



DON BOSCO ARTS AND SCIENCE COLLEGE - (Co - Ed)
(AFFILIATED TO THE UNIVERSITY OF MADRAS)
CHENNAI - 600 010

March 28, 2026

ADMISSION POLICY

Don Bosco Arts and Science College, Chennai, affiliated to University of Madras, is committed to providing quality education to all students. The institution upholds the values of inclusivity, diversity, and academic excellence, along with active participation in co-curricular and extracurricular activities. This policy outlines the procedures and guidelines governing admissions to the various programmes offered by the College.

Responsibilities

The Governing Body of the college has delegated the authority to the Internal Quality Assurance Cell (IQAC) to draft the Student Admission Policy. The Governing Body shall oversee the effective implementation of this policy through periodic reports and data submitted by the Principal.

The Principal is entrusted with ensuring the accuracy, transparency, and completeness of the published admission and reservation policy and for implementing the policy in its true spirit. The Admission Committee, appointed by the Governing Body, shall work in coordination with the Principal to execute the admission process efficiently.

Admission Committee

The Admission Committee is responsible for supervising and managing the entire admission process. It ensures transparency, fairness, and strict adherence to institutional policies and the guidelines prescribed by the University of Madras.

The committee comprises the Principal, senior faculty members, and administrative staff who possess adequate knowledge of admission procedures and policies.

Admission Process

- Applications must be submitted online through the official website of the College.
- Applicants are required to fill in the application form accurately and upload all necessary documents.

Fees

- An application fee of ₹100, as specified on the college website, must be paid at the time of submission.
- The detailed fee structure for each programme, including tuition and other applicable charges, is available on the College website.

Mode of Payment

- Fees may be paid online through net banking, credit/debit cards, or UPI.
- Offline payment options include demand drafts or direct bank deposits, as per the instructions provided on the college website.

Admission Help Desk

A dedicated Admission Help Desk is available to assist prospective students and their parents. It provides guidance regarding the application process, eligibility criteria, fee structure, and other admission-related queries.

Applicants may contact the help desk through:

- Mobile Phone: Two dedicated helpline numbers are available for admission-related inquiries.
- Email: Queries may be addressed via the official college email ID.
- In Person: Assistance is available at the college campus during working hours (9:00 AM to 5:00 PM).

The help desk ensures prompt, accurate, and student-friendly support to facilitate a smooth admission experience.

Selection Procedure

Eligibility Criteria

All applicants must meet the eligibility criteria prescribed by the University of Madras for the respective programmes.

Merit-Based Selection

- Admissions to undergraduate programmes are primarily based on academic performance in the qualifying examinations.
- For certain programmes, additional criteria such as entrance tests or interviews may be considered.

Interview for Admission

For all undergraduate programmes, an interview forms an integral part of the admission process. Candidates shortlisted based on their academic performance will be called for an interview.

The interview panel shall consist of faculty members from the respective departments along with members of the Admission Committee. The interview evaluates the candidate's aptitude, subject knowledge, and suitability for the chosen programme.

Reservation Policy

The selection process is conducted in accordance with the Minority Institution Policy and the reservation guidelines of the Government of Tamil Nadu.

The college adheres to the reservation policy of the Government of Tamil Nadu:

- Open Competition (OC): 31%
- Backward Classes (BC): 26.5%
- Backward Classes Muslims: 3.5%
- Most Backward Classes (MBC) & Denotified Communities (DNC): 20%
- Scheduled Castes (SC): 15%
- Scheduled Caste Arunthathiyars (SCA): 3%
- Scheduled Tribes (ST): 1%

As a minority institution offering unaided programmes, 50% of seats are allocated to students belonging to the concerned minority community, while the remaining 50% are filled in accordance with the reservation norms of the Government of Tamil Nadu.

Withdrawal / Cancellation of Admission

Procedure

Students intending to withdraw their admission must submit a written request to the Admission Committee within 15 days from the date of admission.

Refund Policy

Fee refunds will be processed in accordance with the college refund policy, which complies with the guidelines of the University of Madras.

Return of Documents

All original documents submitted at the time of admission will be returned upon completion of the withdrawal process.

Scholarships

The college offers scholarships to orphans, semi-orphans, meritorious students, and those from economically disadvantaged backgrounds. Scholarships may also be awarded based on academic excellence, sports achievements, and other criteria as determined by the institution.

Detailed information regarding scholarship schemes and application procedures is available on the college website.

Grievance Redressal

A structured Grievance Redressal mechanism is in place to address concerns or issues encountered during the admission process. Students may submit their grievances in writing to the Admission Committee or through the online portal available on the college website.

The committee ensures prompt, fair, and transparent resolution of all grievances.

Undertaking Form

All admitted students are required to submit a duly signed undertaking form as part of the admission process. This form serves as a declaration to abide by the rules and regulations of the college, including the code of conduct, attendance requirements, and academic integrity policies.

The form must be signed by both the student and their parent/guardian.

Sanctioned Strength

As per the regulations of the University of Madras, the sanctioned intake for various programmes is as follows:

- B.A. English : 70 seats
- B.Com. (General) : 70 seats
- B.Com. (Corporate Secretaryship) : 70 seats
- B.Com. (Computer Applications) : 70 seats
- B.Com. (Accounting & Finance) : 70 seats
- B.Com. (Marketing Management) : 70 seats
- B.C.A. : 50 seats
- B.Sc. (Computer Science with AI) : 50 seats
- B.Sc. (Psychology) : 50 seats
- B.Sc. (Visual Communication) : 50 seats
- M.Sc. (Visual Communication) : 25 seats
- M.S.W. : 40 seats

*Sports

Students who excel in sports and games may be eligible for full or partial fee concessions, based on their achievements and institutional guidelines.

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28/03/26

Mr. Jaswa Jebaraj A
IQAC Coordinator

IQAC Coordinator

Don Bosco Arts & Science College
(Affiliated to University of Madras)
No.45, Landons Road, Kilpauk,
Chennai - 600 010.



Handwritten signature
28/03/26

Rev. K.A. Maria Arokia Raj SDB
Principal

PRINCIPAL

Don Bosco Arts and Science College (Co-Ed)
Kilpauk, Chennai - 600 010.