

Government of Karnataka

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Office of Commissioner

Bangalore-1, Dt: 09-01-2003

Circular

Reg: Bringing more transparency in the First year UG admissions in the UG colleges of Karnataka State .

The following guidelines have been prepared in accordance with the Karnataka Education Act and Supreme Court judgment, to bring more transparency in the admission of students to first year undergraduate course. The government and private aided and private aided minority institutions have been hereby instructed to mandatorily follow this guidelines while admitting students to the first year degree courses ,from the academic year 2003 -04.

1. The total number of seats available/sanctioned for the first year degree courses in your college ,must be announced on the notice board/website before the admission process begins. This total number should be announced according to the roster system , programme wise as sanctioned by the affiliation committee. . In each programme, the existing number of sections should be announced .All these sections/ combinations must have been sanctioned by the affiliation committee. Admitted number of students must be as allocated and approved by the University .

A model of information that can be announce on the notice board is given below.

Example:

Total number of seats /admissions in the college : 600

Stream/programme wise available seats : Science stream : 200

: Commerce stream : 100

: Humanities stream: 300

Stream wise available admissions	Percentage- %	BSC	BCOM	BA
Admissions allowed as per management's discretion :	20	40	20	60
Seats distributed according to the merit list.	80	160	80	240

	Reservation Quota	Total number of available seats for admission		
	Percentage	B.Sc.	B.Com	BA
	100%	200	100	300
Categories				
General	50	100	50	150
SC	15	30	15	45
ST	03	06	03	09
Cat-1	04	08	04	12
2A	15	30	15	45
2B	04	08	04	12
3A	04	08	04	12
3B	05	10	05	15

1. The Programmes taught in the college and each course/paper in that programme should be in the programme/ courses list sanctioned by the University . Without prior permission from the government , any new subject or combination should not be introduced and students should not be admitted to such courses. Without the prior written permission from the Collegiate Department, any Programme/course wise classes should not be started , with the intention of creating/ distributing workload to additional faculty.
2. The process of admission to first year must follow the University academic calendar. Complete Calendar of events for admission process must be mandatorily announced prominently on the college notice board/ important place ,so as to be noticed by the parents and students.

1. Admission application forms(with serial number) should be made available for a minimum of 5 days from the announcement of PU results. Every day, the forms should be made available to the students at least for 4 hours. The time of distribution of forms should be announced on the notice board , prior to the commencement of admission. If need be, more counters should be opened so that students can receive applications without any hassles.
2. After the last date for distribution of application forms is over, a minimum of 3 days should be given to the students to fill up and submit the same. Separate counters should be opened to receive the applications from the students. Filled up applications can be received from the students , from the day after the beginning of distribution of applications.
3. Account should be maintained , about the number of applications distributed each day. If the students' info is digitalized at the time of distribution itself, it will save time later when additional info has to be added for each student. After the completion of admission documentation, total statistics regarding admission of students course wise, combination wise , should be dispatched to the Office of the Regional Joint Director, in the first week of July.

4. Students should be given acknowledgement for submitting their application. The complete list of eligible students who have applied to the admission for first year should be announced combination/course wise, as per the Karnataka Education Act 1995 (vide The Karnataka Educational Institutions Classification, revelation and Prescription of Curricula –Extra Rules 1995) Rule-14(11). The list of ineligible students whose applications are rejected should also be announced . After these 2 lists are announced, 5 days' time should be given to the students to submit their objections to the said lists.

The method of distribution of admissions :

5.A) All the seats available in the Government colleges should be distributed based on merit and Roster system .

b) In private aided colleges, 20 % of the available seats can be distributed as per the discretion of the institution , according to 12 (b) regulations.

The remaining 80% seats must be distributed as per the reservation rules and based on merit only.

c) In minority institutions, 50% of total seats can be filled up with students from the same community .The remaining 50% must be distributed as per reservation policy and merit , vide **rule number 14, sub section/rule number 05 and 06**. Thus , two separate lists should be announced . Even in private aided colleges, according to 12 (B) rules the 20 % seats allocated to the discretion of the institution , can be equally divided between the students of the same minority community and the students of reserved category, as per Govt reservation policy.

If seats are available even after the closing of calendar of events as mentioned above, applications can be given to the students and those seats can be filled up. Permission is granted to give admission to the students to the first year degree till the last date of admission as announced by the University.

Roster Distribution:

1. In Co-education Institutions , 50% seats should be reserved for girl students as per admission rule number 14 (6) . Roster system should be followed in these seats for girls too. If 50 % girls have not applied , then those seats can be distributed among boys as per roster system.
2. 5% seats should be reserved for Physically handicapped students vide 1995 Act ,Section 39.
3. Admissions should be reserved for students belonging to SC/ST/OBC/Cat-1, 2A, 2B, 3A, 3B, as per Rules 14 (5) as fixed by the government from time to time.
4. If students of various categories have not applied , such seats can be transferred to the general category. The seats reserved for categories must

not be transferred to the general category , without first exhausting all applications received by students of those categories.

Preparing the merit list of students for admission.

Admissions must be made as per the merit list which should include the reserve categories' students . Then, based on the reservation system explained above, the number of admissions to be made under different categories should be first decided . Then , the applications of students belonging to each category should be arranged ed as per merit,(marks obtained in 2nd PUC or equivalent examination). The college administration can announce first list, second list, third list or further additional list if need arises (as per **sub rules 11 and 12 A**). The dates for announcing the lists must be as given below:

After the first list of eligible students is announced as per sub rule 12A , those students should be given 3 days ' time to pay the admn fees . After confirming the number students of first list who have paid the fees, the second list for remaining admissions should be announce on the 5th day after the first list is announced . 3 days' time should be given these students of 2nd list also. Third list should be announced 5 days after the 2nd list is announced. They too should be given 3 days' time to pay the fees.

If necessary, the last additional list can be announced 5 days after the 3rd list is announced .The students ' names which are not in the first 4 lists should not be admitted to the first year degree. Even in the seats left to the discretion of the management, students' list must be announced.

In each list of selected students., the total marks obtained by the student in PUC or equivalent exam and percentage of marks should be entered . The marks obtained in only a few subjects should not be taken into consideration for any reason. When each list is announced , the total marks and percentage of marks of last student (cut off point) who got seat in that category , course wise , should be announced on the notice board .

After the admission process is over, the selected students' lists and admitted students' final lists should be certified and sent to the office of the Regional Joint Director.

The fees collected by the college must be mandatorily announced on the noticed board . Receipt must be issued to the students for the same.

(Draft is approved

By the Commissioner)

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Additional Director
Collegiate Education

Copies to :

1. Secy., Higher Education Dept, MS building ,Bangalore.
2. Principals of all undergraduate colleges (govt and private aided)
3. All Regional Joint Directors of Collegiate Dept.
4. Director, DCE, Personal section.
5. Additional Director, DCE, personal section
6. Joint Director, (academic section) , DCE, Personal section
7. Office copy.