



SES COLLEGE

SREEKANDAPURAM
EDUCATIONAL
SOCIETY

Affiliated to **Kannur University**
Accredited by NAAC at '**B**' Grade

SREEKANDAPURAM POST,
KANNUR DISTRICT,
KERALA, PIN:670631
PH: 0460 2230293, 2231145



S.E.S. COLLEGE

www.sescollege.ac.in • sescollege.skprm@gmail.com • principal.sescollege@gmail.com

Criteria 2- Teaching- Learning and Evaluation

Key Indicator- 2.1 Student Enrolment and Profile

2.1.2 Number of Students admitted from the reserved category




Dr. DOMINIC THOMAS
Principal
S.E.S. COLLEGE
SREEKANDAPURAM

ADMISSION RULESGENERAL

- I IMPORTANT: Orders regarding amendments, modifications, additions, deletions etc., issued by the University from time to time, are to be timely incorporated to these Rules.**
1. Students shall be admitted to the various courses of study in affiliated colleges on the basis of the rules prescribed by the University and communicated to the college from time to time.
 2. i. The University will notify every year a uniform Schedule of Admission of students for the different courses in the affiliated colleges.
 - i. The Schedule will contain the last date for the issuance and receipt of applications, date of publication of rank list in the college notice board and last date for admission.
 3. i. The last date for issuance and receipt of applications in the college office for a course shall normally be the 15th day after the publication of the result of the qualifying examination.
 - i. The last date for admission shall be the 60th day after commencement of classes for the respective course or as per the Schedule of Admission.
 4. i. Admission to Senior Degree Classes:- The last date for making admission to senior degree classes shall be the 60th day from the reopening of the colleges for that academic year.
 - i. Re-admission to PG semester courses for discontinued candidates shall be made within one week after the commencement of each semester classes (U.O. No: GAI/J1/5760/2003 dated.16.3.2004)
 - i. The Principals can make readmission of such candidates within the sanctioned strength including marginal increase, if any, within the stipulated time. (Circular No. GA 1/B1/3946/2002 dated 12.7.2002).
 5. Applications for late registration i.e, after last date of issuance and receipt of application for admission to various courses shall not generally be entertained without prior permission from University. Such applications shall be considered only after exhausting the applications received in time.
 6. The first list consisting of the sure list and supplementary list of candidates selected shall be published on the notice board on the 7th day for all courses after the last day of receipt of applications. The interview shall normally start on the 9th day for the courses after publications of rank list. In any case the interview cards shall be dispatched at least 5 clear days prior to the date of interview. No admission shall be made prior to the date fixed for the interview. "Chance cards" shall be sent to candidates in the supplementary list showing the original rank number, the called rank number, number of vacancy and date of interview for selection to all vacancies. In case there are vacancies after the exhaustion of the sure list and supplementary list, a second list of candidates shall be published on the next day after the interview of candidates for each group and interview cards in these cases also shall be despatched at least 5 days prior to the date fixed for interview.
 7. The ranking of candidates for various courses shall be made according to the rules prescribed by the University from time to time. The first list shall consist of a sure list containing names of candidates

B. N. S.
 PRINCIPAL
 S.E.S. COLLEGE
 SREEKANDAPURAM

selected for sure admission for all the seats. It shall be accompanied by a supplementary list consisting of atleast twice the number of candidates ranked in order for admission to fill the vacancies of each quota including marginal increase. The ranking marks shall be noted against the names of the candidates in all selection lists, irrespective of sure or chance lists. The ranked lists and the supplementary lists for admission under each quota shall be published on the prescribed date in the college notice board and a copy of the same shall be sent by Registered post simultaneously to the Registrar, University of Calicut. The Principal should certify that the lists prepared are in conformity with the regulations of the University. Candidates included in the sure lists to groups of their first preference shall not be repeated in the other lists.

