

St. Ann's College for Women

(Autonomous), Affiliated to Osmania University
Accredited by NAAC with A⁺ Grade (3rd cycle), CPE by UGC

Mehdipatnam, Hyderabad.



Admission Policy



Admission Policy

Preamble

St. Ann's College for Women, an Autonomous Institution was established by the congregation of the sisters of St. Ann in 1981. Ever since its inception, the college has had the distinction of excelling in academics, research, and extracurricular activities. It has, within a short period, acquired a reputation as being one of the best colleges in the twin cities of Hyderabad and Secunderabad. The college envisions empowerment of the girl student through academic excellence, skill enhancement and value enrichment.

The college is committed to follow the regulations and guidelines on admissions stipulated by the statutory bodies such as University Grants Commission (UGC) All India Council for Technical Education (AICTE) and the affiliating university, i.e. Osmania University who have recognized the programmes

1.0 Objectives

The college believes in a fair admissions system that provides equal opportunity for all individuals, regardless of socio-economic status, religion, nationality to gain admission to a course suited to their ability and aspirations.

2.0 Scope: This policy and guidelines are applicable to prospective students seeking admission and members involved in the admission process.

3.0 Admission Committee: The admission committee will be constituted with the direction of the principal who is the chairperson of the committee. The committee is responsible for executing the admission policy and guidelines. Total transparency shall be observed by the members of the committee in admission related operations.

Composition of the admission committee: The committee comprises of

- Principal – Chairperson.
- Dean Administration.
- Coordinator-Admissions.
- Nominated faculty – program wise(8-10 Members).



4.0 Role and Responsibilities of Admission Committee:

- Define and revise the admission policy and guidelines as and when needed.
- Define and approve the admission procedure.
- Implement the eligibility criteria for programmes of the institution.
- Academic counselling to the students and parents.
- Monitor and review the admission process.

5.0 Admission process of UG programmes

5.1 The admission process will be as follows -

- Admission notification for the academic year on the website and at the college office
- Release of the Prospectus.
- Releasing the online Application for student registration.
- Displaying merit list
- Selected candidates intimation through SMS / college website.
- Academic counselling and personal interview with students and parents by respective staff members.
- Document verification.
- Fee payment.

5.2 Communication related to admission through SMS.

5.2.1 Registration Message:

ST ANNS COLLEGE FOR WOMEN: Your registration is done and after confirmation we will get back to you. Your application Id is {0}

5.2.2 Student selection Message:

Students will receive the message on selection : ST ANNS COLLEGE FOR WOMEN: You are provisionally selected for {0} group ref. Id {1}. Contact College office in person with in two working days.

5.2.3 Admission Conformation Message:

ST ANN'S COLLEGE FOR WOMEN: Dear {0}, your admission has confirmed for {1} group and your hallticket no is {2}. Second Language is: {3}

5.2.4 Documents for verification:



Selected Student will have to visit the college along with parents for document verification and fee payment.

- printed downloaded application
- SSC marks memo (Xerox)
- 10+2 marks memo (Xerox)
- 10+2 Transfer certificate (Original)
- Equivalency Certificate (Original)
- Migration Certificate other Boards (Original)
- Student Aadhar (Xerox)
- Student's photograph (latest).

5.2.5 Fee payment : College will provide various fee payment

Options – cash / card payment/ UPI.

6.0 Admissions Rules , Eligibility Criteria

- The college has adapted most of the admission rules of Osmania university.
- Candidates seeking admission to 1st year B.A./B.Sc./B.Com (Gen) Computers/Comp.Appln)/B.Com (Voc)/B.Com (Hons)/BBA Degree courses must have passed Two year Intermediate Examination conducted by the Board of Intermediate Education, Telangana or an examination of any other university/Board recognized as equivalent by the intermediate board.
- Admission to 1st year of the 3 year Degree courses will be made in order of merit as shown by aggregate marks secured by the candidates at the qualifying examination in one attempt.
- CBSE & ICSE students have to pass English and four other subjects i.e. a total of five subjects.
- Candidates from other boards except Intermediate Board of Telangana, CBSE & ICSE Boards are required to submit Equivalency Certificate from the Board of Intermediate Education.
- The Admissions of such candidates will be finalized only after the submission of Eligibility Certificate.



