

Admission Policy

MSRUAS/REG/ADM POL/2014-15



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This Policy entitled "Admission"
is applicable to Admission and all Academic Departments of MSRUAS
from the Academic Year 2014-15
(As per the SRAs of the respective Faculty)



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A. Admission to Various Programmes of MSRUAS

A.1 Preamble

MSRUAS is committed to a fair, transparent, and consistent policy for admissions. The University adopts the policy of equal opportunities for education and firmly believes that education and social diversity enrich the experience of all stakeholders. University encourages the prospective candidates to seek its advice and guidance thus enabling them to arrive at informed choices/decisions for applying to appropriate programmes conforming to their aspirations and interests. The University is committed to ensuring that all interactions with the applicant will be in the spirit of professionalism, courtesy and respect. MSRUAS has adopted the concept of decentralization and participative management of varying layers of leadership in the formulation and implementation of decision-making, in all its initiatives and activities pertaining to admissions. The referred active involvement is a clear reflection of multi-directional communication between the varied stakeholders and the University.

A.2 Scope

This policy encompasses process of admission to various Programmes offered in the seven Faculties, of MSRUAS, namely,

1. Faculty of Engineering and Technology
2. Faculty of Art and Design
3. Faculty of Science and Humanities
4. Faculty of Hospitality Management and Catering Technology
5. Faculty of Management and Commerce
6. Faculty of Pharmacy
7. Faculty of Dental Sciences

This policy has been formulated to cover the admission of all categories of students to MSRUAS in all its Programmes as approved by BOG of MSRUAS from time to time. Wherever applicable, MSRUAS shall follow the relevant regulatory norms for admission to specific Programmes.

A.3 Admission Process

MSRUAS shall ensure a transparent admission process.

The formulated admission process involves three broad stages covering various activities as indicated below:

1. Pre-Admission
2. During Admission
 - i. Activities under University Quota
 - ii. Activities under Government Quota
3. Post-Admission

A.3.1 Pre-Admission Process:

This stage shall involve the preparatory arrangement requisite for consolidation of approvals of University statutory bodies as well as regulatory norms, wider publicity of details of Programmes offered including the fee structure. It shall also present the time schedule for the admission process and the steps to be followed.

Prior to proceeding with the admission process, the Admission Department of MSRUAS shall:

1. Collect relevant and comprehensive information regarding each Programme offered, sanctioned intake, and their eligibility criteria.
2. Collate reservation criteria applicable as per State Government norms for admissions under both Government and University quotas. Admission of seats under the reserved category for the University quota shall be as per the State Government Reservation Act.
3. Collect scholarship and fee waiver details to disseminate among prospective students for admission through the University quota.
4. Submit the seat matrix to all the Governmental agencies concerned with regards to 40% of the Government quota seats for applicable Programmes.

5. Prepare updated brochures, and handouts highlighting the salient features, including the following for each Programme.
 - a. Eligibility Criteria
 - b. Affiliation and Ranking Details
 - c. Regulatory Body Requirements
 - d. Collaborative arrangements with various Universities and Industries
 - e. Support for higher studies, placement, and other developmental opportunities
6. Invite applications through various activities, including outreach activities, and print media.

A.3.2 During Admission:

The details under “During Admission” process cover the earmarked seats under the University quota and Government quota, as per the act. The seat matrix for the University quota is prepared in line with the reservation policy of the Karnataka State Government. In case the seats are unfilled under the reserved categories, such vacant seats are filled under the general category.

The admission department also serves as a link between the Government of Karnataka and MSRUAS for admission of students selected under Government quota to the various Programmes of MSRUAS, adhering to the agreed norms seat matrix.

The admission department of the University coordinates the process flow for the selection and admission of qualified candidates to the various Programmes offered by the University.

During the admission to various Programmes under University quota, MSRUAS shall:

1. Draw a merit list for various Programmes as per the qualifying eligibility examinations from the applications received and qualified.
2. Send offer letters to the selected candidates as per the merit list.
3. Follow up with the selected candidates to remit the requisite fee and complete the admission process by collecting the necessary documents in the original.

During the admission to various Programmes under Government quota, MSRUAS shall:

1. Verify allotment letter, along with other original documents on campus.
2. Plan for filling of applications and payment of fee, as applicable.
3. Collect original documents along with fee receipt and provide acknowledgement.

