



ADMISSION POLICY

Don Bosco Arts and Science College, Chennai, affiliated to University of Madras, is committed to providing quality education to all students. The college promotes inclusivity, diversity, and excellence in academics and extracurricular activities. This policy outlines the procedures and guidelines for admissions to various programs offered by the college.

Responsibilities

The Governing Body of the college has delegated authority to the Internal Quality Assurance Cell (IQAC) to draft the policy for student admissions and reservations. The Governing Body shall monitor the implementation of the Student Selection and Admission Policy through regular reports and data from the Principal. The Director of IQAC is vested with monitoring the correctness and completeness of the published admission and reservation policy.

The Principal of the college is bestowed with the responsibility of ensuring the transparency in student admissions and implementing the aforesaid policy with its letter and spirit. The Admission Committee appointed by the Governing Body will function with the Principal to complete the admissions.

Admission Committee

The Admission Committee at Don Bosco Arts and Science College is responsible for overseeing the entire admission process. This committee ensures transparency, fairness, and adherence to the college's policies and the guidelines set by the University of Madras. The committee comprises of the Principal, senior faculty members and administrative staff who are well-versed in the college's admission policies and procedures.

1. Application for Admission with Fees and Payment Methods

- Application Process:

- Applications are to be submitted online through the college website.
- The application form must be filled out accurately, and all required documents should be uploaded.

- Fees:

- An application fee of Rs.300, as specified on the college website, must be paid at the time of submission.
- The fee structure for each program, including tuition fees, hostel fees, and other applicable charges, is available on the college website.

- Payment Methods:

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



2. Admission Help Desk

A dedicated Admission Help Desk is available to assist prospective students and their parents. The help desk provides information about the application process, fee structure, eligibility criteria, and other admission-related queries. It can be reached via email, phone, or in person at the college campus during working hours.

3. Selection Procedure

- **Eligibility Criteria:** Adherence to the eligibility criteria set by the University of Madras is mandatory for all programs.

- **Merit-Based Selection:**

- Admissions to undergraduate programs are primarily based on academic performance in the qualifying examinations.
- For specific programs, additional criteria such as entrance test scores or interviews may be considered.

- **Reservation Policy:** The selection process incorporates the reservation policy as per the Government of Tamil Nadu's guidelines.

4. Interview for Admission

For all UG programs, an interview may be part of the admission process. Candidates shortlisted based on their academic performance will be called for an interview. The interview panel will include faculty members from the relevant department and members of the Admission Committee. The interview assesses the candidate's aptitude, subject knowledge, and suitability for the chosen program.

5. Reservation

The college follows the reservation policy of the Government of Tamil Nadu:

- 1) 31% for Open Competition (OC)
- 2) 26.5% for Backward Classes (BC) other than BC Muslims and 3.5% for Backward Classes Muslims
- 3) 20% for Most Backward classes (MBC) and Denotified Communities (DNC)
- 4) 15% for Scheduled Castes (SC) and 3% for SCA.
- 5) 1% for Scheduled Tribes (ST)

As a minority college offering unaided courses, 50% of seats shall be filled by students belonging to minority concerned and the balance 50% of the seats shall be filled by following the rule of reservation.

6. Withdrawal / Cancellation of Admission

- **Procedure:** Students wishing to withdraw their admission must submit a written request to the Admission Committee within 15 days of admission.

- **Refund Policy:** The refund of fees will be processed according to the college's refund policy, which adheres to the guidelines provided by the University of Madras. Details of the refund policy are available on the college website.

- **Document Return:** Original documents submitted at the time of admission will be returned upon withdrawal.



7. Scholarships

The college offers scholarships to orphans / semi orphans / meritorious and economically disadvantaged students. Scholarships are available based on academic performance, sports achievements, and other criteria as specified by the college. Detailed information on the types of scholarships and the application process is available on the college website.

8. Grievance Redressal

A formal Grievance Redressal mechanism is in place to address any concerns or issues faced by applicants during the admission process. Students can submit their grievances in writing to the Admission Committee or through an online portal available on the college website. The committee ensures timely resolution of grievances in a fair and transparent manner.

9. Undertaking Form

As part of the admission process, all admitted students are required to submit an undertaking form. This form is a declaration by the student to abide by the rules and regulations of the college, including the code of conduct, attendance requirements, and academic integrity policies. The undertaking form is available on the college website and must be signed by both the student and their guardian.

10. Sanctioned Strength

As per the University of Madras regulations, the sanctioned strength for the courses offered by the college is given below:

- BA English: 70 seats
- BCom General: 70 seats
- BCom CS (Computer Science): 70 seats
- BCA (Bachelor of Computer Applications): 50 seats
- BSc Viscom (Visual Communication): 50 seats
- MSc Viscom (Visual Communication): 35 seats
- MSW (Social Work): 35 seats

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