



Policy Document on Admissions

1. Introduction: Institutional Context

This Policy relates to all admissions to first year undergraduate and postgraduate taught programmes of Stella Maris College. This policy is written in accordance with the vision and mission of the College, and is aligned with the educational vocation of the Franciscan Missionaries of Mary to empower the marginalised and deprived young women of Indian society, particularly those from the Catholic community, although all deserving applicants are admitted regardless of caste or creed.

This Policy is aligned with all State and Central Government regulations, including policies and regulatory mandates of the UGC and MHRD, Government of India. Admission to programmes is subject to availability of seats especially for programmes where the demand far exceeds the number of seats available. Governmental reservations may also restrict numbers of available seats for select categories of applicants.

The competition for seats in some programmes is very high, and the College makes every effort to offer clear guidance to prospective applicants to make informed choices about programmes that are suitable to their interests and in keeping with their Plus Two subjects for school graduation. It may sometimes be unfortunate that highly qualified applicants even though belonging to minority may not obtain admission owing to limited seats and high competition for certain programmes.

The College is committed to providing applicants with timely and relevant information which is updated annually on the institutional website. (www.stellamariscollege.edu.in)

2. Purpose

- 2.1. This Policy is in place to provide information to all stakeholders, prospective applicants, and the general public about application procedures, selection processes and admission to the various programmes of the College. It provides the framework for the centralised Admissions Core Committee (ACC) and Departmental Admission Committees for short listing and ranking applicants for final selection by the Head of the institution.
- 2.2. This Policy ensures that all eligible applicants are given fair and equal opportunity in admissions.
- 2.3. Since all admission procedures are online, the institution will ensure that all information relating to admissions are available on the website. It is committed to providing clear instructions about application processes on the application forms portal.
- 2.4. The Policy is in compliance with governmental regulations and has been approved by the ACC.

3. Scope of the Policy

This Policy applies to all prospective applicants to all taught programmes at Stella Maris College. All faculty and administrative staff involved in the admissions process are bound by the principles and regulations contained in this policy document. The terms and conditions underlined in this Policy are fair and transparent and are in effect a contract between the College and each student on admission.





4. Policy Statements

- 4.1. Stella Maris College welcomes applications to its various undergraduate and postgraduate programmes (first year) from eligible women applicants from diverse backgrounds, especially those from marginalised and economically deprived sections of society, and those belonging to the Catholic community.
- 4.2. Applicants to all programmes are expected to check eligibility criteria given in the Online Admissions Brochure for the relevant year. (See online Prospectus for eligibility)
- 4.3. Any application found with incomplete/inaccurate/misleading information shall not be considered.
- 4.4. Undergraduate applicants from Boards other than those listed in the Prospectus are expected to check their eligibility/equivalence with the concerned office of the University of Madras.
- 4.5. Successful applicants for postgraduate programmes who have undergraduate degrees from Universities other than University of Madras are expected to obtain an eligibility certificate from the University of Madras before confirmation of admission.
- 4.6. All admissions shall be processed through the online portal on the institution's website.
- 4.7. All admissions shall be merit based as per the requirements of the concerned departments and also all governmental regulations, with preference given to Catholic applicants in cases where all other requirements are equal. A minimum of 50% of all applications for programmes shall be from the Catholic community.
- 4.8. Favourable action in admissions shall be taken in cases of prospective applicants belonging to socially disadvantaged and oppressed groups as given in Governmental Policies and those of the Management.
- 4.9. International applicants will be considered in exactly the same way as applicants at the national level, except where additional requirements are placed upon the institution by the Government/University of Madras. This includes the fee structure which shall be the one recommended by the University of Madras and on decisions taken by the Management. Where an applicant's fee structure cannot be ascertained from the information given in the application form, the institution may request additional information so that the correct fee structure may be determined.
- 4.10. This Policy does not apply to International Programmes, Diploma and Postgraduate Certificate Programmes offered by the institution.
- 4.11. It shall apply to all online courses offered by the institution to applicants for courses in lieu of traditional, face-to-face courses which are considered for award of a degree.

5. Admissions Principles

- 5.1. The Principal shall institute a central Admissions Core Committee whose constitution shall be in keeping with governmental regulations. This Committee shall be headed by the Principal.
- 5.2. Departmental Admissions Committee shall be instituted by the Head of Departments.





