



K.L.E Society's
RAJA LAKHAMAGOUDA SCIENCE INSTITUTE, BELAGAVI.
(Autonomous)



ADMISSION POLICY AND PROCEDURES

Permissions

- i. University Grants Commission, New Delhi, Guidelines for Autonomous Colleges during the Xth Plan period (2002-2007)
- ii. UGC Letter No. F.22-1/2010(AC)/dated 13th October 2010
- iii. Rani Channamma University, Belagavi, Statute on Autonomous Colleges No. RCU/Belagavi/CDC/2106/ dated 04th November 2011
- iv. Government of Karnataka Letter No. ED 83 UNE 2012 dated 01/03/2012

ADMISSION POLICY AND PROCEDURE

Setting admissions standards for all the courses/programmes offered in the institute are the very important function of the education institutes.

Policy Statement

- A. KLE's Raja Lakhamagouda Science Institute (Autonomous) Belagavi is committed to the goals of quality, diversity and access in its admissions policies.
- B. Raja Lakhamagouda Science Institute will base its admission decisions on the academic quality of the applicants; no one will be denied admission on grounds of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status.
- C. Raja Lakhamagouda Science Institute will base its admission decisions on an overall evaluation of applicants' merits, strengths and weaknesses. The college does not use a rigid set of rules. Admission to the college is at the discretion of the Head of the institute.
- D. The College follows the guidelines for reservation quota as per the Karnataka Govt. order issued from time to time.
- E. for reservation of seats as prescribed by the Government of Karnataka (act) for admission to various courses/programmes.
- F. 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.

- G. 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 management shall constitute an Admission committee consisting of Principal, Faculty members from various departments, Administrative staff and selected office staff 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), Media Management/Printing of required Brochures and other materials/Hospitality/Stationery/Display/addressing grievances of students including extending necessary help and guidance for smooth functioning of admission process and any such other issues related to Admissions.

a) Application Form

The Application form is a document submitted by an eligible candidate through offline/online seeking admission to available courses/programs in the college. A candidate shall apply a separate application for each courses/programs through offline/online. He/ She shall submit hard copy of the filled Application form along with the relevant documents (wherever is applicable) like Marks Cards, Caste Certificate, Study Certificate, Income Certificate, Migration Certificate and any such documents duly attested by a competent authority/self-attested to the Admission Committee of the college either in person or by post within the last date for submission of application. The college is not responsible for postal delay.

b) Scrutiny & Verification Process

Admission committee will verify the photocopied & original documents for validating documents submitted by the candidate along with the Application Form for candidate's claims. Candidate's claims are honored if documents are found correct and in order. The application form is liable for rejection without any notice in case of incomplete details or if the attached documents not found to be in order or not valid as per UGC/University Rules.

d) Counseling

Admission committee itself acts as a "Counseling Centre" where the candidate is present in person on the day of counseling. The candidate is given an option to choose a particular course/program among the unfilled/available seats as per the guidelines.

e) Payment of Fees

At the time of admission the candidate shall pay the Annual Course/Programme 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 Admission Committee or else the seat will be cancelled.

f) 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.

g) Refund and forfeiture of fees

Candidate who has selected a seat and wish to discontinue for any reason, may cancel his/her seat by submitting the following documents within ten days from the date of admission to get a refund of applicable fee amount. After ten working days of admission no requests for refund will be entertained.

The following documents should be produced for the same:

- i) Original Provisional Admission Card
- ii) Original Fee Receipt
- iii) Application for cancellation of seat and refund of fee paid with clear & complete correspondence address.

On receipt of all the above documents, **only the tuition fee paid** will be refunded and the other fees will be forfeited.

Change of course/programme

The candidate who has selected a course/programme and also paid the admission fees to the college and later wish to switch over to other course/ programme, such candidate shall pay Rs.1000/- towards processing fee for each change.

After the last date and time fixed by the College & Parent University for admission to the various courses/programmes, the admission shall be closed and under no circumstances admission shall be done after the last date.

Once the admission process is complete, the list of successfully enrolled students will be sent to the parent University for the Approval.

