



South Konkan Education Society's  
**R.P.D COLLEGE OF ARTS AND COMMERCE, BELAGAVI**  
(AUTONOMOUS)  
(Affiliated to Rani Channamma University, Belagavi)

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## **Admission Policy**

### **1. Preamble:**

Rani Parvati Devi College of Arts and Commerce (Autonomous) is committed to a fair, transparent, ethical, humane, equitable and consistent admission process. The policy abides by the core values, ethics and code of conduct of the institution. The institution shall ensure equity, accessibility and inclusiveness in the admission of students to its programs. The admission shall be open to all aspiring youth irrespective of any caste, creed, religious, linguistic, geographic and communal distinction.

### **2. Scope**

This policy and guidelines are applicable to prospective candidates seeking admission and stakeholders involved in the admission process.

### **3. Admission Committee**

The admission committee will be constituted with the direction of the Principal who is the chairman of the committee. The committee is responsible for executing the Admission Policy and Guidelines. Due fairness shall be observed by the members of the committee in admission related operations.

### **4. Composition of the Admission Committee:**

The Admission Committee shall comprise of:

- Principal (Ex-officio)
- Chairperson (Co-ordinator)
- Dean of Faculty (Ex-officio members)
- Office superintendent
- Mentors / Faculty nominee
- Hostel wardens

### **5. Roles and Responsibilities**

The Admission Committee has the following roles and responsibilities:

- Define and modify the admission policy and guidelines in line with the requirements of

higher education.

- Define and approve the admission procedure of the institution.
- Identify and adhere to the government norms of admissions.
- Lay down and implement the eligibility criteria, norms, reservation criteria for the programs of the institution.
- Monitor and review the admission process.

## 6. Reservation Policy :

**6.1 Government of Karnataka Reservation Norms:** The institution shall abide by the following reservation norms specified by the Government of Karnataka for admission to programmes in higher education institutions (Table I).

Table I: Reservation Norms of Government of Karnataka

Category	Reservation
SC	15 %
ST	03 %
Category I	04 %
Category II A	15 %
Category II B	04 %
Category III A	04 %
Category III B	05%
Linguistic Minority	50%

Source: Ministry of Social Welfare, GoK.

**6.2 Minority Institution Reservation Norms:** The college is a Marathi Linguistic Minority institution. Hence, it shall adhere to the norms of the Government in reserving 50% seats for minority students in the reserved category.

## 6.3 Divyangjan and Economically Backward Sections

6.3.1 The institution shall have special consideration for Divyangjan students who seek admission to the programmes of the institution. Relaxation in admission criteria and fees shall be provided for prospective Divyangjan students. Special scholarships shall be instituted for

Divyangjan students.

6.3.2 Provisions shall be made in the admission criteria to include students from economically backward sections of the society. Relaxation shall be provided in admission criteria and fee. Scholarship shall be instituted by the college for students from economically backward sections.

**6.4 Students from Neighborhood Locality:** The admission committee shall provide preferential consideration with regard to prospective candidates from the neighborhood community who seek admission.

**7. Eligibility Criteria for admission:** The institution shall abide by the eligibility criteria of UGC and affiliating University for admissions to the undergraduate programs.

7.1 A candidate who has passed the two year Pre-University course (10+2) of the Pre University Board in the state of Karnataka or H.S.Sc. / CBSE / ICSE or any other course considered as equivalent thereto by the University shall be eligible for admission to B. A. / B.Com. / BBA Programme.

7.2 A candidate who has passed Diploma in Commercial Practice or Secretarial Practice conducted by Board of Technical Examination, Karnataka may also be held eligible for admission directly to II Year (III Semester) of B.Com Programme.

**8. Duration of the Programme:** The duration of the UG Programmes shall be three academic years consisting of two semesters in each academic year and each semester shall have a minimum of 16 weeks of instructional work. However, the candidate shall complete his / her degree within six years from the date of admission to the first semester of the UG Programme.

**9. Medium of Instruction:** The medium of instruction shall be in English. However a student can write the examination either in English or in Kannada for BA/ B.Com Programmes.

