

M.V.R. DEGREE COLLEGE
(UG And PG Courses)
(Affiliated to Andhra University)
An Institution of Priyadarshini Educational Academy)
NAAC ACCREDITED COLLEGE

Dr.V.Rama Rao, M.A.,Ph.D.,
Secretary & Correspondent

Dr.A.Balakrishna,M.Sc.,Ph.D.,
Principal

Student Admission Policy and Procedures

Introduction

As per G.O Ms. No. 34 Higher Education Dt: 15-10-2020, Online Admission Process was introduced for admission into Under Graduate Programmes offered by the Degree Colleges in the state.

As per G.O.Ms.No. 46 HE (CE) Dt: 22.12.2020, non professional Degree Programmes shall be 4-year Honours Programme from the academic year 2020 – 21. There will be an exit option after 3 years with Degree The eligible candidates who passed out from Board of Intermediate, AP or other recognized Boards are eligible to participate in web counseling for the seats available in Undergraduate Programmes in Arts, Science, Social Sciences, Commerce, Management, Computer applications and Social Work, etc., leading to the award of B.A., B.Sc., B.Com., BBA., B.Voc, etc, in Government Degree Colleges, Government Autonomous Degree Colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges, Private Autonomous Degree Colleges (Aided and Unaided) in the State of Andhra Pradesh for the academic year 2020-21.

Objective of Policy and procedure:

To promote merit, achieve excellence, curb malpractices, implement reservations, conduct fair, non-discriminatory and merit based admissions in a transparent basis in the larger interest and welfare of the student community.

Candidates are informed that the online admission process comprising of registration, payment of processing fee and pending certificate verification will be conducted.

Verification of Certificates:

- On successful payment of processing fee, Application Number and Password will be provided through SMS to the Mobile number furnished at the time of filing the Pre Registration Page.
- By clicking the “Click here for Submitting the Application Details” the Online Application shall be filled. Photograph and signature of the candidate need to be uploaded.



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- Candidates whose certificate data is already verified through web services can proceed for exercising web-options.
- For candidates whose certificate data is incomplete, an SMS will be sent to attend for verification of certificates at HLC.
- By entering the Application Number, date of birth and password the candidate can exercise the options from Internet facility available at Home/Internet Café/HelpLine Center.
- In respect of candidates whose data is not verified, the Message "Your application is pending, visit the nearest helpline centre for verification" will be sent to the registered Mobile Number
- Such Candidates are informed that the verification of certificates viz SSC memo, Intermediate marks memo, VI class to Intermediate study certificates, Caste Certificate, Income Certificate/Ration Card, Economically Weaker section(EWS) certificate, Physically Challenged Certificate, Residence Certificate have to be verified by the counseling authorities.
- CANDIDATES BELONGING TO SPECIAL CATEGORY LIKE CAP, NCC/EXTRA CURRICULAR ACTIVITIES/SPORTS AND PHYSICALLY CHALLENGED SHALL REPORT TO THE SPECIFIED HELP LINE CENTRE FOR VERIFICATION ON THE SPECIFIED DATES.
- Unless the candidate fills in the application details online and exercises web options, he will not be considered for allotment of a seat.
- Candidates are informed that there are at least 4 Helpline Centers in each district and the list is provided in Annexure-I.
- ALL THE CANDIDATES NEED NOT go to help line centers for verification of certificates. In case of candidates whose data is verified, displayed and agreed, they can directly proceed for option entry as per the schedule.
- For such of the candidates whose data is incomplete, their data will not be displayed. Such Candidates alone have to report to Help Line Centre and get the data verified and proceed for option entry.
- For any Help such as change of Mobile number, Non Receipt of Login Id, Registration Number

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or any other corrections, candidates are requested to approach nearest Help Line centers with valid proof.

• Allotments now made are subject to the grant of affiliation from the University. • Detailed instructions for options entry i.e Instruction Manual for candidates will be placed in home page of <https://oamdc.ap.gov.in>

General principles underlying this policy and procedures

- The policy and procedures are used to admit the students in a transparent, explicit, clear and consistent way.
- The policy and procedures provide equal opportunities for students, including catering to the special educational needs of differently able.
- The policy provides equal opportunities to all students regardless of caste, creed, region, gender, nationality, race, culture and religion.
- Students are offered unbiased guidance and advice.

The role of Admission Committee

Admission Committee counsel, guide and helps in applying online for admissions, providing the materials and means for application through to the students' arrival at college to begin their studies.

Student application and admissions process

- The filled-in application form of each student must be received through
- All the filled-in applications must be submitted along with required and relevant documents/evidences to support their claim.

Student application and admission timelines, admission appeals and complaints

- Students have got every right to appeal against any decision taken during the application process.



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- Students also have the right to complain about any aspect of the application or admission process.
- Admission Committee will respond to appeals and complaints in accordance with *Admission Policy and Procedures*.

Offering places on College programs

- Admission Committee is responsible, in accordance with its defined role and responsibilities for formally offering places to successful applicants.
- A student receiving an offer of a place in any of the College programs should clearly understand the details, rules and regulations of the offer.
- That the offer can be withdrawn based on failure to meet the conditions on which it is made
- The total fee associated with their program of study and the related payment plan Where to direct any queries they may have during the remainder of the admission process.

Confirming student places on College programs

- Following students' acceptance of an unconditional offer, or successful conversion of a conditional offer, Admission Committee will interact with each student; to confirm their place and provide all relevant logistical and program information and advice in accordance with *College Work Flow*.

Student scholarships

- The eligible students will receive scholarships as per the Government norms and procedures.

Cancellation and refunds

- If a student requests to cancel admission, the college never refund any fee and in fact the student needs to pay the total fee dues for the entire program.

Maintaining records

- The Admission Committee maintains the records of all student applications and admissions.



Attested
[Signature]

PRINCIPAL
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