Admission Policy

MSRUAS/REG/ADM POL-03/2022-23

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This Policy entitled "Admission"

is applicable to Admission and all Academic Departments of MSRUAS

from the Academic Year 2022-23

(As per the SRAs of the respective Faculty)

Table of Contents

List of Tables

List of Figures

Policy Amendment Record Sheet

Sl.No	Sec. No.	Rev. No.	Details of Amendment	Reason for Amendment
1	A.2	1	Addition of Faculty and School	One new Faculty and one new School added
2	A.2	2	Additional School and Colleges added	One New School and three Constituent Colleges added

A. Admission to Various Programmes of MSRUAS

A.1 Preamble

The current version of the policy is brought into effect from the Academic Year 2022-23.

The following School and three constituent colleges have been added:

1. School of Law

2. Ramaiah Medical College

3. Ramaiah College of Physiotherapy

4. Ramaiah Institute of Nursing Education and Research

A.2 Scope

In addition to the Programmes offered by the eight Faculties and one school, this policy shall be applicable to the Programmes offered by the following School/Constituent Colleges:

1. School of Law

2. Ramaiah Medical College

3. Ramaiah College of Physiotherapy

4. Ramaiah Institute of Nursing Education and Research

Wherever applicable, MSRUAS shall follow the relevant regulatory norms for admission to specific Programmes.

A.3 Admission Process

MSRUAS shall ensure a transparent admission process.

The formulated admission process involves three broad stages covering various activities as indicated

below:

1. Pre-Admission

2. During Admission

    i.   Activities under University Quota

    ii. Activities under Government Quota

3. Post-Admission

A.3.1   Pre-Admission Process:

This stage shall involve the preparatory arrangement requisite for consolidation of approvals of University statutory bodies as well as regulatory norms, wider publicity of details of Programmes offered including the fee structure. It shall also present the time schedule for the admission process and the steps to be followed.

Prior to proceeding with the admission process, the Admission Department of MSRUAS shall:

1. Collect relevant and comprehensive information regarding each Programme offered, sanctioned intake, and their eligibility criteria.

2. Collate reservation criteria applicable as per State Government norms for admissions under both Government and University quota. Admission of seats under reserved category for University quota shall be as per the State Government Reservation Act.

3. Collect scholarship and fee waiver details to disseminate among prospective students for admission through University quota.

4. Submit the seat matrix to all the Governmental agencies concerned with regards to 40% of the Government quota seats for applicable Programmes.

5. Prepare updated brochures, and handouts highlighting the salient features, including the following for each Programme.

    a.   Eligibility Criteria

    b.   Affiliation and Ranking details

    c.   Regulatory Body Requirements

    d.   Collaborative arrangements with various Universities and Industries

    e.   Support for higher studies, placement, and other developmental opportunities

6.   Validate entrance tests as applicable to specific programme requirements.

7.   Invite applications through various activities, including outreach activities, and print media.

A.3.2   During Admission:

The details under "During Admission" process cover the earmarked seats under the University quota and Government quota, as per the act. The seat matrix for the University quota is prepared in line with the reservation policy of the Karnataka State Government. In case the seats are unfilled under the reserved categories, such vacant seats are filled under the general category.

The admission department also serves as a link between the Government of Karnataka and MSRUAS for admission of students selected under Government quota to the various Programmes of MSRUAS, adhering to the agreed norms seat matrix.

The admission department of the University coordinates the process flow for the selection and admission of qualified candidates to the various Programmes offered by the University.

During the admission to various Programmes under University quota, MSRUAS shall:

1.   Draw a merit list for various Programmes as per the qualifying eligibility examinations (RUASAT) from the list applications received and qualified.

2.   Send offer letters to the selected candidates as per the merit list.

3.   Follow up with the selected candidates to remit the requisite fee and complete the admission process by collecting the necessary documents in original.

