



**NAGARJUNA COLLEGE OF MANAGEMENT STUDIES**  
(Affiliated to Bangalore University, Recognized by the Government of Karnataka)  
Chikkamarali Village, Doddamarali Post, Nandi Hobli, Chikkaballapur Taluk & District-562101

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## **ADMISSION POLICY**

Karnataka is considered the favorite destination to pursue higher education for students in India. Nagarjuna College of Management (NCMS) located in Chikkamarali Village, Doddamarali Post, Nandi Hobli, Chikkaballapur, Karnataka looks forward to achieve and promote inclusivity, integration and heterogeneity in the student community. It believes in the right of every individual to receive quality higher education. NCMS aspires to become a “Center for Excellence” in education and research.

### **Introduction:**

The admission policy of NCMS affirms its position on key matters relating to recruitment, selection, admissions, and widening participation activity.

NCMS believes in providing quality education and excellent learning experience to outstanding students, irrespective of their backgrounds, and produce graduates distinguished by their intellectual capabilities, employability, leadership qualities, and their ability and ambition to contribute to society.

The admission policy besides providing information to enquirers, applicants, parents and advisors about recruitment, selection and admissions at NCMS will also serve as the framework for all staff who is involved in recruitment, selection and admissions activity.

### **Scope:**

This policy applies to the selection and admission of applicants to all Undergraduate, and Postgraduate programs leading to the award of a degree.

NCMS follows the instructions of all the concerned regulatory bodies namely UGC, State Government and Affiliating University with regard to all Policies and Procedures.

### **Objectives:**

1. Setting admission standards for all the Courses/Programmes offered in the institute.
2. Provide a framework to ensure the integrity of selection and admissions decisions.
3. Ensure that selection and admission processes are transparent and decisions are consistent and fair.
4. To ensure the adherence towards total sanctioned intake of students every academic year by the concerned regulatory bodies, students will be admitted as per UGC norms, Bangalore University and Government of Karnataka regulations.
5. To ensure adherence to the admission of students without any violations throughout the process.
6. To continuously improve the quality and responsiveness of admissions process.
7. To ensure fairness and impartial access to the Programs offered to the students by the institute.

8. To empower student applicants to apply online, thereby saving staff and/or student applicant's time and cost.
9. To make the admissions process student – friendly as far as possible by taking necessary steps whenever and wherever required.

**Policy Statement:**

1. NCMS is committed to the goals of quality, diversity, and access in its admission policies.
2. Admission of the candidates is based on academic quality and on overall evaluation of applicants' merits, strengths and weaknesses. The college does not use a rigid set of rules.
3. Institute follows the guidelines for reservation quota as per the Karnataka Govt. order issued from time to time.
4. Admission to the college does not guarantee admission to all the courses/programmes. Different courses/programs may have specific prerequisites and/or requirements. Selected programs may also have additional requirements for admission.
5. College has the right to cancel any courses/programs onto which students have been accepted, in accordance with its rules and regulations.

**Admission Committee:**

The Admission Committee generally consists of Principal, Faculty members from various departments, administrative staff and selected office staff for admissions every year.

**Duties and responsibilities of Admission Committee:**

The Admission Committee is responsible to plan, arrange, manage and keep an account of the following activities: Schedule of admission (date, time and venue), Advertising/Printing of required Brochures and other materials. Hospitality/Display/addressing grievances of students including extending necessary help and guidance for smooth functioning of admission process and any other issues related to admissions.

**Eligibility Criteria:**

The primary criteria in assessing applicants will be based on their academic performance. This is mainly done by considering their performance in qualifying examinations and in-house screening rounds, which is designed accordingly for the programmes.

**Eligibility for admission to Graduation Programme:**

A candidate who has passed two-year Pre-University examination of the Karnataka State or any other examination Board considered as equivalent to that is eligible for admission to the Graduation Programme.