STELLA MARIS COLLEGE

(AUTONOMOUS)

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- 5.3. Selection of online applications for the first list (both undergraduate and postgraduate programmes) shall be held 10 days after publication of the Plus Two / UG results by the ACC.
- 5.4. All processes shall be transparent and conducted in a fair and just manner, based on principles set down for processes and procedures.
- 5.5. The process of selection for the Catholic applicants shall begin with consideration of completed application forms by the ACC, based on the cut off decided upon. All eligible applicants shall be considered fairly based upon cut off criteria decided by the ACC.
- 5.6. If there are no/limited Catholic applicants for any programme, selection will be purely on merit in relation to the cut off marks.
- 5.7. The ACC shall oversee the receipt of online applications, printing out copies of applications for the first list and notifying applicants and the department faculty. For all programmes admissions shall be based on the cut off marks and percentage decided upon by the ACC.
- 5.8. All decisions regarding final selection of applicants shall be taken by the Principal in consultation with the Head of Department and the Departmental Admissions Committee. In any issue regarding admissions, the decision of the Principal shall be final.
- 5.9. The lists of selected applicants shall be uploaded on the institutional website and sent to their mobile phones on dates decided upon by the Principal.
- 5.10. Interviews of selected applicants shall be held by all Departments (online or in person, depending on the current situation).
- 5.11. Entrance Tests shall be held (online or in person depending on the current situation) for those programmes where it is a requirement.
- 5.12. Selected applicants who have not studied in English medium schools and who have difficulty in communicating in English shall undergo a preparatory English language and life skills programme before the College reopens.
- 5.13. Applicants requesting hostel accommodation shall be considered by a separate committee consisting of hostel wardens and the Principal
- 5.14. Hostel admission on campus is not ensured to all selected applicants
- 5.15. Since the College receives more applications than available seats, it reserves the right to make informed admissions decisions based on a wide range of information including special achievements of the applicant among other considerations.
- 5.16. Special achievements and awards in games and sports by applicants shall be given due consideration, and such applicants shall be recommended to the Principal for selection by the Physical Directress after due scrutiny of all documents.
- 5.17. The College treats applicants with disabilities favourably, maintaining reserved seats according to Governmental regulations, and observing all other guidelines and regulations especially with regard to infrastructure, facilities and the conduct of examinations. The College shall extend adequate support to such students after admission as well as making adjustments in physical infrastructure and other facilities for their benefit.





- 5.18. Applicants with disabilities of any kind are encouraged to disclose any disability and any relevant information during the application process, so that the College and the concerned Department can prepare for any reasonable adjustments if needed. The College reserves the right to not to process applications of those who fail to disclose disabilities.

6. Online Help Desk

- 6.1. A Help Desk shall be available for those applicants who have complaints/issues/clarifications with regard to admissions. These should be sent by email to the following e-mail address: 1. principal@stellamariscollege.edu.in and 2. admissions@stellamariscollege.edu.in
- 6.2. Faculty members and staff engaged in work related to admissions other than departmental interviews/entrance tests are expected to read the booklet on Admissions Rules which will be made available online/hard copy.

7. Responsibilities of the ACC

- 7.1. Clearly identifying and communicating entry requirements for all programmes to all personnel involved in admissions
- 7.2. Ensuring that the procedures and processes are reviewed and communicated to the IT Department Team, faculty, administrative staff, and all those involved in admissions
- 7.3. The receipt and review of all online applications excluding those for international programmes, diploma and certificate programmes
- 7.4. Selecting applicants for entry on the basis of criteria decided upon
- 7.5. Providing feedback upon request to unsuccessful applicants referred to them by Heads of Departments through the Help Desk
- 7.6. Continuous review and improvement of admissions service
- 7.7. Annual review and feedback to be given to the Head of the Institution

8. Responsibilities of the Faculty of all Departments

- 8.1. Constitution of Admission Committees for undergraduate and postgraduate admissions and for the different Shifts if required
- 8.2. Effectively implementing the directives of the Admissions Policy and the Guidelines for Admissions
- 8.3. Conducting interviews and entrance tests in accordance with the directives on dates set down by the Principal/ACC
- 8.4. Following government guidelines, policies, and seat reservations and maintaining admissions lists and other relevant documents meticulously
- 8.5. Ensuring that the Student Contract is read carefully and signed by the selected applicant and her parent/guardian
- 8.6. Selected applicants requiring additional support for English Communication skills development are given the necessary information on the requirement, including dates of the programme.

This Policy Document shall be updated and revised at suitable intervals.

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PRINCIPAL

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