A.3.3 Post Admission:

As an initial step, Post-Admission Process involves consolidation of the students admitted under University quota and Government quota. The subsequent activities involve scrutiny and collection of original documents for eventual approval by the admission committee. A final confirmation of the admission of a student to a particular Programme will be communicated to the student only after the due approval by the designated admission committee. With this, the student formally enters the academic cycle of the Programme.

During the post-admission process to various Programmes under both University and Government quota, MSRUAS shall:

1. Prepare a final list of admitted students and share it with respective Deans of Faculty for initiating the Teaching-Learning process.
2. Follow up with the students to ensure compliance with regards to Documentation and fee payment.
3. Generate University registration number and issue Identity cards.
4. Submit final admission list, Programme wise to the Office of the Registrar for approval.
5. On approval, share the final list with the respective Deans of Faculty.
6. Follow up with seat allotment agencies for fee reconciliation for applicable Programmes.

Note: Admission to Dental Programmes is as per the regulations of Dental Council of India, released from time to time.

Figures 1 to 4 pictorially depict the above-mentioned processes.

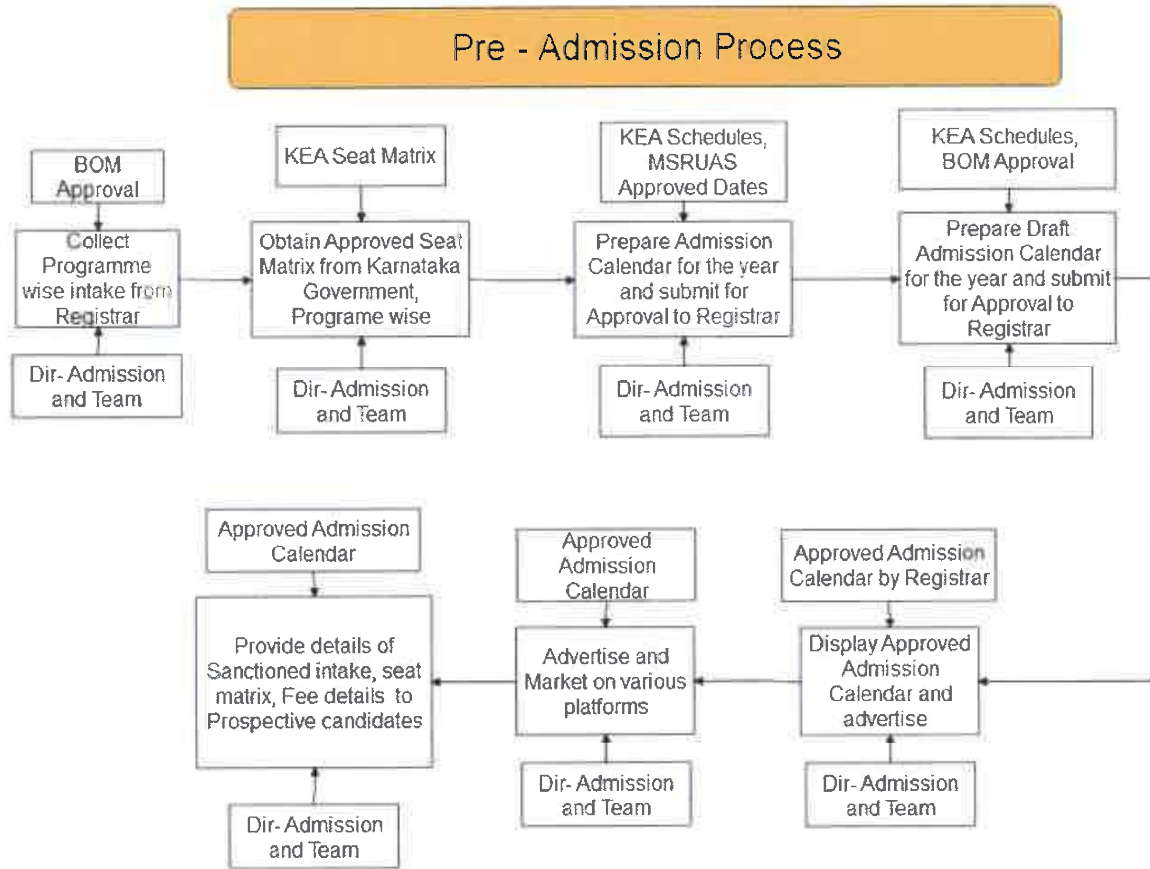


Figure 1: Process Covering Pre-Admission Activities

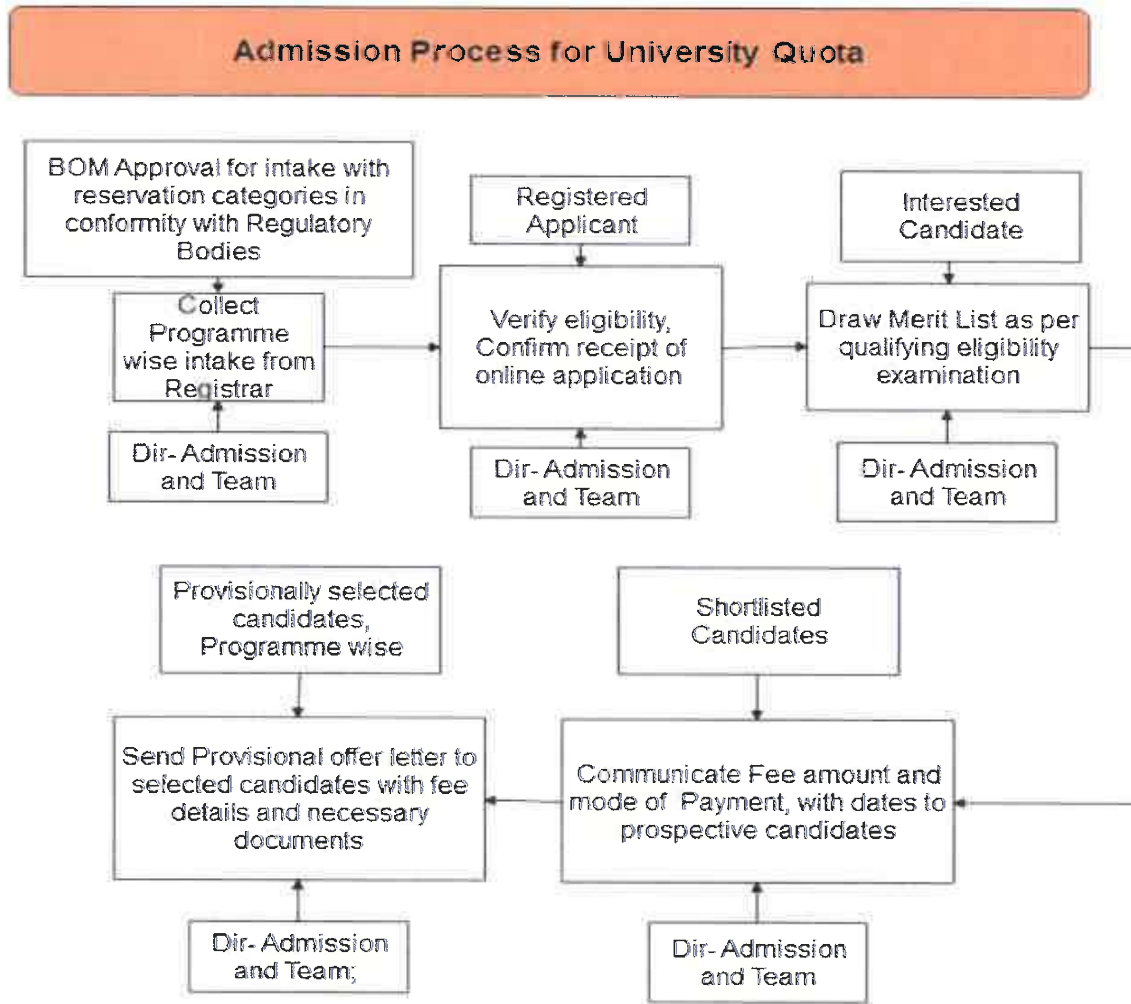


Figure 2: Admission Process University Quota

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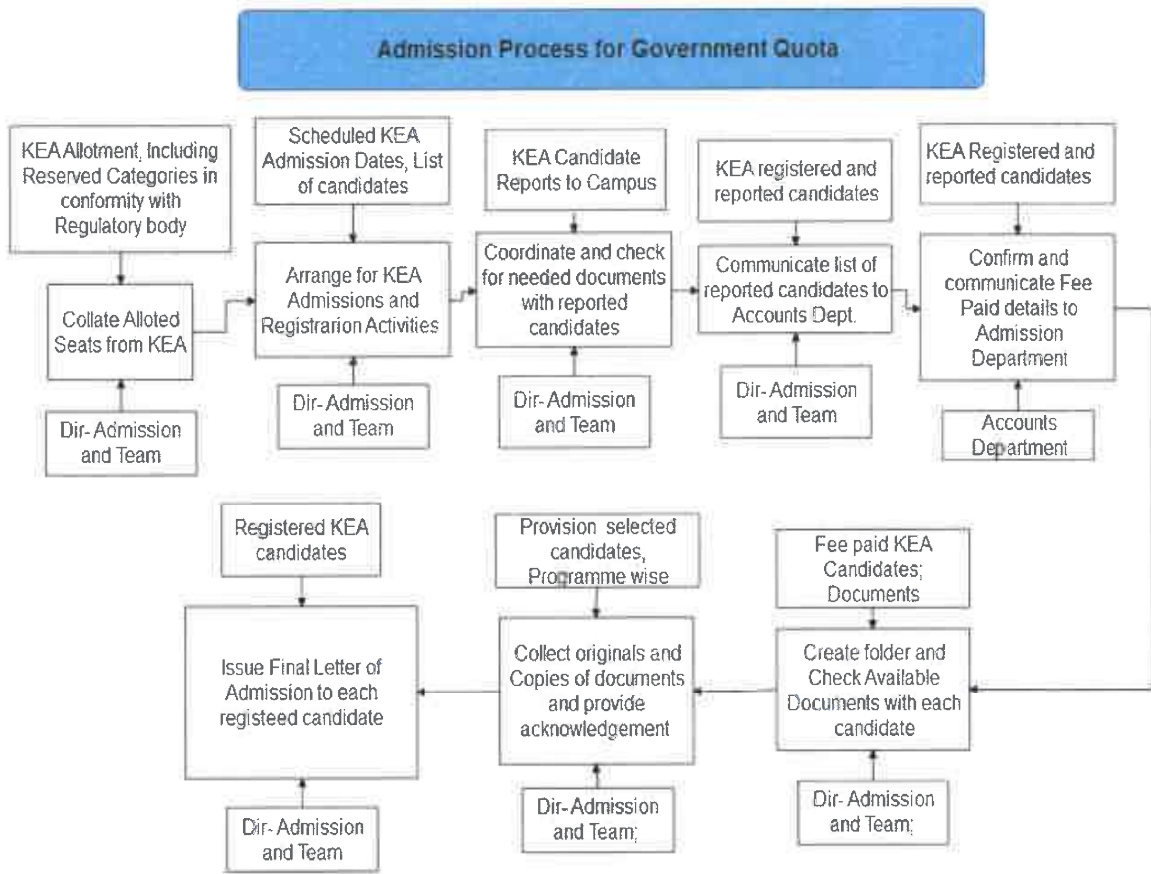


Figure 3: Admission Process Government Quota

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Post Admission Process for All Admitted Candidates

