

DEPARTMENTAL PROCEDURES ADMISSION (QP02)

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List of Abbreviations

Abbreviation	Expansion
AC	Academic
AMC	Annual Maintenance Contract
CEC	Continuing Education Cell
DTE	Director of Technical Education
DP	Departmental Procedures
ECE	Electronics and Communication Engineering
EEE	Electrical and Electronics Engineering
HODs	Heads of the Department
HR	Human resource
i/ c	In charge
ISO	International Organization for Standardisation
JIT	Jansons Institute of Technology
max	Maximum
MN	Maintenance
Nos	Numbers
PR	Purchase
QM	Quality Manual
QS	Quality System
Rev	Revision
ST	Stores
TC	Transfer Certificate
UPS	Un-interrupted Power Supply




Jansons Institute of Technology

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List of Controlled Copy Holders

Copy No:	Copy Holders
01	MR

Soft copy made available in PDF format with write and print protected except for forms in <https://sites.google.com/a/jit.ac.in/qms> for HoDs and the Process Heads.

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1.0 PURPOSE

To admit students to both UG and PG Programs in Engineering and Technology complying with applicable rules and regulations by DOTE, TNCA & AICTE

2.0 REFERENCE

- a) ISO 9001:2015 Clauses: 4, 5, 6, 7, 8, 9 & 10
- b) Apex Manual AM 04 to AM 10
- c) DOTE, TNCA Rules & Regulations for UG/PG admission
- d) AICTE Rules/Regulation for UG/PG admission
- e) University Guidelines on admission

3.0 RESPONSIBILITY

- a) Primary - Principal
- b) Secondary - AO

3.1 RESPONSIBILITY AND AUTHORITY:


The individual responsibility and authority of the roles related to Admission process are given below:

1. PRINCIPAL

- a. Deciding on the actions to be taken on the discrepancy in the applications received from students with regard to the certificates submitted
- b. Approval of admission of students of both under management and government quota (as recorded in the applications received from the students)(for both UG and PG Programs)
- c. Addressing the first UG students at the induction program including the rules and regulations including the functioning of anti-ragging committee functioning in the institute
- d. Approval of Fee structure applicable to different batches of students
- e. Deciding on actions to be taken against fee defaulters
- f. Authorization of ID cards issue to students
- g. Approval of students' requests for their certificates to be issued in between the period of study
- h. Approval of TC cum Conduct certificates issued to students
- i. Deciding on offering admission to students transferred from other institutions
- j. Maintaining current rules and regulations related admission and academics and maintaining the old rules and regulations with clear identification on the status as "old or obsolete"
- k. Collection of data on admission related process parameters and objectives identified

2.HOD

- a. Review of students having fee defaults (along with Principal where required)
- b. Authorizing the students request for duplicate ID cards
- c. Authorization of students requests for their certificates in between the period of study

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3. Administrative Officer (AO)

- a. Overall responsibility for the admission process
- b. Reporting the any discrepancy in the students' details submitted against the certificates received to the Principal
- c. Providing provisional admission to students meeting the minimum eligibility criteria and confirm the admission subsequently based on their included in the rank list published by the consortium
- d. Plan for the induction program for the students of first UG program
- e. Maintaining current fee structure with the approval of Principal
- f. Review of data on admission process including data on objectives and targets
- g. Review of admission process effectiveness

4. Office staff

- a. Maintaining Enquiry register – collection and maintenance of details of potential students seeking admission
- b. Follow up with the potential interested students based on the availability of seats
- c. Verification of the personal details of candidates as given in their application along with the certificates
- d. Ensure payment of fee by the candidates seeking admission before confirming the admission
- e. Update the admission details in the admission register
- f. Collection of application from students seeking admission (both under government and management quota)
- g. Collection of certificates from students and verification of the certificates against the information provided in the application
- h. Maintaining admission registers and updates the details of students who are given admission
- i. Issue of list of admitted students to all HODs, Examination cell, Library and Physical Education department
- j. Communicating the admitted students, the date of commencement of classes
- k. Submission of admitted students details to DOTE/TNCA for their verification and approval of admission (as per the last date announced)
- l. Allocation of roll numbers to students (including a different roll numbers to readmitted students)
- m. Release of circulars for the payment of fee
- n. Collection of fee from students
- o. Forwarding Exam fee defaulters details to Examination cell
- p. Issue of ID cards to students
- q. Maintaining students' certificates collected at the time of admission (till they are returned back on completion of their program of study)



