



KRUPANIDHI COLLEGE OF PHARMACY

(Approved by AICTE & PCI, New Delhi, Affiliated to RGUHS, Bengaluru)

Accredited with Grade 'A' by NAAC, Bengaluru | ISO 9001 - 2015 Certified

12/1, CHIKKA BELLANDUR, CARMELARAM POST, VARTHUR HOBLI, BANGALORE - 560 035



Procedure for Admission Process



KRUPANIDHI COLLEGE OF PHARMACY BANGALORE

Procedure Manual
(ISO 9001:2015)

Doc. No: PM/L2

Release No. 1.0
Date:

Section: PP 02

PP/02 - Procedure for Admission Process

1. Purpose

- 1.1 To ensure admission are as per the Norms of AICTE / Karnataka Government / RGUHS & Management Directions.
- 1.2 To ensure the documents submitted by the students are verified, stored and maintained.

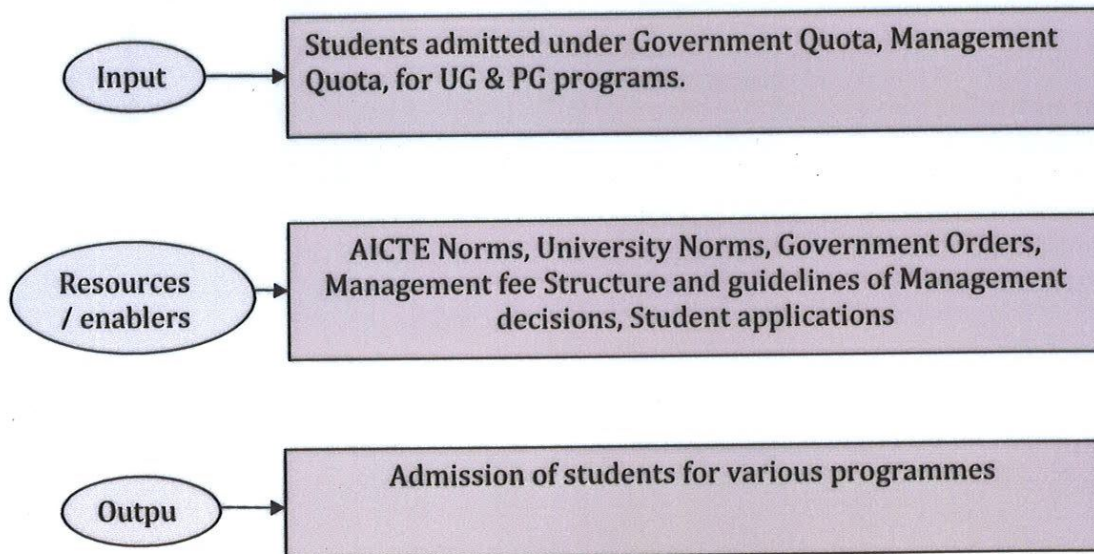
2. Scope

- 2.1 Admission of students to various UG / PG programs offered by KGI.

3. Process owner

- 3.1 Director / Executive Director / Principal / **Administrative Officer** as applicable.

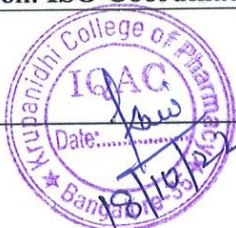
4. Process flow



5. Process

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5.1 Planning


- a) Necessary planning is carried out for admission process with sanctioned number of students to be admitted into various programmes, the procedure to be adopted for admission with the enquiry and application forms for admission.
- b) Admissions of students to the institution in UG / PG are dealt separately as mentioned below. The admission to the institution through Management Quota as explained below.


5.2 Management Quota (*Responsibility: Director / Executive Director/AO*)

- a) The availability of Management quota is in college web site notified.
- b) The Management quota seats are offered to eligible candidates after receiving the application for admission under management quota are processed.
- c) Admission application form in **R/PP02/01**, submitted by the candidates is scrutinized for eligibility, correctness and completeness with respect to management quota.
- d) On completion of all formalities, Admission Confirmation Letter **R/PP02/06** is issued followed with payment of fees.
- e) The students admitted under management quota, their names are sent to university approval, the approved students list is entered in the College Admission / Student Register **R/PP02/05** after getting University seat number.

5.3 Foreign student's admission

- a) The availability of international student admission quota is notified on college website along with pre-enquiry form.
- b) International student are interviewed online and check for the eligibility
- c) International student seats are offered to eligible candidates after receiving the online application for admission under this quota are processed and sent the offered letter followed by payment, visa letter etc.,

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5.3 Approval from university

- a) Provisional list of students admitted to degree First Year is made and forwarded for the approval
- b) After getting the university approval with university seat numbers, the same will be notified on the notice board.