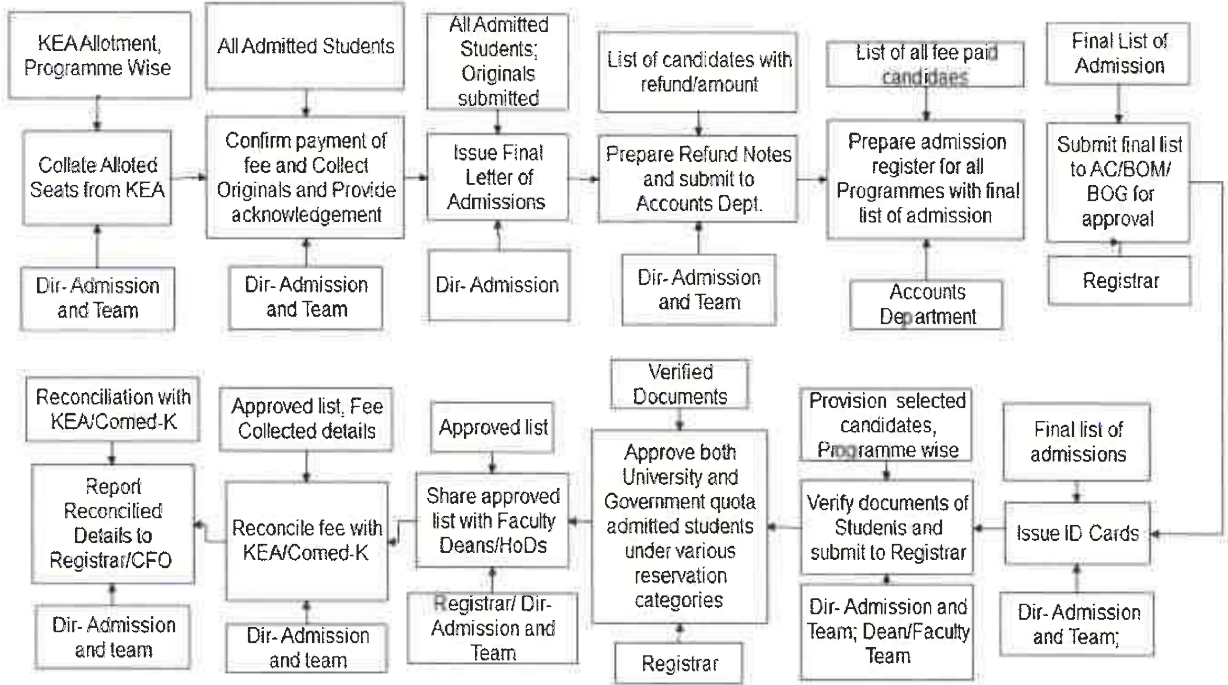


Figure 4: Post Admission Process of both University and Government Quota

B. Standard Operating Procedure for Admissions

Standard Operating Procedures (SOP) are a collection of predetermined processes and procedures that are autonomous by nature and serve as an organizational framework for the institution's smooth and efficient operation over the course of many years.

Admission procedure at MSRUAS consists of four phases viz Preadmission process, Admission process for university quota seats Admission process for CET/DCET/PGCET/PGET/COMED-K and Post admission process.

Table 1: Standard Operating Procedure for Admission

Sl. No.	Description	Activity	Responsibility
01	Collect the programme wise sanctioned intake data from the Registrar	To collect the approved document	Director Admissions and Team
02	Obtain approved seat matrix from Government of Karnataka	To collect the approved seat matrix programmewise	Director Admissions and Team
03	Prepare admission calendars as per the approved dates from BOM and KEA schedules	To prepare the admission calendar	Director Admissions and Team
04	Display the approved admission calendar and advertise on various platforms	To display the admission calendar	Director Admissions and Team
05	Provide the sanctioned intake, fees details, to the prospective candidates	To provide the details to the candidates	Director Admissions and Team
07	Prepare the provisionally selected list programmewise and send the offer letters to the candidates with fees details and necessary documents.	To prepare the merit list, intimate to the candidates their respective merit.	Director Admissions and Team
08	Collate the allotted seats from KEA candidates and check the documents needed for admission from the candidates	To collect the allotted student data from KEA and verify the documents	Director Admissions and Team
09	Communicate the list of students to accounts department	To share the details of KEA students to accounts	Director Admissions and Team

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10	Confirm and communicate the fees paid details to admission department	To share the details of fees paid KEA students to admissions	Accounts Department
11	Collect the original documents and provide acknowledgement	Collection of original documents	Director Admissions and Team
12	Issue of final letter of admission to each registered candidate	To send the admission letters	Director Admissions and Team
13	Prepare refund notes and submit the final list to the accounts department	To send the final list to accounts department	Director Admissions and Team
14	Preparation of admission register programmewise with final list of admission	To prepare admission register	Accounts Department
15	Collect the data for Id card and issue the Id card	To issue the Id cards	Director Admissions and Team
16	Verification of documents of students and submit to office of Registrar	To Verify the documents	Director Admissions Team and Faculty coordinators
17	Approve the list of admissions	To approve the list of admissions	Registrar in AC/BOM/BOG
18	Share the approved list with the faculty Deans/HoDs	To share the list with the faculty and department	Registrar/ Director Admissions
19	Share the final list of admissions for accreditation and ranking purposes	To share the final list of the accreditation	Office of the Registrar
20	Reconcile the fees with KEA and Comed-K and report to Registrar/CFO	To reconcile the fees with KEA and Comed-K	Director Admissions
21	Report Reconciled details to Registrar/CFO	To Share reconciled list from KEA and Comed-K with registrar/CFO	Director Admissions