



ADMISSION POLICY

Approved by : College Authority and Core Committee
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1. Introduction

This policy is intended to provide an overarching framework for college admissions policies and procedures. This policy applies to the admission of all categories of students to accredited programmes of undergraduate study at Kohima college. The College is committed to fair, transparent and consistent admissions practices. The College is committed to equality in education. Students are selected on the basis of their individual merits, abilities and aptitudes subject to the terms and conditions laid. The college aims to increase the diversity of its student population. We therefore seek to attract a wide range of applicants from different social, cultural and educational backgrounds who can demonstrate the academic ability and the skills required to succeed in their chosen studies. The College aims to offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to programmes appropriate to their interests, academic qualifications and potential. Admission is subject to the availability of seats.

2. Terms and conditions

The College's published terms and conditions apply to all applications for undergraduate study. The College will draw these to the attention of anyone who receives an offer of a place to study at the College. The terms and conditions are fair and transparent, and form a contract between the College and each student.

Admission to Kohima College will follow the principles of the formula devised by the the Department of Higher Education 2019.

CRITERIA AND PERCENTAGES ALLOTTED

Category A - To adopt 1st and 2nd list for giving admission to students passing HSSLC from Government Higher Secondary Schools under Kohima District.

1st list - Priority to be given to students belonging to Indigeneous Inhabitants passing HSSLC from Government Higher Secondary Schools under Kohima District. (30%)

2nd list - Priority to be given to students belonging to all categories passing HSSLC from Government Higher Secondary Schools under Kohima District (20%)

Category B - Priority to be given to students of all categories passing HSSLC from Private Higher Secondary Schools under Kohima District (30%)

Category C - Open to all. These includes seats of the reserved category listed as under(20%)

1. 5 seats reserved for PWDs.
2. 8 seats reserved for Kohima Village council.(2 from each khel)
3. 4 seats reserved for founding members.
4. 5 seats reserved for OBCs.

3. Roles and responsibilities

The Admission Committee is responsible, on behalf of the College, for approving admissions practices and policies. The Committee is responsible for ensuring that policies and procedures regarding student recruitment and admissions are operated fairly and consistently, and in line with the College's strategic aims and objectives and relevant legislation. The College is responsible for setting entry requirements for their programmes. Admission staff is provided with regular training on admissions issues and are expected to follow College admissions policies, procedures and guidance.

4. Selection

For all programmes, abiding by the laid down admission criteria, the selection process will take into account. Admissions decisions will be made as quickly as possible. However, due to the large volume of applications, and in order to operate a fair admissions process, in some cases it may take longer for decisions to be reached. Admissions decisions will be communicated to applicants in an appropriate and timely manner. Any conditions attached to an offer of a place will be clear and specific. In some cases where the College is unable to make an offer for an applicant's programme choice, an offer for an alternative programme may be made.

5. Fraud

The college will not admit applicants on the strength of information considered to be fraudulent. Where an applicant is suspected of having provided a fraudulent application, the application will be investigated. The College reserves the right to reject or cancel an application under these circumstances. The college may terminate a student's registration if he/she is found at a later stage to have submitted fraudulent documents to the college.

6. Disabled applicants

Applications from disabled students will be assessed against the College's entry requirements on the same basis as any other application, and will be subject to the same selection process. Any support needs or adjustments which are required will be considered separately, after the admissions decision has been taken. If there are overriding health and safety concerns or barriers

relating to fitness to practice requirements, the applicant will be involved in discussions to explore options and, if necessary, to find a suitable alternative programme. The Policy and Procedure for Applicants with Declared Disabilities establishes the process by which applications from individuals with declared disabilities are handled by the College.

7. Special circumstances

The college is not best placed to fairly and consistently take account of any special circumstance affecting an applicant's performance in pre-entry qualifications. Examples of special circumstances include personal or family illness, backward category or curriculum or the examination system studied. The College expects applicants to have taken appropriate action to ensure that the relevant examination bodies have allowed for such circumstances prior to the announcement of results or following an appeal.

8. Interaction between the College and the applicant

The college is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant is conducted in the same way. Applicants should note that the College will not tolerate inappropriate behaviour or language towards its employees or members of the wider College community during the admissions process. Hostile, aggressive or otherwise inappropriate behaviour or language, whether expressed verbally or in writing, and excessive levels of contact, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint. The College will normally warn an applicant that his or her behaviour or language is inappropriate and that action is being considered, but where the behaviour or language is particularly inappropriate no warning need be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application. Conduct which constitutes a criminal offence will be referred to the relevant authorities.

9. Feedback

Unsuccessful applicants can reasonably expect to receive feedback on their application on request. The committee responsible for the admissions decision will provide this feedback. Whilst the College aims to provide informative feedback that is helpful to applicants, it may not always be possible to provide highly specific or tailored advice. The College is only able to give feedback to a third party (e.g. a parent, guardian, advisor or agent) with the written consent of the applicant.

10. Complaints and appeals

Should an applicant wish to raise concern about or question the college's decision or the way in which an application has been handled, the College's admission committee will be expected to handle and resolute the appeal.

11. Related policies

The College Admissions Policy is underpinned by a number of other policies and procedures offering specific guidance on aspects of the process or for specific kinds of applicant, Policy and Procedure for Undergraduate Applications laid down by the Nagaland University.

12. Monitoring and review

The Admission Formula will be reviewed after a period of 3 (three) years.



Principal
Kohima College
Kohima