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- r. Issue of certificates against their request approved by Principal (during the period of study) and collecting it back after the specified period (after obtaining acknowledgement of receipt from the students)
- s. Issue of students certificates to them on completion of course on submission of no due certificate
- t. Issue of TC cum Conduct certificates to students (who are transferred to other colleges as well to students on completion of the program)
- u. Maintaining records related to admission process (including transfer , program discontinuance and completion)

4.0 DESCRIPTION:

4.1 Objectives and Targets:

Following objectives are defined to monitor the academic process performance:

Objective	Target	Monitoring frequency	Method of monitoring
Increasing the number of students admitted against sanctioned seats	Min 80% for both UG and PG Programs	Once in a year (on completion of the admission) (for UG programs, data is monitored after 1 st year admission and after lateral entry admission) - on cumulative basis	QA08 and review at MRM

4.2 General


The college offers BE (4 year program), ME (2 year program) under Anna University Chennai. The process module related to admission process detailing the input, output, interaction, monitoring requirements and resource required are given in QP02A and the risk assessment of the admission process is given in QP02B.

4.3 B.E. Program Admission:

4.3.1. Admission under single Window System

Government quota students (for first year as well as lateral entry) are admitted through single window system for B.E. organized by TNEA every year. Selected and interested students report to the college with the allotment order along with original certificates for admission before the last date given in the allotment order. On their reporting, applications are received from the students as per AD02 along with their original certificates of SSLC, +2 (Diploma/Degree in case of lateral entry), TC, Conduct certificate, Community certificate if applicable, etc. as required by AD02.

These are verified by the institution office and application is submitted to the Principal for approval on payment of the applicable fee. Any discrepancy observed during verification is reported to Principal and further action is taken as advised by him.

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4.3.2. Admission under Management Quota

a) As decided by the Management, advertisements against various program offered in leading Newspapers both in Tamil and English from time to time.

b) Parents and/or eligible candidates meeting the minimum requirements as prescribed by the DOTE / University/ AICTE (or those who are expected to complete the qualifying examination in the forthcoming year) approach the Institution office for admission for the seats available under the Management quota. AO maintains the list of courses along with the number of seats available for management quota based on DOTE guidelines.

c) Enquiries received prior to initiation of admission process (both UG and PG) are registered as per AD01. Once the admission process is initiated against available vacancies, Institution office contacts these candidates for their interest and the status is updated in AD01.

d) The unfilled vacancies at the end of first year and management quota for lateral entry are filled through lateral entry scheme during the second year.


e) Once the admission process is initiated, candidates are admitted under management quota against submission of application (AD02) and certificates as detailed above if they meet the minimum eligibility criteria prescribed by DOTE (including a rank based on the list published by Consortium of Self-Financing Engineering Colleges). Certificates submitted are verified against the details given in AD02. Any discrepancy observed during verification is reported to Principal and further action is taken as advised by him. AD02 is approved by the Principal on payment of the applicable fee.

f) In case candidates approach the college before the rank list is published by the Consortium, they are given provisional admission as recorded in AD01 if they meet the minimum eligibility criteria and admission is subsequently confirmed against the rank in the list published by Consortium.

4.4 M.E. Programme Admission:

4.4.1. Admission under Single Window System

a) Students under Government quota are admitted (for the first year of PG Programs) are admitted through single window system for M.E. organized by TNCA every year. Selected and interested students report to the college with the allotment order along with original certificates for admission before the last date given in the allotment order. On their reporting, Application is collected as per AD02 along with their original certificates of SSLC, +2 or Diploma, UG program certificate, TC/Conduct certificate, Community certificate if applicable, etc. as required by AD 02.

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b) These are verified by the institution office and **AD02** is submitted to Principal for approval on payment of the applicable fee. Any discrepancy observed during verification is reported to Principal and further action is taken as advised by him.