**Eligibility for admission to Post Graduate Programme:**

Admission to Master's programme shall be open for:

1. All the candidates who have passed a Bachelor's Degree examination with not less than 50% of marks in the aggregate of all the years of the Degree examinations.
2. In the case of candidate belonging to SC/ST and Cat-I, the aggregate percentage of mark in the qualifying examinations shall not be less than 45% in the UG course, as per UGC norms.
3. The candidates must have studied the concerned PG subject as one of the subjects at degree level.
4. Reservation is available for the candidates as per the mandate of Government of Karnataka.

**Eligibility Criteria for PG courses:** Every year, thousands of students take admission to PG courses in the PG colleges of Karnataka. Admission to PG programs in Karnataka will be done based on the candidate's performance in Karnataka PG CET, a State-level common entrance exam.

Candidates have to fulfill certain eligibility criteria given below laid down by the admission authority before filling the PG Application Form:

1. Candidates must hold a Bachelor's degree in relevant discipline from a recognized university.
2. The candidate must have completed a bachelor's degree of minimum 3 years duration with 50% aggregate marks in all the subjects including the language subjects taken during the entire duration of the course.

The selection process for two year full-time PG Programme offered will be based on the score obtained in PG CET for Government Quota seats (50% of the sanctioned seats) and based on the score obtained either in MAT/KMAT/CMAT/ATMA for Management Quota seats (50% of the sanctioned seats).

**Government Quota:**

1. The students seeking admission through the Government Quota need to appear for the entrance test known as Post Graduate Common Entrance Test (PG CET) conducted by Karnataka Examination Authority (KEA).
2. The candidates will be allotted seats in respective colleges through centralized counseling conducted by KEA based on the ranks secured in PG CET.

**Intake:**

The intake for each programme and course is as per the approved capacity from the university. Any changes in the approved capacity for each programme and course will be as per the norms and guidelines from the Government of Karnataka.

**Medium of Instruction:**

The medium of instruction and Examination is in English. This is not applicable to language papers.

**Application Form:**

The application form should be submitted by the eligible candidate through offline seeking admission to the respective courses/programs in the college. He / She shall submit hard

copy of the filled in application form along with relevant documents like Marks Cards, Caste Certificate, Study Certificate, Income Certificate, Migration Certificate whichever is applicable, duly attested by a competent authority.

**Scrutiny and Verification Process:**

Admission Committee will verify the photocopies and original documents for authenticating documents submitted by the candidate along with the Application Form. The application form is liable for rejection without any notice in case of incomplete details or if the attached documents are not found to be in order or not valid as per UGC/University Rules.

**Counseling:**

Admission Committee itself acts as a "Counseling Centre" where the candidate is present in person along with his/her parents/guardians on the day of counseling. The candidate is given an option to choose particular program among the unfilled/available seats as per the guidelines.

**Payment of Fees:**

At the time of admission, the candidate shall pay the Annual Program Fee along with other fees for the first year (as already notified by the college). Admission fee shall be paid through bank challan /on-line on the day of Counseling or on the day of confirmation of admission by Committee or else the seat will be canceled.

**Confirmation of Admission:**

The admission is confirmed once Admission committee receives the office copy of bank challan/NEFT certificate for successful payment by the candidate.

**Refund of Fees:** Candidate who has selected a seat and wish to discontinue for any reason, may cancel his/her seat by submitting few documents like original provisional admission card, original fee receipt, application for cancellation of seat and refund of fee paid with complete correspondence address.

**Other Instructions:** The relevant rules relating to admission, fees and other details will be as and when notified in college website. All admissions made are provisional. The College/University reserves the right to approve or cancel the admission.

Date of admission means the date before which the student has to report for admission to the institution/committee/authorities and does not imply the last date of completion of admission process. The directions given by the competent admission authority with regarding to reporting date will supersede the above clause where specifically mentioned and withdrawal will entail loss of full fees or as may be imposed by the institution.

  
**Principal**

PRINCIPAL  
NAGARJUNA COLLEGE OF MANAGEMENT STUDIES  
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