



Saraswathi College of Arts & Science, Vilappil

Admission Policy

1. Admission Process

The admission process typically begins in May with inquiries and management seat bookings, while official admissions follow Kerala University's schedule.

2. Eligibility Requirements

- Candidates must meet the minimum academic qualifications and subject combinations specific to each course.
- Age and other eligibility criteria will follow Kerala University guidelines.

3. Admission System

Seats in self-financing affiliated colleges are classified into merit seats and management seats in a 50:50 ratio. All candidates must register online through Kerala University's website before the stipulated deadline.

- **Merit Seats:** Admission is based on university allotment.
- **Management Seats:** The college management has the authority to admit 50% of the total UG and PG seats from among eligible candidates who have registered online through the university portal.
 - Admissions are monitored and processed by the **Admission Committee**, constituted by the Principal in consultation with the College Council and IQAC.
 - The committee includes faculty members from different departments and administrative staff who address queries from parents and students via live chat, phone, and email.
 - Admission for management seats is based on academic merit and a personal interview.
 - The allotment is based on the details submitted online, and eligibility is confirmed through document verification at the time of admission.
 - Documents submitted during admission are forwarded to the University and will be returned to students upon university clearance. If required earlier, students must request them directly from the University.
 - Any discrepancies found in the submitted documents will result in invalidation of allotment and denial of admission, which will be reported to the University.

4. Post-Allotment Activities

Candidates who seek permanent admission must present the following original documents before the Principal/Admission Committee:

- Allotment memo received online.
- Transfer Certificate (TC) and Conduct Certificate from the last attended institution.
- Mark list of SSLC and Plus Two/qualifying examinations (with two photocopies).
- Degree Certificates or Provisional Certificates (for PG admission) with two photocopies.



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- Eligibility Certificate from Kerala University (for students from other boards/states/universities).
- Migration Certificate (if applicable).
- Caste Certificate (for reservation seats).
- Income and Asset Certificate (for EWS category candidates).
- Certificates for bonus marks consideration (NCC/NSS/Ex-Servicemen).
- Five recent passport-size color photographs.
- Application fee payment receipt (for management seats).

5. Fee Structure

- **Merit-Based Admissions:** Fees are as per Kerala University regulations.
- **Management Seats:** Additional donations may apply as per institutional policies.
- **Reservation Policies:** Admissions will adhere to Kerala University's rules regarding reservation and quotas.
- **Seat Confirmation:** Selected students must pay the admission and first-semester fees to secure their seats.

This policy ensures transparency and efficiency in the admission process, aligning with Kerala University regulations while maintaining institutional integrity.