5.4 Transfer of students

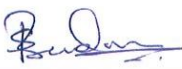
- a) Transfer of students from one college to another college within Karnataka state is permitted only at the beginning of academic year, subject to availability of seats as per university rules.
- b) Students apply to the Registrar of the university with NOC of desired college & present college NOC in prescribed format.
- c) On approval of change of college by university, students approach the desired college with the approval order.


5.5 Change of Branch

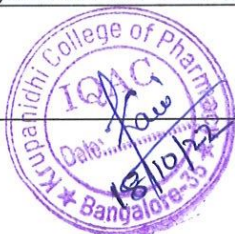
- a) The change of branch from one branch to another branch within the institution is permitted only first academic year.
- b) Change of Branch may be allowed as per university norms and Statutory bodies. The details of intake, vacancy and change of branch for the academic year are registered as per the university format. The same is submitted university for approval.

5.6 Admission to Higher Semester

- a) Admission to Higher Semester is through Application Form to UG/PG. in R/PP02/07 based on pass/ eligibility criteria and fulfillment of registration and fees.
- b) The list of eligible students as per R/PP02/08 are prepared, Section/ Branch/ Department-wise.

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5.7 Intimation to HOD's/Dean/principals

- a) Enrolled students are grouped as per their Sections for I/II/III/IV year or semester. For higher semester branch wise student list admitted to UG / PG. as per R/PP02/09 are forwarded to the concerned HOD's/Dean/principals.

5.8 Issue of Certificates & Documents

- a) Certificates and related documents are placed in a separate student file. Original Certificates are returned to the students after the 1st year and duly acknowledged by the student.
- b) Transfer Certificates R/PP02/10 is issued to the students while leaving the college/ on demand & issues are acknowledged.
- c) Course Completion Certificate in R/PP02/11 and Study/Conduct Certificate in R/PP02/12 are issued on completion of the course as applicable.
- d) Original Certificates of students who have taken change of college are handed over to the students on obtaining back ID card along with college NOC.

5.9 Record maintenance:

- a) It is ensured that documents submitted by students are identified, protected and stored to ensure they are not lost, damaged or deteriorated during storage and can be retrieved, when required.
- b) Documents submitted by the students, when issued temporarily for any reason is noted in the check list, followed up and the return of document ensured.
- c) Access to documents submitted by students is limited /restricted.

5.10 Reviewing the Plans

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Monitor the performance in relation to the objectives and KPIs (Key performance indicators) of the department and bring about Corrective and Preventive Actions, where required.

5.11 Analysis of Admissions

- a) Admission process head needs to analyse quality and quantity of students admitted to the institution.
- b) Analysis of students from the feeding colleges.

5.12 Staff development activities

Process head needs to maintain records of staff development activities along with necessary documents. This document needs to be submitted to HR process once in 6 months before the internal audit.

6. Key performance indicators

- 6.1 Percentage of acceptance of applications by University.
- 6.2 Percentage of acceptance of applications during Director's scrutiny.
- 6.3 Correctness and completeness of the Admissions.
- 6.4 Analysis of quality and quantity of admissions and feeding colleges.

7. Records

- | | |
|---|-------------|
| 7.1 Admission Application Form | - R/PP02/01 |
| 7.2 Certificate of Physical Fitness | - R/PP02/02 |
| 7.3 Undertaking | - R/PP02/03 |
| 7.4 Receipt/Issue/Unsuitability/Shortcomings Intimation | - R/PP02/04 |
| 7.5 College Admission / Student Register | - R/PP02/05 |
| 7.6 Admission Confirmation Letter | - R/PP02/06 |
| 7.7 Application for Admission to Higher Semester | - R/PP02/07 |
| 7.8 List of eligible students | - R/PP02/08 |

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|---|-------------|
| 7.9 Students list admitted UG/PG. to HOD/Dean | - R/PP02/09 |
| 7.10 Transfer Certificate | - R/PP02/10 |
| 7.11 Course Completion Certificate | - R/PP02/11 |
| 7.12 Study/Conduct Certificate | - R/PP02/12 |


8. Documents Referred

- 8.1 Quality Manual (Clause: 7.2 & 8.2.3)
- 8.2 AICTE Norms
- 8.3 University Norms
- 8.4 State Government Orders
- 8.5 Management decisions

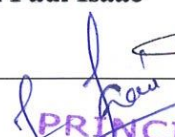
9. Other Documents

- 9.1 Code of discipline
- 9.2 No Due Certificate
- 9.3 Analysis of quality and quantity of admissions
- 9.4 Analysis of feeding colleges

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