4.4.2 Admission under Management Quota:

a) As decided by the Management, Institute releases advertisements inviting applications for the M.E. programmes in leading Newspapers before commencement of admission process.

b) In case candidates contacts the Institution office prior to the completion of the UG Program, his details are collected as per **AD01** and are contacted on commencement of the admission.

c) Interested candidates contacts institution office and submit the application along with certificates as per **AD02** (including qualifying examination mark sheets/ certificate and GATE Score/TANCET rank /Consortium rank).

d) Certificates submitted are verified by the Institute office and those who meet the minimum eligibility criteria are admitted on first come first serve basis on payment of the applicable fee. Admission is confirmed with the approval of Principal in **AD02**. Any discrepancy observed is reported to Principal and further actions are taken as advised by him.

4.3 Admission Activities


a) Details of admitted students are maintained in the admission register (separately for UG and PG Programs indicating the admission number) as **AD03**.

b) Admission is continued based on the availability of seats till the last date announced by DOTE / University. On completion of admission, the list of students under each program/ branch (or specialization) is released as per **AD04** by the college office to the respective department HODs, S&H department, Examination cell, Library and Physical Education

c) Date of commencement of classes is decided based on the University guidelines. These are communicated to admitted students over phone or through letter informing the students to come with necessary proof of admission such as fee receipt.

c) For B.E. programs, Induction program is organized (collectively for all the branches together) and are addressed by the Principal. On this occasion, they are briefed about the rules and regulations of the college and academic activities. They are also informed about the systems and procedures established to prevent any possible ragging from senior students as well as contact person in the event of any ragging.

d) Once the admission is closed, details of students admitted against individual programmes along with their original certificates are submitted to DOTE/ TNCA for their verification and approval.

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e) Admitted candidates are given Roll Number as detailed in 4.7. In case of more than 66 students for a particular program (for UG), it is also decided to divide them in two sections.

f) Students who discontinue during their regular course due to attendance shortage are re-admitted as per the prevailing rules and regulations of the University and join the junior batches. In such case the same admission number is retained with a change in the roll number (and is given the last serial in the batch in which they are joining).

4.6 Collection of Fee

a) Candidates who are approved for admission are advised to pay the required fee applicable for individual program as detailed above. Current Fee structure for different programs (separately for students admitted under Government quota and Management quota) is maintained by AO with a copy to Accounts with the approval of Principal. This fee also includes the fee towards uniforms, text books, note books and instruments if any provided by the Institute.

b) For subsequent semesters, fee is collected at the beginning of every academic year against a circular released with the approval of Principal by Institution office. Any defaulters are called and reviewed by HOD (if required with the Principal) and if necessary parents are also called. Further actions as advised by the Principal are taken against defaulters.

c) In case students opt for hostel admission or availing transport, fee towards uniform and books/ instruments, required fee is also collected along with the admission fee.

d) As detailed in QP04, examination fee is also collected at the Institute office. Examination fee defaulters list is prepared as per **AD 05** and forwarded to the Examination cell.

4.7. Students Identification and Issue of Identity Cards


a) Students are identified through admission number (in the order of admission as a continuous serial number continued year after year)

b) Students are identified through university register number allotted before the 1st semester examination. For the first years, before the register number is allotted, they are given roll numbers (8 digit alpha numeric number) as detailed below:

i) First two digits represent the batch of admission (i.e. year in which the admission batch completes the program)

ii) Three digit alphabetic code representing the branch of admission (for UG) and M followed by two alphabetic code representing the specialization and

iii) Last 3 digits (numeric digits) representing the serial number of the students (in general in alphabetic order except for those who are admitted at a later date).

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c) For students readmitted after a break of study, fresh roll number is given (but admission number is retained). For transferred students also, roll number is given as detailed above with the last serial number of the batch.

d) Every student is given an identification card (ID) at the beginning of his/her year of study, based on the details maintained in the admission register and the application collected. It contains name, admission number, course/branch, period of study and date of birth, photograph, and residential address with telephone number, blood group and validity period. The Principal duly signs it. For the readmitted students, fresh card is given after modifying the the period of study indicated in the card.

e) Against the loss of ID cards, students are given duplicate ID cards against their request letter authorized by class i/c, HODs and Principal along with a fresh copy of their photo.