- Admission to 1st year of the 3 year Degree courses will be made in order of merit as shown by aggregate marks secured by the candidates at the qualifying examination in one attempt.
- Candidates seeking admission to B.Sc. 1st year course shall have passed and secured an aggregate of **40%** marks (a pass percentage in case of scheduled caste and scheduled tribes) in the concerned science subjects (i.e. Physical sciences and Mathematics or Physical sciences and Biological Sciences as the case may be) at the qualifying examination. Candidates who have passed the qualifying examination with Arts/Commerce subjects are **not eligible** for admission to B.Sc. Course.
- Candidates who have passed intermediate examination with Mathematics, Economics and Commerce combination will be eligible for admission to (**Maths, statistics and Computer Science & Maths, statistics and Data Science**) B.Sc. combination.
- Candidates who have passed qualifying examination with science/arts/commerce subjects are eligible for admission to B.A./ B.Com (Gen) Computers/Comp.Appln)/B.Com (Voc)/B.Com (Hons)/ /BBA.
- There is no minimum percentage of marks in English subject at the Intermediate examination for admission to degree courses in English Medium Hence, the candidates can be admitted to either English Medium or to any other regional medium classes available at the college irrespective of marks obtained by them in English subject and also irrespective of the medium through which they have passed the qualifying examination.

7.0 Reservation

7.1 As a Christian minority institution priority is given to Christian minority students seeking admission.

Other Reservations:

7.2 Reservation of Seats for N.C.C. and A.C.C. Games and Sports/ Extra Curricular Activities /Children of Ex-Service men and Armed Personnel. A maximum of **6%** of the seats of Degree courses shall be reserved for candidates who have distinguished



themselves in Sports, Extra-Curricular activities, N.C.C. and A.C.C. and children of Ex-servicemen and Armed personnel as follows:

7.3 Reservation for N.C.C. and A.C.C. 2% of seats are reserved for students possessing the prescribed certificates in N.C.C. and A.C.C. The selection of the candidates shall be made in the following order of preference:

- Holders of C-II Certificate to Girls from Colleges
- Holders of C-1 certificates for Girls from Colleges
- Holders of J-II certificate for Girls from High Schools
- Holders of J-1 Certificate for Girls from High Schools.
- Holders of A.C.C. certificate for Girls from Schools.

Note:

- The Candidates with one year training in the Air wing of NCC shall for purpose of admission, be treated on par with the candidates possessing 'B' and A-1 Certificates of the Army, Naval Wings subject to the conditions that the candidates should produce a certificate from the Director, NCC to the effect that she, is perfect in his course ad also give an undertaking that she should continue and obtain his 'B' certificate in the Air wing.

7.4 Reservation of seats for Games and Sports: 1% of the seats are reserved for students who have participated in the games and sports (list given below). The selection of the candidates under this category shall be made in order of preference.

Note: For the purpose of this rule only the following games will be taken into consideration.

- Athletics
- Badminton
- Basket ball
- Boxing
- Chess
- Cricket
- Cycling
- Foot Ball



- Gymnastics & Malkamb
- Handball
- Hockey
- Jude
- Kabaddi
- Kho-Kho
- Rowing
- Softball
- Squash Racket
- Swimming, Diving & Water Polo
- Table Tennis
- Tennis
- Volley ball
- Weight lifting
- Best physique
- Cross Country
- Wrestling
- Yogasanas
- Korf Ball
- Water Sailing

7.5 Reservation of seats for Extra-Curricular Activities

- **1%** of the seats shall be reserved for students who participated in Extra Curricular activities such as Elocution, debates, Essay and Fine Arts such as Dance” Drama, Music, Painting, Photography and president Scouts and Guides certificate holders. The selection of candidates shall be made in the following order or preference.
- Candidates who have represented India at the International level in Extra Curricular activities and president scouts and Guides.
- Candidates who have represented the state at the all India level in the Extracurricular activities or obtained prize at completion of All India level.