8. All the applications received in the college shall be kept ready for verification by the candidates or by their guardians, if needed.
9. Each application shall be accompanied by the following documents
 - a. An acknowledgement card.
 - b. Interview card(s).
 - c. Three sets of applications in different colours for giving relevant details and for showing preference of students.
10. Each applicants for admission to B.A/B.Sc/B.Com courses will be given three choices of groups as subjects to which he/she may seek admission in the order of preference.
11. An application register shall be maintained by the college, containing the following details of all applications received.
 - a. Serial number.
 - b. Application Number
 - c. Name and address of applicant.
 - d. Date of receipt of application.
 - e. Caste with community (Specify OBC / OEC / SC / ST etc.)
 - f. Marks secured at the qualifying examination with name of qualifying examination (Specifying the authority issuing the certificate).
 - g. Ranking marks: 1st, 2nd and 3rd choices.
 - h. Date of interview card issued, if eligible for admission.
 - i. Date of interview.
 - j. Whether selected and admitted to the course.
 - k. If selected, under which quota, i.e., merit quota, Scheduled Caste/Scheduled Tribe Quota, Community quota, management quota etc.
 - l. Remarks.
12. The interview cards shall be posted "Under Certificate of Posting". If cards are returned undelivered,


PRINCIPAL
S.E.S. COLLEGE
SREEKANDAPURAM

the fact should be noted in the remarks column of the register against the name of the applicant concerned.

13. The Principal shall fill up all the seats lying vacant as on the closing date, from candidates on the waiting list, if any. If vacancies still exist even after the closing of the admissions, the Principal has the option to fill up such vacancies by candidates seeking college transfer in the form of combination of attendance with permission from the University in this regard, or (ii) by the next eligible candidate in the rank list cancelled on the closing date of admissions if the Principal certifies the vacancy and the eligibility as such and also that he/she shall be eligible to earn the required Attendance and Progress in the remaining period of the academic year. Requests from the candidates without proper certification / recommendation by the Principals of the colleges concerned shall not be entertained by the University.
14. Admission to any course of study shall not exceed sanctioned strength in anticipation of the approval by the University.
- ✓ 15. The selection of candidates for the marginal increase in seats sanctioned shall be made according to the rules prescribed by the University for filling the original seats.
16. The total intake including marginal increase and additional seats should not in any way exceed the Statutory maximum limit (except in the case of admission of Lakshadweep students, as provided in Section III.3).
17. Final list of candidates selected under each category and admitted to various courses/groups shall be put on the notice board prominently as soon as admissions are over .
18. A list showing the number of applications received for various courses from the Scheduled Castes/ Scheduled Tribes students and the number of candidates admitted to each course should be published on the notice boards of all colleges in each academic year (GA I /A2/7899/1997 dated 29.02.2000). A copy of the same should be sent by Registered Post to the Registrar.
19. The rules regarding reservation of seats to Scheduled Castes, Scheduled Tribes and Other Backward Communities including OEC should be strictly followed.
20. No fees other than those prescribed by the University/Government shall be levied from the students.
22. a. Candidates who have appeared for the qualifying examinations at an annual or its preceding supplementary examinations held by the examination authorities alone are eligible to seek admission to any course of study under the University. Candidates are not eligible to seek admission to a course in a particular academic year if they have passed the qualifying examination in the Supplementary/ September examination in the same academic year to which they seek admission.
- b. The interval between the date of passing the qualifying exam and the exam for which admission is sought should not be less than the normal period prescribed for the courses of study.
- c. Candidates who have passed the HSE and VHSE of Government of Kerala under 'Save a Year' Scheme and Compartmental Examination of CBSE are eligible for admission to first year degree course in the same academic year itself. Such admissions can be made into the existing vacancies, if


PRINCIPAL
S.E.S. COLLEGE
SREEKANDAPURAM

any, without reopening the admissions already finalized or disturbing the list already prepared.
(Circular No. GA1/A2/ 5753 /2000 dated 29.8.2001, 20.6.2003 and U.O. No. GA1 /A2/ 5753/ 2000 dated 14.05.2004)

