

**ADMISSION POLICY**

**Introduction:**

Student Admission Policy and Procedures are for the application and admission of students into different programmes of the college.

**Objective:**

- ❖ Indian Academy aims to offer a broad range of courses to a varied learner's population and to ensure that the learners are appropriately matched to the programme of study and make informed choices about their future direction. The college will apply the principles inherent in this policy statement to all the learners.
- ❖ Indian Academy is committed to ensuring equality of opportunity for all persons seeking to study in the college and welcomes applications and enrolment from all individuals with the potential to succeed.

**General Principles:**

- ❖ The policy and procedures provide equal opportunities to students and fulfil the educational needs of the differently-abled.
- ❖ Students are given unbiased guidance or advice.
- ❖ Students have the right to appeal about any aspect of how their application or admission was managed.
- ❖ The college has the right to cancel any programme onto which students have been accepted, following its rules and regulations.

**Policy Statements:**

- ❖ The college will ensure that potential learners will receive advice and guidance from the admission staff, to help learners decide on the course of study best suited to their needs.

- ❖ Entry requirements (eligibility) will vary between programmes of study. However each programme will have clear statements on entry requirements and this will be displayed in the brochures, website and notice board.
- ❖ International learners are welcome on the basis that their communication skills are tested before enrolment.
- ❖ The college is committed to providing impartial guidance in the admission process to help applicants choose the course or programme which is right for them.
- ❖ Students are directed to submit the necessary documents during admission to marginally reduce the inconvenience that the college and university might have to face for reasons such as missing documents or incomplete applications.
- ❖ If the document produced and information furnished in the application is found to be false, the admission is liable to be cancelled.
- ❖ All admissions are provisional and subject to the approval of the related Universities.
- ❖ The candidates shall submit original documents, in case they have completed the degree or 12th examination.
- ❖ The candidate shall sign an undertaking, wherein the date for the balance payment of fees is specified and non-payment of the balance fees within the stipulated period shall amount to cancellation of provisional admission.
- ❖ The management is not responsible for any fraud, misrepresentation, non-payment of fees, suppression of facts etc. committed by the agent or consultant who is acting or authorized to act on behalf of the student or parent.
- ❖ The parents or student must cross-check or verify whether an agent or consultant has quoted the correct fees to him or her, and in furtherance of the same, if the agent is authorized to pay the fees, by the student or parents whether the consultant or agent has paid the necessary fees, without keeping any dues.
- ❖ If a student or parent has authorized a consultant to make payments on his behalf then such a student shall insist on the agent or consultant to produce no due certificate which shall be issued by the college.

**Please Note:**

- ❖ Beware of persons quoting wrong fee structures and making false promises. Kindly contact the Admission Office to ascertain the correct fee structure.

- ❖ Admission letters or Provisional admission letters shall not be issued by any Consultant or agent, it is only the college Management or the Admission in charge who shall issue the admission letters.
- ❖ Students and parents are advised to take admissions directly with the college authorities, to avoid future complexities and complaints of cheating by middlemen.
- ❖ No student shall claim excuse or claim extension of time for payment of fees, on the ground that he or she has already paid money to his or her authorized agent, such claim shall be taken as fictitious, concocted to avoid payment of fees. The college is not responsible for any money transaction between the student and agent.

**Important Footnote:** Parents are advised to kindly go through the letter of authorization issued to authorized agents by the Management, wherein one of the clauses strictly says that agents shall collect fees in favour of the Institution only through DD, and all the fees shall be paid in the college office.