



## **DON BOSCO COLLEGE KOHIMA**

### **ADMISSION POLICY DOCUMENT**

Don Bosco College Kohima is committed to follow the regulations and guidelines on admissions stipulated by the Institution's statutory bodies such as the Governing Body and Academic Council of DBCK

The College shall form an Admission Committee to be headed by a Principal as Chairman, one representative from management/Governing Body, one senior faculty as the Convener of the committee and all the members of Academic Council of DBCK as members of the committee.

The Committee shall meet based on the need to plan and initiate admission related procedures. The Committee shall provide necessary guidance to ensure that the interests, rights and needs prospective candidates\students who are looking for educational opportunities in various courses at Don Bosco College Kohima are attended.

#### **Admission Committee**

Fr. Dr. P. Suresh	: Principal & Chairman
Fr. T.P. James	: Member
Dr. Tovika Swu	: Convener
Academic Council (HoDs)	: Members

#### **Functions/Roles;**

The Committee shall ensure

1. Relevant and Compressive information such as courses/programs offered, eligibility criteria, procedure and details of common entrance test shall be widely publicized as advertisements in leading News papers and Notified in college's official website.
2. Shall prepare an update prospectus which provides detailed information on the vision and mission of the college, details of recognition and approvals from the various statutory authorities, courses offered, with details of duration of the course, course pattern entry requirement, eligibility details, mode of admission, mode of selection, etc.,
3. DBCK shall follow the reservation norms of the Government of India in admission of students
4. The details of various infrastructural facilities such as library facilities, Laboratories, facilities to develop through physical education, residential etc., shall also be provided in the prospectus.

5. The prospectus shall provide the details of academic governance of the College. The comprehensive information in respect of students' career placements details shall also be provided.

### **Reservation of seats**

- (i) Indigenous Scheduled Tribes (ST) – 62 %
- (ii) Scheduled Castes (SC)/ Scheduled Tribes (ST) and Other Backward Classes (OBC) Other States – 10%
- (iii) General – 25 %
- (iv) Persons with Disabilities (PWD) – 3% of seats

The seats reserved for the Indigenous ST shall be filled by the Indigenous ST candidates only. However, in the case of non-availability of the eligible candidates, the reserved seats may be interchanged between the SC/ST/OBC other States. If still any seat remains unfilled, the same shall be left vacant. The seats reserved for OBCs (Non-Creamy Layers) shall be filled with the OBCs (Non-Creamy Layers) candidates only.

### **Eligibility:**

Senior Secondary School Leaving Certificate or Higher Secondary (12<sup>th</sup> Grade) Certificate obtained after successful completion of Grade 12 or equivalent stage of education.

### **Steps for admission**

Candidates who wish to apply for the various courses offered by the college may follow the following steps

- (i) Register in the College Higrage portal (online) ,
- (ii) Fill the online application form and submit
- (iii) Take a print out of the application and submit the same with the required documents in the college office
- (iv) Take spot admission
- (v) Pay the Colege fee and obtain the college ID Card
- (vi)Collect the college uniform

### **Institutional scholarship/ free ship/concession**

- (i) One-time Scholarships/admission fee concession for deserving orphans and economically weaker sections will be provided during admission from Don Bosco College Society.
- (ii) A students must score SCGPA 9 (80%-90%) in order to renewed/continue to avail the fee concession.
- (iii) HSSLC State toppers will be provided will be provided with full fee Concession.