

Govt. College for Women (A) Guntur
Institutional policies
Internal Quality Assurance Cell
Admission Policy

Preamble: The College which has been offering quality education for scores of women for 80 years had independent admission procedure duly following the guidelines of the affiliated University as well as Govt. of Andhra Pradesh. For the last two years i.e., from 2020- 21 onwards the students are admitted through Online Admission Module for Degree Colleges of govt. of Andhra Pradesh. However, since this is an autonomous institution, yet abiding by the Rules of Acharya Nagarjuna University and the Govt. of Andhra Pradesh, it adheres to the following Procedures and rules with regard to admission of the students.

Pre Qualification:

The examination conducted by A.P. Board of Intermediate Education, 10+2 Examinations of CBSE and ICSE, National Open School are recognized by this College as qualification for admission into various degree Programmes of the college.

In the case of any other qualification claiming to be equivalent to the Intermediate course, the equivalency certificate shall have to be obtained from the Board of Intermediate Education, Andhra Pradesh.

Admissions

Notification regarding the online admissions into 1st year degree programmes for any academic year shall be published by the APSCHE. Timeline of schedule for registration on the online platform, submitting the application, exercising the web options, allotment and joining at the college is well structured and informed.

- (1) The rules of reservation are followed in making the admissions.
- (a) Nominal rolls of candidates admitted into first year degree programmes will be sent to the University for every academic year, within one week from the last date of admissions into I Year programmes, without fail.

Eligibility Criteria for Admission Into B.A./ B.Com. /B.Sc./ Programmes:

As per existing norms, the qualifying examination for admission to any of the various degree courses is the two-year Intermediate public examination held by the Board of Intermediate Education, Andhra Pradesh and 10 + 2 examinations of CBSE and ICSE or their equivalent examination recognized by the University.

Admissions to the various degree Programmes shall be made on the basis of the fulfillment of the following conditions.

- (1) B.Sc. programmes: Candidates who opt for any combination of group subjects in the B.Sc. programme shall have studied at least two courses of the group in the qualifying examination i.e. the group courses opted for in the degree programmes and the group courses studied in the qualifying examination shall have at least two courses in common. However, in the case of group combinations with Mathematics in the B.Sc. programme, the candidates shall necessarily have opted Mathematics as one of the group courses in the qualifying examination.

Specifications of Eligibility:

B.Com./B.B.A./B.A programmes: All those who passed the Intermediate examination or its equivalent examination recognized by the University are eligible to apply. Selection of candidates for admission shall however be made as per the following criteria.

(a) B.Com. & B.B.A. programmes:

Those who have studied Commerce as one of the group courses in the qualifying examination shall be preferred for admission into the B.Com. and B.B.A. courses. Non-Commerce (Science/Arts) students shall not be admitted beyond 20% of the sanctioned strength of the B.Com. programme wherever such applicants are available. Where non-Commerce applicants are not available, seats shall be filled by students with Commerce background only. Similarly, in case of non-availability of sufficient number of Commerce applicants, the non-Commerce students may be allotted seats over and above 20% of sanctioned strength.

(b) B.A. programme:

(i) Those who studied all the three group courses being offered in B.A. at the qualifying examination shall be preferred for admission in B.A. programme. Those with two common group courses and those with one common group course get next preference in that order. The applicants of categories other than these three categories i.e., those who studied Science or Commerce subjects in the qualifying examination, will be admitted up to the extent of 20% of the sanctioned strength in B.A. programme wherever such applicants are available. Where applicants of the latter category are not available up to the extent of 20% of sanctioned strength, the seats will be filled by candidates of former three categories. Similarly, in case of non-availability of sufficient number of applicants of former three categories the applicants of the latter category may be allotted seats over and above 20% of sanctioned strength.

(ii) In case of admission into B.A. programme with Mathematics, Economics and Statistics combination, only such candidates who have studied Mathematics in the qualifying examination are eligible.

(i) Medium of Instruction: For admission to English Medium degree programmes, preference shall be given to those who studied the qualifying examination in English Medium. For the seats, if any, remaining unfilled, candidates of other media in the qualifying examination may be considered for admission provided they secure at least 40% marks in English in the qualifying examination. If vacancies still exist, then candidates of other media with less than 40% marks in English in the qualifying examination may be considered for admission.