4.8 Students Certificates

a) Certificates submitted during admission are maintained in individual student's file. These are returned back to the students only on completion of the program (or during transfer or break of study) against no due certificate (**AD06**) submitted by the students.

b) In case, students are in need of the original certificates during the program, these are issued to them against requisition authorized by Class In-charge, HoD and Principal. Acknowledgement of receipt is also recorded in the requisition. In case the certificates are not returned within the date indicated in the requisition, they are contacted through their Class In-charges and collected and retained in the file. The return of the certificates is recorded in the requisition itself.

4.9 Transfer of students to and from the college


a) Students who wish to get a transfer to another college under Anna University get the consent from the Principal (of the college seeking admission) in their application and apply to DOTE through the college Principal. On approval from DOTE, he/she is issued TC cum conduct certificate (**AD07**) against no due certificate submitted along with the certificates collected from him at the time of admission.

b) For student to be admitted in the institute (on transfer from other colleges under Anna University), on submission of approval from DOTE, they are admitted under the relevant quota or under management quota as decided by the Principal. His application is collected (as per **AD02**) and certificates are verified (including TC, Conduct certificate [from the institution he is transferred] & transfer order and collection of fee).

4.10 Control of rules and regulations

AO maintains the latest rules and regulations related to:

- 1) AICTE Rules on admission, faculty qualification, and introduction of new courses as well as increase in number of seats, infrastructure facilities required,
- 2) Government of Tamil Nadu / DOTE / TNCA rules on admission, introduction of new course and increase in number of seats and

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3) University rules on academic (including curriculum), admission, introduction of new course and increase in number of seats.

4) Guidelines to be followed as per regulatory body (DOTE/AICTE/University) as an when received are maintained in individual files maintained year wise (for individual agencies / areas such as admission, academics, etc.). The previous circulars are marked as “obsolete” along with “revised w.e.f -----”.

4.11 Analysis and Evaluation:

a) Following data are collected and analyzed as given below.

Parameter	Technique	Frequency	Responsibility
1) No: of seats filled vs Nominal Strength sanctioned for different courses. (After completion of admission separately for UG (both after 1 st year admission and lateral entry admission) and PG program	Bar Chart	Yearly	AO
2) Program wise number students admitted against sanctioned strength	Bar Chart	Yearly	AO
3) Over all students strength	Line Chart	Once in a year (on completion of admission)	AO
4) No. of courses offered (separately for UG and PG)	Bar chart	Once in an year	AO

b) These are reviewed by AO and need for improvement is planned (if required) and recorded in QA09. On implementation of actions planned, effectiveness of actions taken is verified by AO.


c) Effectiveness of Admission process is also reviewed as per AD08 (as per the frequency given in **AD08**) by AO and based on the review, improvement actions if any planned are recorded in **QA09**. On implementation of actions, effectiveness of actions taken are reviewed by AO or Principal and recorded in **QA09**

4.12 KNOWLEDGE FOR THE ACADMIC PROCESS:

QP02C details the knowledge required for the admission process and method of retaining the knowledge with the institution.

4.12 COMMUNCIATION REQUIREMENTS:

The procedure described above details the communication requirements also. The salient communication requirements of the admission process (both internal and with interested parties including students and parents) are included in QP02D.

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5.0 DOCUMENTS/RECORDS

Sl. No.	Document Name	Document No.	Responsibility	Location	Retention Period*	File No	Hard/Soft
01	Enquiry Register	AD 01		Office		Register	Hard
02	Application form B.E./M.E for the academic year -----	AD 02	AO	Office		202*	Hard
03	Admission Register	AD 03		Office	Permanent	Register	Soft
04	Program-wise / section-wise list of Students	AD 04	AO	Office	Current + 1 year when revised (at office)	203^	Hard
05	Examination Fee Defaulters List.	AD 05	OS	Office	1 year	204^	Hard
06	No due Certificate	AD06		Office	1 year	Individual student file (205)	Hard
07	TC-cum-Conduct Certificate (counter foil)	AD 07	AO	Office	Permanent	Counter foil	Hard
08	Admission Process Effectiveness Review record	AD 08	HODs	Office	1 year	206	Hard
09	Objective Monitoring Record	QA08	AO	Office	1 Year (on completion of the objective)	206	Hard
10	Corrective action Record	QA09	AO	Office	1 year	206	Hard
11	Correspondence with University, DOTE, AICTE	---	AO	Respective file in office	4 years	207U/ 207A/ 207D	Hard



