



ARUL ANANDAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (3rd cycle) by NAAC with 'A' Grade - CGPA 3.66
on a 4-point scale
Karumathur - 625 514, Madurai District, Tamilnadu

ADMISSION POLICY



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Karumathur, Madurai – 625 514



CORPORATE POLICIES OF JESUIT HIGHER EDUCATION (JHE)

Arul Anandar College (Autonomous), Karumathur, along with all other colleges run by the Jesuit Madurai Province of the Society of Jesus follows a common policy on Admission, Appointment and Administration (the Corporate Policies for Higher Education).

Excerpts from Corporate Policies of Jesuit Higher Education (JHE)

- a) Section – 5 Admissions: Policies and Procedures: Women Admission in
Arul Anandar College (1.2.4)



SECTION - 3

SEMINAL POINTS OF CORPORATE POLICIES

1. The Jesuits in higher education must strive to uplift the poor / Dalits through the ministry of higher education. Our preference is for Catholic Dalits.
2. This must be reflected in the admission and appointment procedures.
3. Special attention must be given to promoting education of women at the P.G./M.Phil. level.
4. We should impart quality education through Self-Financing Courses and the staff in the SFCs must be given attractive salaries. We should avoid mere duplication of courses.
5. The Jesuits must cherish team spirit and should strive to foster union of hearts and minds.
6. As the education ministry is entrusted to the whole academic community, we must actively promote lay partnership.
7. We should prepare students with integral formation.
8. Every college must involve itself in extension work.
9. Besides teaching and extension work, there must be a climate of research so that the fruits of research reach the poor and disadvantaged classes.
10. We should actively promote alumni apostolate.
11. Wherever possible we should be ready to collaborate with other religious congregations and like-minded groups.



SECTION - 5

ADMISSIONS

1. Admissions : Policies and Procedures

1.0 Admissions : The Preamble

Given the Indian context where only 6 per cent of those who pursue primary and secondary education make it to the tertiary level, the really poor are almost always excluded from the benefits of higher education. The Higher Education Commission should grapple with this situation and make all efforts to make the poor its beneficiaries. The following policies and procedures in admissions concretely show that we stand for the poor/Dalits.

1.1 Number : While deciding on the optimum number of students to be admitted, the following criteria shall be kept in mind:

1.1.1 The number permitted by the University. e.g. B.Sc. Botany - 50 seats sanctioned +15 (30% extra seats) (St. Joseph's College, Tiruchirappalli). M.Sc. Botany - 16 sanctioned + 5 (30% extra seats) (St. Joseph's College, Tiruchirappalli).

1.1.2 Fifty per cent of the seats are for the minority community. The management can admit whomever it wants under this category. Another 50% of the seats must be filled up according to community reservation as spelt out by the Tamil Nadu Government.



(OC: 31%, BC: 30%, MBC : 20%, SC : 18%,
ST: 1%). OC - open category. Anybody may compete
for this seat on merit.

1.1.3 The probable number of dropouts during the course
of the year because of admission to professional
courses.

1.1.4 The number of staff permitted.

1.1.5 Facilities available.

1.1.6 Possibility of personal attention.

1.1.7 Effectiveness of the teaching learning process.

1.2 WOMEN STUDENTS

1.2.1 With regard to admission of women students the
following guidelines are to be followed:

- i. Women students are to be admitted to the P.G./
M.Phil. courses.
- ii. For such courses more local Catholic women and
daughters of our staff are to be admitted than now.
- iii. Twenty- five per cent of the total number of seats
in the P.G./M.Phil. courses are to be reserved for
Catholic women students of Tamil Nadu.
- iv. This reservation is meant only for Catholic women.
This is done keeping in view the fact that the number
of seats at the P.G./M.Phil. level is limited and
Catholic women do not have easy access to P.G.
courses in non-Catholic institutions.



1.2.2 If seats are vacant because suitable male students are not available for any P.G./M.Phil. course, those seats may be given to women, preferably Catholics.

1.2.3 Women may be admitted in U.G. courses with the explicit permission of the Provincial. More Catholic and poor/Dalit women are to be preferred than now.

1.2.4 On the whole 25% of the total number of seats should be reserved for Catholic women and daughters of our staff. Because women in Karumathur and neighbouring areas are more backward than in other areas, Arul Anandar College may reserve 33 per cent of the seats for women thus ensuring preferential option for Catholic women.

1.3 Target People

1.3.1 Our preferential option for the poor should be reflected in our admission policies. Hence preference should be given in admission to poor/Dalit students.

1.3.2 A minimum of 25 per cent of the seats should be reserved for students belonging to the low income group. When applications for admission are being scrutinised and processed conscious attempts must be made to select students of low income from the data given in the application forms and in interviews. A special cell should be formed in the Admission Committee to take care of the poor students.

