ADMISSION POLICY

ADMISSION POLICY

1.1 PREAMBLE

The Admission Policy is intended to provide guidelines for the admissions process to stakeholders. This policy ensures compliance with the regulations issued by the state government from time to time. The Admission Committee shall take responsibility for the annual review and up-gradation of the Admission Policy.

1.2 POLICY

The college conducts admissions for UG and PG programmes every year in a well-structured and transparent manner. The college is committed to following the regulations and guidelines on admissions stipulated by the affiliating University (Anna University), University Grants Commission (UGC), and All India Council for Technical Education (AICTE), which has recognized the programmes.

1.3. ADMISSION PROCESS

1.3.1 Commencement and Channels

Initiation: The admission process will start as per the guidelines of the statutory bodies and TNEA (Tamil Nadu Engineering Admission) Counselling.

Notification: The College announces the commencement of admissions for UG and PG programs through various channels such as the college website, local newspapers, and social media platforms.

1.3.2 Seat Allocation

Government Quota: Out of the total seats, 65% are filled through TNEA (Tamil Nadu Government Engineering Admission).

Management Quota: The remaining 35% seats are filled through the management quota, as per the Government norms. Candidate registration for counselling to apply for the Management Quota is invited.

1.3.3 GUIDELINES PUBLICATION

Information Dissemination: Detailed admission guidelines, including eligibility criteria, reservation policies, admission schedule, and fee structure, are published and made available to prospective applicants.

1.3.4 APPLICATION SUBMISSION

Application Window: Interested candidates are required to submit their applications within the specified timeframe. The application forms are typically available online and in hard copy format.

1.3.5 APPLICATION REVIEW

Eligibility Check: The admission committee reviews the received applications to ensure that candidates meet the eligibility criteria.

Selection Notification: Successful candidates are informed about their selection through formal communication from the institution.

1.3.6 COUNSELLING AND GUIDANCE

Counselling Sessions: Shortlisted candidates are called for counselling sessions where they are provided with information about the available courses, facilities, and campus life. **Admission Process Guidance:** Candidates are guided through the admission process, including document verification and fee payment.

1.3.7 ADMISSION CONFIRMATION

Formal Confirmation: Upon successful completion of the admission process, candidates receive an admission confirmation letter or email from the college/Affiliating University.

1.4 CANDIDATES ADMITTED THROUGH TNEA COUNSELLING

The selection process for candidates participating in TNEA counselling will adhere to the guidelines specified in the annual TNEA information brochure

1.5 ORIENTATION PROGRAM

Orientation: Before the commencement of classes, the college may organize an orientation program for newly admitted students to familiarize them with the academic environment, campus facilities, and college policies.

Program Selection Advice: Information and advice regarding program selection will be available to all applicants, as and when solicited.

1.6 FEE SUBMISSION

Submission Deadline: It is required that original certificates, along with 50% of the total annual fees (including tuition and other fees), be submitted by the 15th calendar day following the publication of HSC results or the date of confirmation of admission, whichever is later.

1.7 SCHOLARSHIP REGISTRATION AND PAYMENT

1.7.1 Scholarship Assistance: The College will assist in registering for various scholarships (SC/ST, First Graduate, and any other types of scholarships), which can be used for paying fees. However, the responsibility for paying the fees in full within the mentioned time period rests with the student.

1.7.2 The SSEC Merit Scholarship is offered based on the student's Higher Secondary Examination cut-off marks. Students securing a cut-off between 190 and 200 are eligible for a 100% scholarship, covering tuition fees, hostel fees, and food expenses. Those with a cut-off between 180 and 189 receive 100% tuition fee waiver along with a 50% concession on hostel fees. Students scoring 170 to 179 are awarded a 75% waiver on tuition fees, while those with a cut-off between 160 and 169 receive a 50% tuition fee concession. Students securing 150 to 159 are eligible for a 25% waiver on tuition fees. These scholarships are designed to recognize and reward academic excellence while providing financial support to deserving students.

1.7.3 Scholarship Credits and Refunds: In the event that scholarships are received directly by the College, the same will be credited for the following year. If it is the final year of study, any excess fee will be refunded at the end of the final year examination.

1.8 FEE PAYMENT PROCESS

Payment Procedure: All fees must be paid only in the accounts section. Under no circumstances should fees be given to any individual either in cash or through online payment.