Transfer of admission

Transfer of admissions is permissible only for the students of III and V semesters subjected to following conditions;

Transfer of Students within the University

- His/her transfer admission shall be within the intake permitted to the college
- Availability of same combination of subjects studied in the previous college
- He/she shall fulfill the attendance requirements as per the Regulation
- He/she shall complete the programme as per the regulation governing the maximum duration of completing the programme.

Transfer of Students of other Universities

- A Candidate migrating from any other University may be permitted to join III/V semester of the degree programme provided he/she has passed all the subjects of previous semesters / years as the case may be. Such candidates must satisfy all other conditions of eligibility stipulated in the regulations of college and parent university - Rani Channamma University, Belagavi.
- His / Her transfer admission shall be within the intake permitted to the college
- He/she shall fulfill the attendance requirements as per the University Regulation
- The candidate who is migrating from other Universities is eligible for overall class and not for ranking
- He / She shall complete the programme as per the regulation governing the maximum duration of completing the programme as per this regulation

Other Instructions

The information given here is general information for the students. The relevant rules relating to admission, fees and other details will be as and when notified.

All admissions made are provisional. The College/University reserves the right to approve or cancel the admission.

**KLE'S RAJA LAKHAMAGOUDA SCIENCE INSTITUTE (AUTONOMOUS) BELAGAVI
OFFERS THE FOLLOWING PROGRAMMES/COURSES**

- Three Year Degree Programs
 - B. Sc.
 - BCA
- Two Year Postgraduate Programs
 - M. Sc. Physics
 - M. Sc. Chemistry
 - M. Sc. Mathematics
- Certificate Courses
- Value-added Courses

College offers a wide range of optional science subjects at the undergraduate level.

B. Sc. AIDED SUBJECTS

1. Physics
2. Chemistry
3. Mathematics
4. Statistics
5. Botany
6. Zoology
7. English
8. Kannada
9. Hindi

B. Sc. SELF FINANCED SUBJECTS

1. Electronics
2. Biotechnology
3. Computer Science

SELF FINANCED PROGRAMMES

1. BCA
2. M. Sc. Physics
3. M. Sc. Chemistry
4. M. Sc. Mathematics

ELIGIBILITY FOR ADMISSION

Eligibility for Admission to B.Sc. Programme

- A candidate who has passed two year Pre-University (Science) examination of the Karnataka State or any other examination Board considered as equivalent thereto is eligible for admission to I Semester B.Sc. Programme.
- A candidate who has passed the three year Diploma (10+3) in Electronics and Communication Engineering / Computer Science / Electronics and Telecommunication / Instrumentation or any cognate branch from the Directorate of Technical Education Government of Karnataka are eligible for admission to First Semester B.Sc. in PMCs, PME, PMS combinations.
- A Candidate who has passed 3 years Diploma in Paramedical course and DMLT conducted by Department of Technical Education, Government of Karnataka is eligible for admission to First Semester B.Sc. in CBZ, CZBt, CBBt combinations.

Eligibility for Admission to B.C.A. Programme

- A candidate completing PUC (Science/Commerce) or three years Diploma in engineering by Govt. of Karnataka or any other examination considered as its equivalent is eligible for admission to I Semester B.C.A. Programme.

Eligibility for admission to Post Graduate programme

- Admission to Master of Science Course shall be open for 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. However, in the case of candidate belonging to SC/ST and Cat-I, the aggregate percentage of marks in the qualifying examinations shall not be less than 45%.
- However, he/she shall have studied the concerned PG subject as one of the subjects at degree level.

A candidate may be refused admission if he/she is found to have indulged in antisocial activities, debarred from other institutions and unlawful demonstrations. If such students are found after admission they may be expelled.

Intake

The intake for each Programme and Course is as per the approved capacity from the Rani Channamma University, Belagavi. Any changes in the approved capacity for each Programme and Course will be as per the norms and guidelines from the Government of Karnataka and Rani Channamma University, Belagavi.

Admission

The admission to all the Courses/Programmes at Raja Lakhamagouda Science Institute (Autonomous) Belagavi shall be as per the guidelines issued by the Department of Collegiate Education, Government of Karnataka and the guidelines of the Autonomous colleges.

Medium of instruction

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