1.3.3 Physically disabled students, the visually impaired, polio victims etc., who seek admission to our colleges merit special consideration.



- 1.3.4 There should be efforts to identify the first generation learners and admit them to our colleges.

1.4 Geographical Distribution

- 1.4.1 Attempts should be made to realise the concept of neighbourhood, i.e., a college should primarily admit students of the neighbourhood and the surrounding areas (as per the districts allotted) for the UG courses. For the PG and M.Phil. courses, a certain amount of mobility within the State should be permitted. In general students from other States should NOT be admitted at the expense of students from Tamil Nadu. Clerics and religious from other States may be admitted. In line with the recommendation of the H.E. Commission, the following civil districts in Tamil Nadu are allotted to our colleges to realise the concept of neighbourhood. Even though Pondicherry is not a civil district of Tamil Nadu, it is considered so.

- a) St. Xavier's College of Education: The whole of Tamil Nadu. Pondicherry diocese can be left out as there are B.Ed. colleges there.
- b) St. Xavier's College: Kanyakumari, Tuticorin, Tirunelveli, Virudunagar, Sivagangai, Ramnad.
- c) Arul Anandar College : Madurai, Dindigul, Sivagangai, Ramnad, Virudunagar.
- d) St. Joseph's College : Tiruchi, Thanjavur, Pudukkottai, Sivagangai, Ramnad, Dindigul, Nagapattinam, Coimbatore, Namakkal, Erode, Nilgiris, Cuddalore, Villupuram, Karur, Ariyalur, Perambalur, Pondicherry.



- e) Loyola College : Chennai, Kanchipuram, Vellore, Thiruvallur, Thiruvannamalai, Villupuram, Salem, Dharmapuri, Pondicherry.

1.4.2 Applications should be considered according to the norms specified here. If there are not enough takers for certain courses, applicants not conforming to the stipulated norms could be considered.

1.4.3 Special preference should be given to students from rural areas.

1.5 Application Form

1.5.1 Each college can design the application form the way it wants. The cost of the application form should not be increased without the consent of the Jesuit teaching staff.

1.5.2 The application form should have the following information regarding the candidate.

- * The place and the institution last studied.
- * Religion
- * Community: FC, BC, MBC, SC, ST, Dalit Catholic
- * Educational status of parents
- * Native place: Corporation/Municipality/Panchayat
- * Parental income.
- * Stream/Matric/State Board/CBSE
- * Marks: Total ____ Percentage ____
- * Language



- * Co-curricular activities
- * Any Physical disability / Visual defect
- * Address for communication
- * If Catholic, attestation from the parish priest

1.5.3 The application form should give the information that poor/Dalit students can apply for scholarships from the management.

1.6 Minority Character

1.6.1 There should be a minimum 50% of Catholics to claim that we are a minority institution.

1.6.2 Given our Province's preferential option for Dalits and the poor, no Catholic SC/ST student should be denied admission into the UG courses.

1.6.3 With regard to PG courses we should admit as many Catholics as possible.

1.6.4 While implementing 1.5.1 and 1.5.2 care should be taken to give the courses sought by the students specially in disciplines like Mathematics, Physics, Chemistry, Biotechnology, Computer Science and Commerce. The cut-off marks should be sufficiently lowered to take in as many Catholics and Dalits as possible.

1.6.5 In PG courses 50 per cent of seats should be set apart for Catholics of which 25 per cent should go to Catholic Dalits. In St. Xavier's College of Education 25 per cent of the total seats should be reserved for Catholic Dalits.



Government rules are given below for information and action.

The Government quota of reservation is as follows:

O C	B C	M B C	S C	S T
31%	30%	20%	18%	1%

This rule of reservation will apply to:

- 100 % of seats in a Government College.
- 50% of seats in the case of an Aided Minority College.
- 90% of seats in the case of an Aided Non-Minority College.
- 50% of seats in the case of an Unaided Private (Self-Financing) College both Minority and Non-Minority and in the Unaided courses offered by the Aided Colleges.
- Reservation is applicable to each course in UG and PG.

With regard to the above government guidelines:
It is enough if we adhere to overall 50/50 (minority / Government) reservation for the whole college. It is not necessary to implement it for every course. (Refer: The Court Case of Jain College).



1.6.6 All applications shall be considered favourably in the following order of priority.

- a) Catholic Dalits and Tribals
- b) Catholic non-Dalits
- c) Non-Catholic Dalits and Tribals
- d) Non-Catholic Backward Classes
- e) Others

*JRS
Religious*

*SxHSS
Students*

1.7 Admission Procedures

1.7.1 Before the University and the Government, the overall responsibility for admissions is with the Principal. He should however share his responsibility with the admission committee set up for this purpose. The Principal, in consultation with the Rector, appoints the members of the committee and convenes meetings.

