. To ensure that its admissions policies and procedures are fair, transparent, ethical and efficient.
2. To make higher education accessible to a diverse range of prospective students coming from different socio-economic background.
3. The policy and procedures provide equal opportunities to students and fulfil the educational needs of the differently abled.

POLICY

1. Admission procedure is conducted through an Admission Committee whose members are approved by the Governing Body.
2. The Admission process is transparent and simple.
3. The admission procedure follows the admission guidelines of the affiliating University, WBSU and the Higher Education Department, West Bengal government.
4. As the college facing a problem of poor enrolment, the admission committee will conduct campaigning programmes.
5. As most of the students of this college are first-generation learners, admission guidelines are simple and easy to follow.

6. The college follows a “no tolerance” policy regarding unethical practices during the entire admission process.

POLICY IMPLEMENTATION

- The college has appointed an Admission Committee to conduct the admission process. Members of the Admission Committee sit for several meetings and decisions are taken democratically after rigorous discussions and exchanges of information.
- Admission guidelines are formulated following the admission guidelines published by West Bengal State University and the guidelines of the West Bengal State Government published on the website of Higher Education Department.
- The Admission Committee formulates admission guidelines, eligibility criteria of candidates applying for different programmes, subject combinations offered for admission and fees structure. For this task, the Admission Committee conducts meetings with all departments, Academic Committee, Finance Committee and other bodies of the college.
- All notifications, guidelines, eligibility criteria, fees structure and other information are uploaded on the official website of the college to maintain transparency of the system.
- The entire admission process has been made fully online to maintain transparency and ethical admission process. Students do

not have to visit the college campus before their registration process is over. The Registration process is also fully online.

- The guidelines and notices are simple in language and easy to understand. The candidates can communicate to the convenors of the Admission Committee anytime if they face any problem through the helpline numbers given on the website and through the official mail ID of the Admission Committee.
- To address the problem of poor enrolment, the Admission Committee conducts several campaigning initiatives on social media, neighbouring area and schools and also in the college campus every year.