- Candidates who have represented the University at the Inter University level and those who have participated in Inter school level.

Note: Selection of candidates with the minimum percentage of marks prescribed for admission under categories mentioned in Item i ii, and iii shall be made in the orders of preference indicated therein.

7.6 Reservation of seats for children of Ex-Servicemen, children of Armed personnel.

- 1% of the seats are reserved for children of Ex-Service men and children of Armed personnel in the following preferences.
- Priority 1. Children of Armed Forced Personnel Killed in action.
- Priority 2: Children of Armed personnel disabled in action and invalidated out from service on Medical grounds.
- Priority 3: Children of Armed Force Personnel who are in receipt of Gallantry Awards, the order of merit for consideration of the Gallantry Awards being as given.
- parmVir Chakra
- SarvothamYodhSeva Medal
- Kirti Chakra
- Vir Chakra
- YudaSeva Medal
- Mention of Dispatches
- Asoka Chakra
- MahavirChaklra
- UttamYOudhSeva Medal
- Shourya Chakra
- Seva/NauSena/VayuSena Medal
- Priority 4: Children of other Ex-Servicemen, Servicemen.

7.7 Reservation of Seats for Physically Handicapped:

- 1% of the total number of seats in 1 year of Degree course shall be reserved for the **Physically Handicapped persons** in the following order:-
- First priority to those who have visual defects.



- Second Priority to those who have defects of the upper limbs, and
- Third priority to those with defects in the limbs.

Other general rules : Change of Faculty

- Candidates admitted to degree course in a faculty can be permitted to change to another faculty **within 15 days** from the commencing of the classes, provided they have already registered their applications for admission in that faculty which they desire to change. No change shall be permitted after this date.
- The students seeking admission to 1st year of the Degree Courses be instructed to opt for the Second Languages available in the College.

7.8 Admission of foreign students

Admission of foreign students into 1st year of the 3-year Degree Course shall be finalized by the Director, University Foreign Relations Office, Osmania University and allotted to colleges. College shall not admit any foreign student directly without being allotted by the Director, UFRO. Any deviation in the prescribed procedure will be viewed seriously and necessary action would be taken against the erring candidates.

Attendance

- Every candidates is required to put in a minimum 75% attendance in order to appear for the University Examinations. Shortage of attendance to the extent of 10% will be condoned by the University on Medical grounds. If any candidate does not put in the required attendance she shall not be permitted to appear for the Examination.
- However, In respect of Women candidates who seek condonation of attendance due to pregnancy, the principal, may condone the deficiency in attendance to the extent of 15% (as against 10% condonation for others) on medical grounds subject to submission of medical certificate to this effect. Such condonation shall not be availed twice during the course of study.

Eligibility criteria for postgraduate programmes:

- A candidate who has passed the qualifying degree examination from a recognized University / Board with 50% marks and cleared the concerned subject Entrance Examination conducted by the parent University shall be eligible to apply for the



post graduate programs. The selection of the candidates will be based on merit obtained in the Entrance Examination.

Eligibility criteria for MBA & MCA programmes:

- A candidate who has passed the qualifying degree examination from a recognized university with 50% marks and clear the state level TSICET Examination shall be eligible to apply. 70% of the seats are allotted through web based counseling conducted by The Convenor, TSICET and remaining 30% of seats are under Management Quota allotted by the College on merit basis.

Eligibility criteria for one year Post Graduate Diploma Programmes:

- A candidate who has passed the qualifying degree examination from a recognized university with 50% of marks in the concerned subject shall be eligible for one year postgraduate diploma program offered by the institution.

Time limit to complete the course:

- Candidates who have joined Degree & PG Courses are required to complete the course within **N+2 years**, PG Diploma Course within **N+1 Year** and the duration of the period from the date of admission.

Cancellation of admissions:

- **During the process of verification by the institution if any malpractice/ misuse are detected in the usage of certificates at any time of duration of the course, the admission will be canceled without any notice.**

Admission policy will be guided by Osmania University admission policy.


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