Members of the admission committee designed by the Province:

- a) Principal / Chairman
- b) Rector
- c) Admission facilitator (functions are spelt out under the section on office-bearers.)
- d) One Jesuit Vice-Principal
- e) Two Senior Staff

One Dalit (Catholic Dalit Staff)

One Non-Jesuit teaching staff



- f) One Lay Vice-Principal
- g) One Lay Dean
- h) Local Dalit coordinator.(functions are spelt out under the section on office-bearers.)

On the whole, at least one member of the admission committee must be a Catholic Dalit.

(The Government guidelines are as follows: **Selection Committee for UG and PG courses designed by the State Government** : The Selection Committee shall consist of the Principal, one seniormost SG Lecturer of the College and one more SG Lecturer. In addition, for selection to the UG courses a member of the teaching staff belonging to SC / ST of the college, if available, shall be co-opted and for selection to the PG courses the senior SC / ST Staff from a postgraduate department shall be co-opted. If no such person is available, the person co-opted for the UG Selection Committee shall also serve in the Postgraduate Selection Committee.

- 1.7.2 The composition of the college admission committee may be rotated once in two years, except for the Principal, Rector and if necessary the Jesuit Vice-Principal.
- 1.7.3 There could be an admission counselling office to advise the applicants in general. A Jesuit and a lay professor may be appointed to help Catholics and Dalits select the course according to their aptitude and academic background. The local Dalit coordinator could help out the Dalit students.



- 1.7.4 All the recommended cases should be placed before the admission committee through the Rector and the Principal of the college. The committee should suggest the appropriate action to be taken in such cases.
- 1.7.5 If there is any difficult case which has to be decided outside all the above procedures and in all cases of appeals, the Rector, as the head of the institution will use his discretionary powers to dispose of them.
- 1.7.6 The healthy practice of not accepting donations must be continued. Also no entrance test fee for interview and written test should be collected.
- 1.7.6.1 To let the public be informed of this healthy practice and to prevent unscrupulous elements from exploiting the name of our institutions in the matter of collecting donations it is advisable that our policy of not accepting donations be made known to our lay staff members and others.
- 1.7.6.2 That we do not get donations for admissions must be printed in the prospectus and the college calendar.
- 1.7.6.3 A text like the following could be written on a blackboard and displayed in a prominent place on the campus : "As has been the practice so far, the management of this college shall not receive any donation for admission. We shall appreciate it if any violation of this norm is brought to the notice of the management."
- 1.7.6.4 In the applications it must be mentioned that the management comes forward to offer financial assistance to poor/Dalit students.



1.8 Functions of the Admission Committee

- 1.8.1 The committee should decide the cut-off marks for various subjects according to the categories spell out in 1.6.6
- 1.8.2 The committee should ensure that all applications are registered with all the particulars.
- 1.8.3 The committee is responsible for processing the applications and preparing the list of candidates for admission. The committee should strictly adhere to the admission policies outlined above.
- 1.8.4 After admissions are over, the data regarding admissions should be sent to the PCHE and the Coordinator of Dalit Commission in the prescribed format.

1.9 Admissions to Self-Financing Courses and LIBA

- 1.9.1 The same procedures as spelt out for the day college may not be possible. There should be some efforts to admit and support students from disadvantaged classes. Lack of money alone should not lead to the exclusion of deserving candidates from being admitted.
- 1.9.2 LIBA has its own parameters for admitting students as laid out by AICTE. The entrance exam should be at the national level. However, Dalit Catholics, Catholics and students of Tamil Nadu must be given preference by lowering the cut-off marks in the entrance exam.

1.10 Appointment of staff in LIBA

- 1.10.1 The Province Coordinator will conduct the interview for the appointment of staff in LIBA as in other colleges.



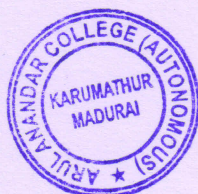
1.11 Admission to Hostels

1.11.1 Though we are supposed to take in more local students from the neighbourhood than now, the hostels are important and have a great role to play in the formation of our students whether they come from nearby or faraway places.

- i. Poor students need to reside in recognised hostels attached to a college, if they are to avail themselves of Government scholarships.
- ii. Hostel life may contribute to the integral formation of students.

1.11.2 The following norms should be followed with regard to admissions to the hostels:

- i. As in the case of admissions to the college, admissions to the hostel should also reflect our option in the following order of priority.
 - a) Catholic Dalits and Tribals
 - b) Catholic non-Dalits
 - c) Non-Catholic Dalits and Tribals
 - d) Non-Catholic Backward Classes
 - e) Others
- ii. As the 'concept of neighbourhood' is accepted (cf.1.4.1) the number of undergraduate students admitted into our hostels will be restricted. Hence the hostel facilities could be extended more and more to the PG, M.Phil. and research students.



Principal

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