HOLY CROSS COLLEGE (Autonomous)

Nagercoil - 629 004, Tamil Nadu, India

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Accredited with A$^+$ Grade (CGPA 3.35 - 4th Cycle) by NAAC

An ISO 9001:2015 Certified Institution

ADMISSION POLICY

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Holy Cross College aims to empower women through education and research. Attracting students from diverse backgrounds, irrespective of religion, caste, and creed our goal is to mould them into responsible citizens with global competencies and ecological consciousness. The admission policy provides guidelines for the admission process to the stakeholders and is drafted based up on the regulations issued by the Government of Tamil Nadu.

Objectives

- To improve the quality, transparency, and responsiveness of the admission process.
- To ensure equitable allocation for all courses.
- To affirm efficiency and fairness through the ERP application.
- To establish cost-effective and trouble free online mode of applying, so that aspirants can manage their application independently.
- To adhere to legal obligations through a consistent and fair admission process.

Policy

The Admission Policy outlines the guidelines and procedures for admission to all UG and PG programs at Holy Cross College (Autonomous), Nagercoil. The policy complies with the UGC regulations, as communicated by the Directorate of Collegiate Education, Joint Director of Collegiate Education, and Manonmaniam Sundaranar University, Tirunelveli.

Admission Committee

A common admission committee for both UG and PG courses ensures fairness and consistency in assessing eligibility and admitting students. The committee comprises the Principal, two most senior staff, a co-opted member belonging to SC/ST category and senior faculty members from UG and PG programmes.

Admission Sub-committee with Departmental faculty

Vice Principals and faculty in charge form the sub-committees for admission. Heads of Departments and faculty members are responsible for ensuring the accuracy and relevancy of all information submitted in support of applications.

Eligibility Criteria

Admission to various courses is based on criteria specified by the University Grants Commission (UGC) and other relevant bodies. The college may establish specific criteria for certain courses to maintain academic standards.

Age limit for Admission

The upper age limit for UG courses is 21 years as of July 1st. A relaxation of 3 years is permitted for SC/ST/SCA/BC/BCM/MBC/DNC and women candidates. There is no age limit for PG courses.

Merit – based Admissions

The college follows a merit-based admission process, primarily considering the academic performance. In case of a tie in merit, factors like extracurricular achievements and community service may be considered for ranking the candidates.

Reservation policy

The college adheres to the reservation guidelines prescribed by the Government of Tamil Nadu, reserving seats for SC, ST, OBC and other categories.

Special Consideration

Special consideration may be given for candidates with exceptional talent in sports, arts, and culture, subject to verifiable certificates and a specified evaluation process.

Application Process

All candidates must submit applications either online or offline, providing accurate information and necessary documents. However admission advisory committee will be available on campus to aid the admission seeking, if and when necessary. Eligible students will be shortlisted to be called for interview.

Admission Interview/Counselling

Admission interviews or counselling sessions may be conducted for specific courses or situations to assess the suitability of candidates.

Advisory Services

Information and advice regarding programme selection are available to applicants upon request.

Rules of Reservation Policy

Admission is made purely on merit, following the rules of reservation of the Government of Tamil Nadu.

i. 50% seats for minority students and out of the remaining 50% forming a 100%, the following percentages are reserved for specific categories.
ii. 31% for open completion (OC)
iii. 26.5% Backward Classes (BC) other than BC Muslims and 3.5% for Backward Classes Muslims.
iv. 20% for Most Backward Classes (MBC) and Denotified Communities (DNC)
v. 15% for Scheduled Castes (SC) and 3% for Arunthathiyars (SCA)
vi. 1% for Scheduled Tribes (ST)
vii. Free applications to be issued to SC/ ST/ SCA Applicants may claim and get a number of applications free of cost by submitting photocopies of their communication certificates.