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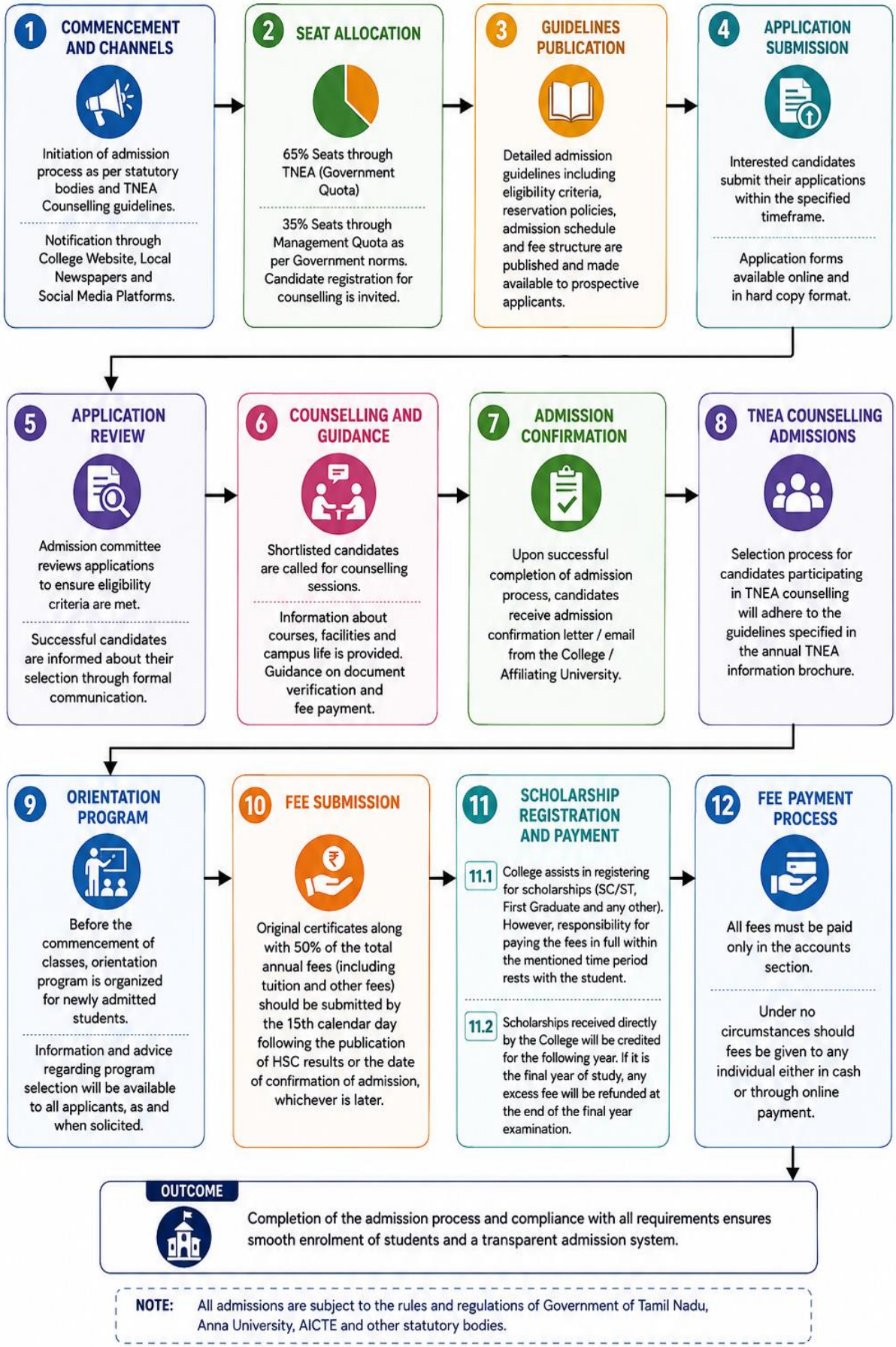
1 COMMENCEMENT AND CHANNELS
Initiation of admission process as per statutory bodies and TNEA Counselling guidelines.
Notification through College Website, Local Newspapers and Social Media Platforms.
2 SEAT ALLOCATION
65% Seats through TNEA (Government Quota)
35% Seats through Management Quota as per Government norms. Candidate registration for counselling is invited.
3 GUIDELINES PUBLICATION
Detailed admission guidelines including eligibility criteria, reservation policies, admission schedule and fee structure are published and made available to prospective applicants.
4 APPLICATION SUBMISSION
Interested candidates submit their applications within the specified timeframe.
Application forms available online and in hard copy format.
5 APPLICATION REVIEW
Admission committee reviews applications to ensure eligibility criteria are met.
Successful candidates are informed about their selection through formal communication.
6 COUNSELLING AND GUIDANCE
Shortlisted candidates are called for counselling sessions.
Information about courses, facilities and campus life is provided. Guidance on document verification and fee payment.
7 ADMISSION CONFIRMATION
Upon successful completion of admission process, candidates receive admission confirmation letter / email from the College / Affiliating University.
8 TNEA COUNSELLING ADMISSIONS
Selection process for candidates participating in TNEA counselling will adhere to the guidelines specified in the annual TNEA information brochure.
9 ORIENTATION PROGRAM
Before the commencement of classes, orientation program is organized for newly admitted students.
Information and advice regarding program selection will be available to all applicants, as and when solicited.
10 FEE SUBMISSION
Original certificates along with 50% of the total annual fees (including tuition and other fees) should be submitted by the 15th calendar day following the publication of HSC results or the date of confirmation of admission, whichever is later.
11 SCHOLARSHIP REGISTRATION AND PAYMENT
11.1 College assists in registering for scholarships (SC/ST, First Graduate and any other). However, responsibility for paying the fees in full within the mentioned time period rests with the student.
11.2 Scholarships received directly by the College will be credited for the following year. If it is the final year of study, any excess fee will be refunded at the end of the final year examination.
12 FEE PAYMENT PROCESS
All fees must be paid only in the accounts section.
Under no circumstances should fees be given to any individual either in cash or through online payment.
OUTCOME
Completion of the admission process and compliance with all requirements ensures smooth enrolment of students and a transparent admission system.
NOTE: All admissions are subject to the rules and regulations of Government of Tamil Nadu, Anna University, AICTE and other statutory bodies.

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