**10. Attendance:** A student shall be required to attend lectures, seminars, practical, etc. not less than 75% of the total number of classes actually held in each semester to be eligible for appearing the examination. If the student represents the College/ University/ Karnataka State/ Nation in Sports/ NCC/ NSS/ Cultural or any other officially sponsored activities, he/she shall

be permitted to claim attendance for actual number of days participated, subject to a maximum of 20 days of the working days in a semester based on the recommendation of the Attendance Committee consisting of all the Heads of Department, supporting service officers and Principal.

**11. Transfer of admission:** Transfer of admission is permissible from one college to another college within the jurisdiction of the University and also from one University to another University within the state. Transfer to a different college is permitted only at the beginning of the academic year. A Candidate seeking transfer to a different college should have completed all the courses of the previous year/s.

**12. Office of Admissions:** An exclusive and functional office shall be responsible for executing the admission process of the institution. It shall be responsible for pre-admission, online and offline admission process and enrollment. The office shall decide the admission criteria, norms and process for each program, every academic year. The institution shall adopt an online application process for all programs.

**13. Admission Procedure:** The Institution follows the calendar of events for admission of Rani Channamma University, Belagavi – Karnataka state.

- a. Every year admission notification is given in leading Newspapers/ College Website / Social Networking Sites calling for admissions.
- b. The applications are made available to UG Programmes immediately after the Class XII Examination Results by the Karnataka Board.
- c. The Eligible Candidate has to apply for the admission in the prescribed form.
- d. The Admission Committee counsels the candidates by providing information about the Programmes and guidance to apply for the Programme.
- e. The candidate should submit the following attested documents along with the application form.
  - Class 12<sup>th</sup> Statement of Marks
  - SSLC Marks Card
  - Income and Caste Certificate (If applicable)
  - Migration Certificate (If applicable)
  - Eligibility Certificate (If applicable)

- Physically Handicapped Certificate (If applicable)
- Student and Parents' Aadhar Card
- Bank Account number
- Two Passport size Photos

f. The Admission Committee scrutinizes the application of the candidates as per the eligibility criteria for admission.

g. Admission shall be made by adhering to the Government of Karnataka and Minority Institution Reservation norms and existing rules of admission of Rani Channamma University, Belagavi.

h. The merit list of the applications is prepared by the Admission Committee, if the number of application received for admission is more than the sanction seats in the college.

i. The candidate need to pay the specified fees for the Programme in the office and obtain due receipt for the same. The Fee Structure will be displayed on the College Notice Board/College website at the time of admission.

j. Candidates other than those who have studied under PUC Board of Karnataka should produce original migration and eligibility certificate at the time of admission.

k. Candidate who is physically disabled with disability percentage between 40 and 75 and claiming reservation under this category should produce attested copy of Physically Handicapped Certificate.

#### **14. Pre-admission procedure and process:**

- Preparation of the tentative calendar for counselling in various programs
- Updating the program details and fee structure in the website
- Preparation of prospectus, posters and brochures
- Schedule and organize the admission counselling
- Notification of counselling / admission dates of various admission programs

#### **15. General admission procedure:**

- Scrutiny and screening of applications received from prospective students
- Verification of eligibility fulfilment

- Sending call letters to prospective candidates
- Preparation of selection lists for counselling
- Conduct of admission counselling/interview
- Preparation of selection list and result announcement

#### **16. Admission Cancellation Policy**

The provisional admission of a candidate to UG Programme shall be cancelled in principle under the following circumstances:

- Failure to submit the relevant documents like marks cards, transfer certificate, migration certificate, eligibility certificate, caste certificate, visa documents (for foreign students) and other essential documents on or before the last date specified by the institution.
- False information, errors in certificate, and failure to meet the affiliating University eligibility conditions.
- Adoption of unfair means and influence through touts to seek admissions in the college

#### **17. General Rules and Regulations for Admissions:**

- Admissions are given only for one academic year. The institution has the right to cancel admission, if necessary, in the middle of the academic year.
- Admission will be considered provisional till they are approved by the Principal / Governing Body of the Institution/Affiliated University.
- Deposits and fee will not be refunded if the student leaves the college in the middle of the academic year.
- Necessary documents (Original) submitted by the candidate at the time of admission or later will be returned if fee for the entire academic year is paid.

Principal  
RPD College, Belgaum

*Drafted on 1<sup>st</sup> July 2024*