23. Candidates who had discontinued their studies in the first year of the course with or without Transfer Certificate also should seek admission again to the first year just as fresh candidates seeking admission after passing the qualifying examination.
24. Children of service persons who are awarded by gallantry decorations in the Vir Chakra service either in person or posthumously and also on Non-Decorated service Personnel who are killed in action will be exempted from the requirement of minimum marks prescribed for admission to B.Com, M.A/ M.Com/ M.Sc courses. (GA/G2/28074/1984 dated 01.12.1986)
25. Equivalency / Recognition of the qualifying examinations taken from other Universities / Institutions should be confirmed strictly before making admission of students, except in the case of HSE / VHSE of the Kerala State Board and all regular HSE courses conducted by other State Boards, AISSCE (XII std.) of CBSE and ISCE.
26. The equivalency certificates/Recognition certificates issued from this University are of a general nature, without verifying originals of the qualifying certificate and other records of the candidates. Therefore the Admitting Authorities have to verify properly and ensure the genuineness of the claims of the candidates regarding the qualifications, mode of study, duration of the course 10+2+3 (pattern) etc. before granting admission.
27. If the Principals of any college/Admitting Authority make any irregular admission a fine of Rs.10,000/- per admission will be imposed as per the Syndicate decision dated 07.01.2006 vide U.O. No. GA1/A2/4394/2004 dated 04.02.2006
28. **Concessions to Backward Communities;**
 - a. Scheduled Castes/ Scheduled Tribes candidates who have secured minimum pass in the qualifying examination are eligible for admission to higher courses in the affiliated colleges. (U.O. No. GA1/ BI/36/1992 dated 08.10.92)
 - b. Other Backward Communities will be allowed a concession of 5% in the minimum marks required for admission to all Degree and PG courses (U.O.No.GA1/A2/9091/1994 Vol. II, dated 26.07.2003)
 - c. Other Eligible Communities are also eligible for relaxation of 5% in the minimum marks for admission to various courses of study in the affiliated colleges and University Teaching Departments. (GA/ G2/2566/1986 dated 16.03.1987)
29. **N+1 Admission:-** Degree and P.G. students who have excelled in sports/games by participating in the Inter Collegiate / Inter University Tournaments can be permitted by the Principals of the respective colleges to continue one more year, as per the AIU Rules, in the same college where they had completed the course with the same set of optional subjects / languages so as to enable them to complete the course of studies successfully. The applications of such candidates for examinations shall be forwarded to the Controller of Examinations, in time, with the details of their admission. (U.O. No. GA1


PRINCIPAL
S.E.S. COLLEGE
SREEKANDAPURAM

/A2/9812/

2001 dated

27.8.2005).

✓ II **SELECTION OF STUDENTS & COMMUNITY RESERVATION**

1. For every subject for which admission is to be made, there shall be a Selection Committee in every college with the Principal as Chairman and the Head of the Department of the subject concerned for Degree and Post-Graduate courses and one member nominated by the Management.
2. The Selection Committee shall prepare the selection list for each subject from the applications received in time.
3. Subject to any rules of reservation that the University may make for the purpose, the selection shall be on the basis of merit generally governed by the conditions of agreement relating to the direct payment. For colleges which do not come under the direct payment, the rules of reservation prescribed by the Government from time to time may be followed.
4. Government Colleges: The selection of students shall be governed by the Rules prescribed by the Government from time to time in respect of such admissions.
5. Aided Colleges: The selection of students for admission in the Colleges under the Direct Payment System will be on the following basis.

i SC / ST: 20% of the seats shall be reserved for Scheduled Castes and Scheduled Tribes to be filled up on merit basis from among the students of Scheduled Castes (15%) and Scheduled Tribes (5%) with interchangeability in the absence of either communities. In the University Teaching Departments

15% of the seats are reserved for S.C candidates and 7.5% of the seats are reserved for S.T

candidates, which is inclusive of seats reserved for Lakshadweep candidates. The instructions issued in the University letter No.GAI/-A2/5220/1997 dated 23.6.98 shall be followed strictly in this regard.

The Provisions stipulated in the Government Order No. G.O.(P) 53/ 2000/SCSTDD dated 03.07.2000 and implemented vide University Order No. GAI/A2/3312/1997 dated 26.8.2000 shall be scrupulously followed to fill the vacant reserved seats of SC/ST Communities, by admitting applicants belonging to Other Eligible Communities (OEC).

