

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI

Affiliated to Madurai Kamaraj University

Re-accredited with A Grade (CGPA 3.11) by NAAC

ADMISSION POLICY AND PROCESS

Sri Kaliswari College pursues a holistic admission policy for all the Programmes offered by the Institution. A holistic admission policy seeks to understand the applicant not only by marks secured but also ensures the applicant fulfills the required norms for admission in to a programme. This is in keeping in view suggesting the applicant to select the programme suitable for his/her career.

Institutional Admission Policy:

- Admission process will be as per the guidelines of Tamil Nadu Government/Madurai Kamaraj University, Madurai.
- 50% of the seats will be filled as per the reservation policy stipulated by the regulatory bodies and 50% of the seats will be filled through Management Quota.
- Admissions will be carried out through online / offline mode.
- All the candidates seeking admission to the Undergraduate (UG)/ Postgraduate (PG) Programmes are required to register online or can visit to the College and get registered.
- Students who have got applications are requested to fill their marks and submit the applications through online / offline mode after thoroughly checking the necessary details are filled.
- Applicants will be responsible for the authenticity of all the information they provide.
- The applicants will be eligible to take admission in any of the programmes provided they satisfy the eligibility for the selected programme.
- Admission Committee will scrutinize the applications and will prepare the admission list.
- Applicants provisionally selected for admission will be intimated by Post/Message/ Mail and Telephone Calls. They must present themselves for an interview with the Principal along with their Parents/Guardian on the date and the time mentioned.
- Admissions will be considered to be complete only when the full fee for the semester is paid (against an official receipt) and the name of the applicant appears on the relevant rolls.

Payment of fees to confirm admission

- It is extremely important that applicant pay the fee within the timeframe allocated, failing which it will be concluded that the applicant is not interested in the course of study at the Institution and the admission will be automatically cancelled.
- On successful payment of fee, the applicant is granted provisional admission to the college.
- In case of cancellation of admission within 15 days of completion of admission, the College will refund fee paid by the Student after deducting the application fee and processing fee.

The fee is non refundable if a student withdrawn from college or is struck off the college rolls. Absenteeism cannot be considered as a factor for non-payment of dues. Fee will be charged for the respective academic year on semester basis.

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List of Documents to be submitted at the time of Admission

The following certificates in original and one set of photocopies have to be submitted by the candidate at the time of admission.

1. Submission of filled in application form complete in all aspects.
2. Front facing passport size recent photograph with plain background
3. Community Certificate
4. Age Proof (SSLC)
5. Original mark statement issued by the examination authority
6. Transfer Certificate received from the institution last studied
7. Conduct Certificate
8. Equivalency / Recognition Certificate (if applicable)
9. Relevant certificate issued by competent authority if you are applying under any reserved quota / special category
10. Migration Certificate
11. Aadhaar Photocopy
12. Any other documents (Nativity Certificate / Income / Community / Non-creamy layer Certificate) as directed by the admitting authorities

During the verification of certificates, if it is found that the information furnished by the applicant is false and/ or is not supported by valid documents, the admission will be cancelled.

Signature of the Secretary
Secretary
SRI KALISWARI TRUST,
SIVAKASI

Signature of the Principal

Principal
SRI KALISWARI COLLEGE
(Autonomous)
SIVAKASI - 626 138