PROCEDURE MANUAL

PROCESS MODULE- ADMISSION

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Input	Output	Sequence and Interaction	Criteria	Method of Monitoring	Resources	Responsibility
1) Students seeking admission to the programs offered	1) No of students admitted for different programs being offered	As detailed in QP03	1) No of seats filled against sanctioned seats (and not to exceed the sanctioned seats)	Against objectives and Targets	Financial resource for release of advertisements	1.Primary-Principal 2. Secondary-AO
2) Sanctioned number of seats			2) Completion of admission with in the last date announced	Submission of the details of admission to DOTE/TNCA with in the last date announced for approval	2) Team of administrative staff under AO	
3) Guideline on admission from AICTE/University/ DOTE/TNCA	2) Approval of Admission by the DOTE/TNCA		3) Compliance to applicable rules on admission	Approval of admission (approval to be obtained for 100% students admitted)	3) System with internet facility	
	3) Program wise semester wise list of students for individual batches					



PROCEDURE MANUAL

Doc.No: QP03B

RISK ASSESSMENT- ADMISSION PROCESS

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Type of failure (or Strengths)	Cause of the failure	Severity (or Consequence) (S)		Likelihood(L)		Risk (SXL)		Control measures in place	Additional actions if any required with responsibility and target date
		Affects	Score	Typical occurrence frequency	Score	Score	Factor		
1.No of students admitted not meeting the sanctioned strength	More number of institutions in the near vicinity	Management	2	More than 70%	3	(2,3)	H	1. Lapsed seats getting filled through lateral entry 2. Objectives and targets defined with a target defined and monitoring the achievement of target	----
2. Students admitted not meeting prescribed qualification requirements	During admission, minimum requirements not verified	Students (as his admission is subsequently rejected)	3	Less than 40%	1	(3,1)	M	1. Students previous qualification details are verified at the time of admission through a checklist (as part of the application)	
3. Admitted students details not submitted to DOTE for approval within the prescribed time	Delay in submission	Violation of the rule	3	Less than 40%	1	(3,1)	M	Process defined for timely submission in QP02	



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RISK ASSESSMENT- ADMISSION PROCESS

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Type of failure (or Strengths)	Cause of the failure	Severity (or Consequence) (S)		Likelihood(L)		Risk (SXL)		Control measures in place	Additional actions if any required with responsibility and target date
		Affects	Score	Typical occurrence frequency	Score	Score	Factor		
4. More students admitted (than sanctioned seats)	Anticipating drop outs	Violation of the rule	3	Less than 40%	1	(3,1)	M	Admission is confined to sanctioned seats as monitored through admission register and subsequent submission to DOTE for approval	
5. Loss of Students certificates	Inadequate care during maintenance of the certificates or after collecting the certificates in between the program not getting returned	Students	3	Less than 40%	1	(3,1)	M	1.Process defined for verification of certificates at the time joining. 2. Maintained in individual students file for each year of admission 3. Getting acknowledgement when returned back (in between and end of the program)	



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RISK ASSESSMENT- ADMISSION PROCESS

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Type of failure (or Strengths)	Cause of the failure	Severity (or Consequence) (S)		Likelihood(L)		Risk (SXL)		Control measures in place	Additional actions if any required with responsibility and target date
		Affects	Score	Typical occurrence frequency	Score	Score	Factor		
6. Error in the TC and Conduct certificates issued	Manual error	Students	3	Less than 40%	1	(3,1)	M	1.Subsequent verification by a different person before submitting for approval 2. Possibilities of cancelling the certificates with error and issue a fresh one	
7. Students leaving the program in between the program duration	Got employment (to meet the financial requirement of the family) or plan to join for other programs	Management	2	Less than 40%	1	(2,1)	L	Regular counselling by mentors	---
8. Not paying the fee	Financial constraint	Management	2	Less than 40%	1	(2,1)	L	Those who are lapse in fee payment are called and reviewed by HODs / Principal	