Admission – Differently-abled quota (Divyangjan)

i. Out of the quota of 19% (18% SC and 1% ST) reserved for SC/ ST; 5 out of every 100 seats shall be reserved for Differently abled persons belonging to SC and ST.
ii. Out of the quota for 50% (30% BC and 20% MBC/ DNC) reserved for backward classes, Most Backward Classes and Denotified Communities. 5 out of every 100 seats shall be reserved for Differently Abled persons belongs to BC, MBC and DNC
iii. Out of the quota of 31% intended for open competition, 5 out of every 100 Seats shall be reserved for Differently Abled in general.

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iv.   Proof of medical fitness certified should be produced by the application, for verification by Physician to ascertain their disability.

Ex- Servicemen Quota

i.   For UG and PG courses 6 and 3 seats will be allotted respectively.
ii. Relevant proof of service as Ex- Serviceman or Certificates should be produced by the applicants.

Sports Quota

3% of seats in UG and 2% of seats in PG as per Government order will be reserved as sports quota admission for students who have represented at the District Level/ Divisional Level and above. Relevant Certificates should be produced by the applicants, which will be verified by the Physical Education department and the Sports Committee.

Selection Process

Candidates registered under sports, Ex-servicemen/Defence Quota are considered eligible for admission under the merit quota in addition to the reserved quota. All eligible applications will be ranked strictly according to the descending order of weighted marks. In cases where more than one candidate secures the same marks, these candidates shall be ranked by their registration number. Once the ranking of all applicants is completed for each program, prepared selection and waiting lists will be published on the college website and notice board for the general seats, in accordance with the reservation policy, and the applicants will be notified via SMS.

Admission to UG, PG

Selected candidates are required to attend a verification session with the necessary certificates to confirm their provisional admission. Waiting list candidates will be invited based on available vacancies. For the Management Quota, candidates will be selected on merit basis.

Fees Concession

Poor families and sports students admitted to our college will be considered for full fee concession or 50% concession by the management as the case may be.

Publication of Merit List

The college will publish a merit list based on the academic performance of the applicants. This list will be made available on the college website and notice boards.

Communication to the Stakeholders

Details of the admission process, program specifics, and merit list (waiting list) will be published on the college notice board and website.

Fee Structure

The fee structure for each course will be communicated to the candidates during the admission process. The college will adhere to the fee regulations prescribed by the Government of Tamil Nadu.

Anti – Discrimination Policy

Holy Cross College (Autonomous) is committed to providing equal opportunities to all eligible candidates without discrimination based on caste, creed, religion, gender, or economic status.

Review and Amendments

This admission policy will be subject to periodic reviews to ensure alignment with the institution's vision and mission, and changes in government regulations. Amendments, if necessary, will be made with due consideration to the stakeholders' interests.

Admission of International Students

The admission process for international students to various programs is based on general guidelines issued by the University Grants Commission (UGC), Association of Indian Universities (AIU), and statutory/regulatory directives of the Government issued from time to time.

Documents Required for Admission

Students are required to submit the mandated documents as enlisted by the college in consonance with the to UGC regulations, as communicated by the Directorate of Collegiate Education, Joint Director of Collegiate Education, and Manonmaniam Sundaranar University, Tirunelveli.

Transfer and Change of Programme

Transfer or change of program will be permitted based on merit only. The process will be decided by the respective Heads of the Departments. Candidates will be informed through Email/SMS once they are selected for a program they have applied for. If a candidate wishes to join a new program after being admitted to one, they must pay the difference in fees applicable to the new program.

Discontinuing a Course

Students wishing to discontinue from a program after enrolment will receive a Transfer Certificate, and the fee will be refunded according to the refund policy of the college.

Admission Procedure for Ph.D. Programme

Candidates are admitted to the PhD programmes strictly in accordance with the regulations of Manonmaniam Sundaranar University, Tirunelveli.

Guidance and Support provided for Stakeholders and the Public

•   Exclusive admission support and guidance about the choice of programs will be provided for the public and all seeking admission in the college.

•   Faculty members from various disciplines will be available on campus to provide counselling on program selection and the admission process.

•   Guidance and clarifications for filling up the admission form and queries will be available on the college website and YouTube channel.

•   Further support and clarification will be available through email and phone.

Records and Reports

All relevant documents related to students' admission shall be maintained and preserved by the college.

PRINCIPAL
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