Out of the 5% reserved for Scheduled Tribes, one percent (1%) or five seats, whichever is higher, are reserved for Primitive Tribes in the districts of Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod. In the absence of enough primitive Tribal applicants the specially reserved seats shall be given to other Scheduled Tribes (circular No.GAI/A2/2667/1994. Dated,

19.9.9

4),


PRINCIPAL
S.E.S. COLLEGE
SREEKANDAPURAM

- i Management Quota: 20% of the seats for admission will be reserved as management quota.
- iii Community Quota: 10% of the seats will be reserved for the community to which the college belongs (this will be 20% in the case of colleges belonging to Backward Communities). These seats will be filled upon merit basis from among students of the said community.
- iv Open Merit: 50% of the seats will be reserved for admission to open merit. (40% in the case of colleges belonging to backward communities).
6. Unaided Colleges: 50% of the seats will be filled upon merit in accordance with the guidelines issued by the University. The normal rules of reservation for Backward Classes and Scheduled Caste and Tribes (10% of the Government merit seats are reserved for students from SC/ST communities, with effect from 2004-05 admission- G.O. (MS) No. 14/2005/SC/ST Dev. Department dated 05.04.2005)
- will apply to these seats. The educational agency will have the freedom to choose the other 50% from a merit list prepared by them, provided that they satisfy the eligibility conditions prescribed by the University.(GAI/A2/ 2533/1996 dated 18-05-1996)

III RESERVATION OF SEATS / ADDITIONAL SEATS

1. Physically Handicapped: Three percent (3%) of the seats for Degree courses (except Geology) should be specifically reserved for the Physically Handicapped candidates. Out of this 3%, 1% is reserved for the blind, 1% for the deaf and 1% for orthopaedically handicapped with a provision for interchange of seats, if candidates are not available in a particular category in a year. The blind and deaf are not eligible for reservation in Science subjects involving practical. (U.O.No.GA/G2/4053/1985 dated, 05.01.1987 and letter No. GAI/A2/819/2000 Vol. II dated 14.02.2003)
- For P G courses, the reservation shall be given 3% in aggregation – Faculty wise in University teaching departments and college wise in affiliated colleges after scrutinizing the suitability. The candidates having minimum 40% disability certified by the Medical Board be considered for admission to the reserved seats earmarked for the Physically Handicapped students. Such eligible candidates be ranked on the basis of the marks secured in the qualifying examination. (GA I/A2/9091/1994 Vol. II dated 28.5.2003 & GAI/A2/5752/1998 dated. 04.05.2004)
2. Sports Quota: Two seats in each Under Graduate (Non-professional) courses will be reserved for candidates with outstanding records in sports and games. Only those candidates who have satisfied the norms prescribed below are eligible for admission under sports quota.
1. Representing the country in International competitions.


PRINCIPAL
S.E.S. COLLEGE
SREEKANDAPURAM

2. Winning the I / II / III in the Senior National Championships.
 3. Representing Senior State in National Championships
 4. Representing the Senior district and participating in the state Championships
 5. Winning I / II / III place in the State Junior/Youth Championships
 6. Representing the Polytechnic / VHSC / ITI / HSE Representing Senior State in South Zone championships.
 7. Winning the I / II / III in the Junior Youth National championships.
 8. Winning I / II / III in All India School Games
 9. Representing the State in the Junior/Youth National Championships
 10. Representing the State in the Junior/Youth south zone Championships
 11. Representing ICC / CBSE / Central School / Navodaya Vidyalaya and winning First / Second / Third in the National Championships
 12. Winning I / II / III place in the Senior Inter District Championships
 13. and winning I / II / III in the State Championship
 14. Representing Educational district and winning First/Second / Third place in the Championship.
 15. Representing CBSE / ICSE / Central School / Navodaya Vidyalaya and winning First / Second / Third place in Zonal / Cluster tournaments.
 16. Representing State in the ICSE / CBSE / Navodaya Vidyalaya and participating in the National Championships
 17. Representing State in the Rural National / Women Festival
 18. Representing Educational District and participating in the State Championships.
3. **Lakshadweep Candidates:** One seat each in a UG and PG course in the affiliated Arts and Science Colleges is additionally created and reserved over and above the sanctioned strength, but within the Statutory maximum limit for the native students of the Union Territory of Lakshadweep, recommended by the Director of Education, Union Territory of Lakshadweep. In courses where the sanctioned strength and the Statutory limit are the same, the additional seat can be created above the Statutory limit, exclusively for the admission of the above candidates. (U.O.No.GAI/A2/ 6135/ 1994 Vol. II dated 25.09.2006 and 01.08.2007). These candidates need not be insisted to obtain permission from the University for late registration up to the closing of admission to the respective courses of study (Lr. Dtd. 24.09.1997). In Government Colleges where the Government have earmarked seats, the seats reserved for the Ethnic Natives will be in addition to the seats sanctioned by the Government.
- If there is no claimant from among the Ethnic Native Scheduled Tribe Candidates from the Union Territory for the seat reserved for them for degree courses, then the seats thus falling vacant due to their absence, will be allotted to the children of the employees belonging to Kerala State who have undergone plus Two education in the Union Territory of Lakshadweep. (GA/A2/6135/94 dated 16.3.1998) The admission shall be made only after obtaining prior permission from the University. (GA