PROCEDURE MANUAL

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ADMISSION PROCESS KNOWLEDGE

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Knowledge Required for the operation of process and to achieve conformity of service provided	Method of Acquiring the Knowledge	Method of Retaining the Knowledge
1) Knowledge on the admission rules and regulations on admission	1) Experience in handling the admission process	a) Against turnover of manpower, administrative staff of required qualification and experience are selected b) Working as a team
2) Knowledge on the changes in admission related rules (for current year admission)	2) Through the relevant rules and regulations on admission from various statutory / regulatory bodies including revisions or changes & update of the changes as published in news papers (and subsequent access through relevant websites)	2) Maintaining copy of the rules and regulations on admission from various statutory / regulatory bodies including revisions or changes
3) Knowledge Fee structure and no of seats sanctioned for different programs	3) Orders on fee structure and sanctioned seats from the relevant statutory / regulator bodies	3) Maintaining Program wise sanctioned seats and current fee structure.
4) Knowledge on the systems and procedures to be followed	4) Through experience in adhering to the systems being followed	4) Documentation of the systems and procedures being followed



PROCEDURE MANUAL

Doc.No: QP02D

COMMUNICATION MATRIX- ADMISSION PROCESS

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Details of Communication to be maintained (What)	Time of communication (When)	To Whom	Method of communication	Responsibility (Who)
A) Intenal Communication				
Responsibilities and Authorities of Individual rolls	On Assigning the roles	AO and Office Staff	As documented in the Admisison Procedure	Principal
Quality Policy	Once defined (including changes)		Through display of the quality policy at strategic locations throughout organization	Principal
Objectives and Targets	On defining the same (including changes)	AO and Office Staff	As documented in the Admisison Procedure & through Minutes of MRM	Principal
Details of students admitted through single window system	At the time of admission and subsequently when the students reports for admisison	Office Staff / AO / Principal	Production of admit card & DOTE site	TNEA / TNCA
Availability of seats under different branches	At the time of admisison	Students and their guardian	Advertisements	AO/ Management
Students interest to join under Management quota	When interested students reports	Office Staff / AO / Principal	As recorded in AD01 or AD02	Students / Guardian
Details of seats availability to already contacted students	Based on availability of seats during the period of admisison	Students and their guardian	Telephonic follow or through mail	Office staff
Descrepancy in the details submitted in the application and the certificates submitted	During the admission process	Principal	Verbal reporting of the descrepancy	Office staff
Fee to be paid	At the time of admission	Students / Guardian	Verbal	Office staff
Confirmation of admission under management quota	On publishing rank list by the consortium	Those who are given provisional admission	Telephonic contact or through mail	Office staff



PROCEDURE MANUAL

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COMMUNICATION MATRIX- ADMISSION PROCESS

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Details of Communication to be maintained (What)	Time of communication (When)	To Whom	Method of communication	Responsibility (Who)
Admitted students' list	On completion of admission (prior to commencement of class)	HODs/ Library/ Physical Director/ Examination cell	AD04	Office staff
	At the beginning of every semester (after update of changes)			
Date of commencement of classes to admitted students	Once the dates are decided before commencement of classes (or induction program)	Students / Guardian	Telephonic communication or mail	Office staff
Rules and regulations to be adhered to (including functioning of anti ragging committee)	At the induction program	Frist year UG students	Verbal	Principal
Details of admitted students	On completion of admission (as per the date annouced)	DOTE/TNCA	Submisison of the details	AO/Office staff
Fee to be paid	At the time admisison	Students	Verbal	Office staff
	At the beginning of every academic year		Circular	
Exam fee defaulters	After the last date announced	Examiantion cell	AD05	Office staff
Need for certificates in between the period of study	When such needs are identified	Office staff	AD06	Studnets