(ii) Students seeking admission on transfer from autonomous colleges affiliated to other Universities can be given admission within the sanctioned strength only.

(iii) In case of admissions on transfer from other Universities, the candidates shall attach the Migration Certificate of the Parent University in original

(iv) A candidate, whose transfer into the University area from other University area has been approved, shall pay transfer fee and fee towards Recognition and Matriculation as prescribed by the University.

Attendance Rules:

A. A minimum of 75% of attendance in a semester is mandatory for eligibility to take the Semester-End Examinations.

B. Any student who has between 50% and 75% of attendance in a semester may be permitted to take the semester end examinations on payment of the prescribed condonation fee for attendance.

C. Student having less than 50% attendance in a semester will not be permitted to take the semester end examination. However, if any student falls between 50% and 75 % of attendance she may be permitted to take those examinations on payment of the prescribed condonation fee for attendance as per the following slabs.

- If attendance is between 50-59% :1000/- and medical certificate with the detailed medical file
- If attendance is between 60-69% :700/-
- If attendance is between 70-75% :500/-

Rules For Marking and Consolidating attendance:

(1) Attendance for students shall be marked by every teacher engaging a class whether it is a regular class or an extra class.

(2) If any student is absent even for one period on any half-day, he/ she shall be considered as absent for the entire half day.

(3) If any student is absent for any periods or days on account of his being engaged on a valid extracurricular activity, he shall be given attendance for the periods or days of absence provided —

(a) he/she gives before-hand a letter stating the reasons for his/her intended absence and the duration for which he/ she will be absent; and

(b) he/she submits within one week of his attending college after such absence, a certificate signed jointly by the Officer related to the extracurricular activity and the principal condoning his/her absence.

(4) Valid extracurricular activities for which attendance can be claimed by the students as per Rule-(5) are such as participation in sports, competitions, undergoing training for participation in such competitions.

Procedure for the admission as lateral entry

Polytechnic students seek admission into UG programmes as lateral entry students. They are admitted into third semester i.e second year. Such students need to fulfill the requirements of UG programme.

- The BOS Chairperson of the subject concerned and COE will compare the number courses and the titles of courses that the student has already completed in the qualifying exam with the number of courses and titles in Semesters 1 &2 of the programmes that the students will be admitted to.

- The student will have to write the exams for all such courses of semester 1 &2 which are required for the award of degree at the end of 3/ 4 years.

Procedure for resumption of students with break in continuity of studies.

For various reasons students take a break during the programme. They miss total semesters. At the time of their return to college after a gap of one or more than one semester the following procedural guidelines are proposed to be followed.

The students are permitted to resume their study only on the following grounds

a. If the break is on health grounds, they must submit medical certificate issued by the Civil Surgeon.

b. Only up to one year of discontinuity is allowed.

c. If the break is for one semester by paying the examination fee the student shall be permitted to move on to the next semester while the missing semester exams are to be written as supplementary exams.

d. If the student discontinues for one semester and not paid examination fee, they must pay an amount of Rs 800/- towards the Examination non-registration fee (per one semester break) with addition to the present exam fee. The student will have to forego the internal exam weightage and secure total pass percentage of 40% from the external assessment of 70 marks.

e. If the break is for two semesters, then the student has to take permission for resumption of her study by the submission of relevant certificates or documents to the office and they have to pay an amount of Rs 2000/- through challan to Office, Government College for Women Guntur. Such students may not be eligible for the government scholarships. Similarly, they will have to take the syllabus that is currently in force.

f. Practical examinations for such science students shall be conducted as Arrear Practical exams once a year.

g. They shall be permitted in the existing strength only
Transfer from their parent university - then they must produce migration certificate from the university.

Re-admission after discontinuation will be permitted only on the following grounds in the next academic year.

(1) Health grounds for which a medical certificate issued at the time of illness should be produced from a medical officer not below the rank of a Civil Surgeon at the time of illness.

(2) Transfer of parent from the University area, on production of certificate either from the employer or Tahsildar of the Mandal.

(3) Family calamities, on production of a certificate from the competent authority.