PRINCIPAL
S.E.S. COLLEGE
SREEKANDAPURAM

I/A2/6135/

1994 (i) dated 29-08-2000 & GA1/A2/3897/2003 dated 05.06.2003)

4. **First and Second Rank holders of Pattern II degree course** conducted by the University can be considered for admission to the I M.A./M.Sc course in the respective disciplines by providing additional seats upto a maximum of two, provided the statutory maximum strength shall not be exceeded by such admission. (U.O. No. GA1/B1/774/1992 dated 26.7.1994)
 5. **Islamic History Degree Holders:** One seat in MA History course shall be additionally created and reserved over and above the sanctioned strength but within the statutory maximum limit in the affiliated colleges to Islamic History (Pattern I) degree holders (GA1/B1/383/2000 dated 24-8-2001&18.10.2002)
 6. **Outstanding Sports Stars:**
 - a) **U.G. Courses:-** Additional seats can be created over and above the sanctioned strength but within the Statutory maximum limit for each U.G. courses for the admission of outstanding sports stars, based on the recommendations of the Director, Department of Physical Education. (U.O. No. GA1/A2/5274/1995 dated 11.08.1995).
 - b) **P.G. Courses:-** One seat for all the M.Sc. courses, one seat for MSW Course and one seat for the M.A. and M.Com courses together (altogether three seats) will be additionally created and reserved over and above the sanctioned strength but within the Statutory maximum limit in the affiliated colleges for admission of outstanding sportsmen / women. In the case of colleges where the Statutory maximum limit doesn't permit the sanctioning of such additional seats, the candidates will be allotted to colleges where such seats can be created (U.O. NO.GA1/A2/2454/1998 dated 01.10.1999). The candidates who have satisfied the norms prescribed below only are eligible for admission under the additional seats. The merit list will be prepared by the Dept. of Physical Education, University of Calicut. In the case of colleges where the sanctioned strength and the Statutory maximum limit are the same and creation of additional seats is not possible (for U.G courses), the candidates will be allotted to colleges where such seats can be created, taking the choice of the candidate into account, as far as possible.
 1. Representing the Country in International Competitions
 2. Winning the I / II / III in the Senior National Championships
 3. Representing Senior State in National Championships
 4. Winning I / II / III in the All India Inter University Championships
 5. Representing the University.
- (U.O. No. GA1/A2/2454 / 1998 dated 01.10.1999 & 01.07.2003 and GA1/A2/5990 / 2003 dated 06.04.2004)

IV ESSENTIAL REQUIREMENTS AT THE TIME OF ADMISSION

The candidates shall produce the following documents (in original) at the time of admission to a course of study in the affiliated colleges.


PRINCIPAL
S.E.S. COLLEGE
SREEKANDAPURAM

- i Qualifying Certificate.
- i Mark List(s) of the qualifying examination.
- iii Transfer Certificate received from the Institution where he/she studied last.
- iv Conduct Certificate.
- v Equivalency /Recognition Certificate (see General Rules 25).
- vi Any other documents (Income Certificate / Nativity Certificate /Community Certificate) as directed by the admitting authorities.


PRINCIPAL
S.E.S. COLLEGE
SREEKANDAPURAM