During the admission to various Programmes under Government quota, MSRUAS shall:

1. Verify allotment letter, along with other original documents on campus.

2. Plan for filling of applications and payment of fee, as applicable.

3. Collect original documents along with fee receipt and provide acknowledgement.

A.3.3   Post Admission:

As an initial step, Post-Admission Process involves consolidation of the students admitted under University quota and Government quota. The subsequent activities involve scrutiny and collection of original documents for eventual approval by the admission committee. A final confirmation of the admission of a student to a particular Programme will be communicated to the student only after the due approval by the designated admission committee. With this, the student formally enters the academic cycle of the Programme.

During the post-admission process to various Programmes under both University and Government quota, MSRUAS shall:

1. Prepare a final list of admitted students and share it with respective Deans of Faculty for initiating the Teaching-Learning process.

2. Follow up with the students to ensure compliance with regards to Documentation and fee payment.

3. Generate University registration number and issue Identity cards.

4. Submit final admission list, Programme wise to the Office of the Registrar for approval.

5. On approval, share the final list with the respective Deans of Faculty.

6. Follow up with seat allotment agencies for fee reconciliation for appliable Programmes.

Note:

1. Admission to Dental Programmes is as per the regulations of Dental Council of India, released from time to time.

2. Admission to the Programmes offered by Ramaiah Medical College is as per the regulations of the

National Medical Council.

Figures 1 to 4 pictorially depict the above-mentioned processes.

Pre - Admission Process

| BOM Approval |
| KEA Seat Matrix |
| KEA Schedules, MSRUAS Approved Dates |
| KEA Schedules, BOM Approval |

| Collect Programme wise intake from Registrar | Obtain Approved Seat Matrix from Karnataka Government, Programe wise | Prepare Admission Calendar for the year and submit for Approval to Registrar | Prepare Draft Admission Calendar for the year and submit for Approval to Registrar |

| Dir-Admission and Team | Dir-Admission and Team | Dir-Admission and Team | Dir-Admission and Team |

| Approved Admission Calendar |
| Approved Admission Calendar |
| Approved Admission Calendar by Registrar |

| Provide details of Sanctioned intake, seat matrix, Fee details to Prospective candidates | Advertise and Market on various platforms | Display Approved Admission Calendar and advertise |

| Dir-Admission and Team | Dir-Admission and Team | Dir-Admission and Team |

Figure 1: Process Covering Pre-Admission Activities

Admission Process for University Quota

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┌────────────────────────┐   ┌──────────────┐   ┌──────────────┐
│ BOM Approval for intake│   │  Registered  │   │  Interested  │
│ in conformity with     │   │  Applicant   │   │  Candidate   │
│ Regulatory Bodies      │   └──────────────┘   └──────────────┘
└────────────────────────┘          │                  │
            │              ┌──────────────────┐  ┌──────────────────┐
   ┌────────────────┐      │ Verify eligibility,│ │ Draw Merit List  │
   │    Collect     │      │ Confirm receipt of │ │ as per qualifying│
   │   Programme    │ ───► │ online application │ │   eligibility    │
   │ wise intake    │      │ and Provide online │ │   examination    │
   │ from Registrar │      │   test details     │ └──────────────────┘
   └────────────────┘      └──────────────────┘          │
   ┌────────────────┐      ┌──────────────────┐  ┌──────────────────┐
   │  Dir-Admission │      │  Dir-Admission   │  │  Dir-Admission   │
   │   and Team     │      │    and Team      │  │    and Team      │
   └────────────────┘      └──────────────────┘  └──────────────────┘

   ┌────────────────┐                       ┌──────────────────┐
   │ Provisionally  │                       │   Shortlisted    │
   │   selected     │                       │   Candidates     │
   │  candidates,   │                       └──────────────────┘
   │ Programme wise │                                 │
   └────────────────┘                                 │
   ┌────────────────────────┐        ┌───────────────────────────┐
   │ Send Provisional offer │        │ Communicate Fee amount    │
   │ letter to selected     │ ◄───── │ and mode of Payment, with │
   │ candidates with fee    │        │ dates to prospective      │
   │ details and necessary  │        │ candidates                │
   │ documents              │        └───────────────────────────┘
   └────────────────────────┘                        │
   ┌────────────────┐                       ┌──────────────────┐
   │  Dir-Admission │                       │  Dir-Admission   │
   │   and Team;    │                       │    and Team      │
   └────────────────┘                       └──────────────────┘
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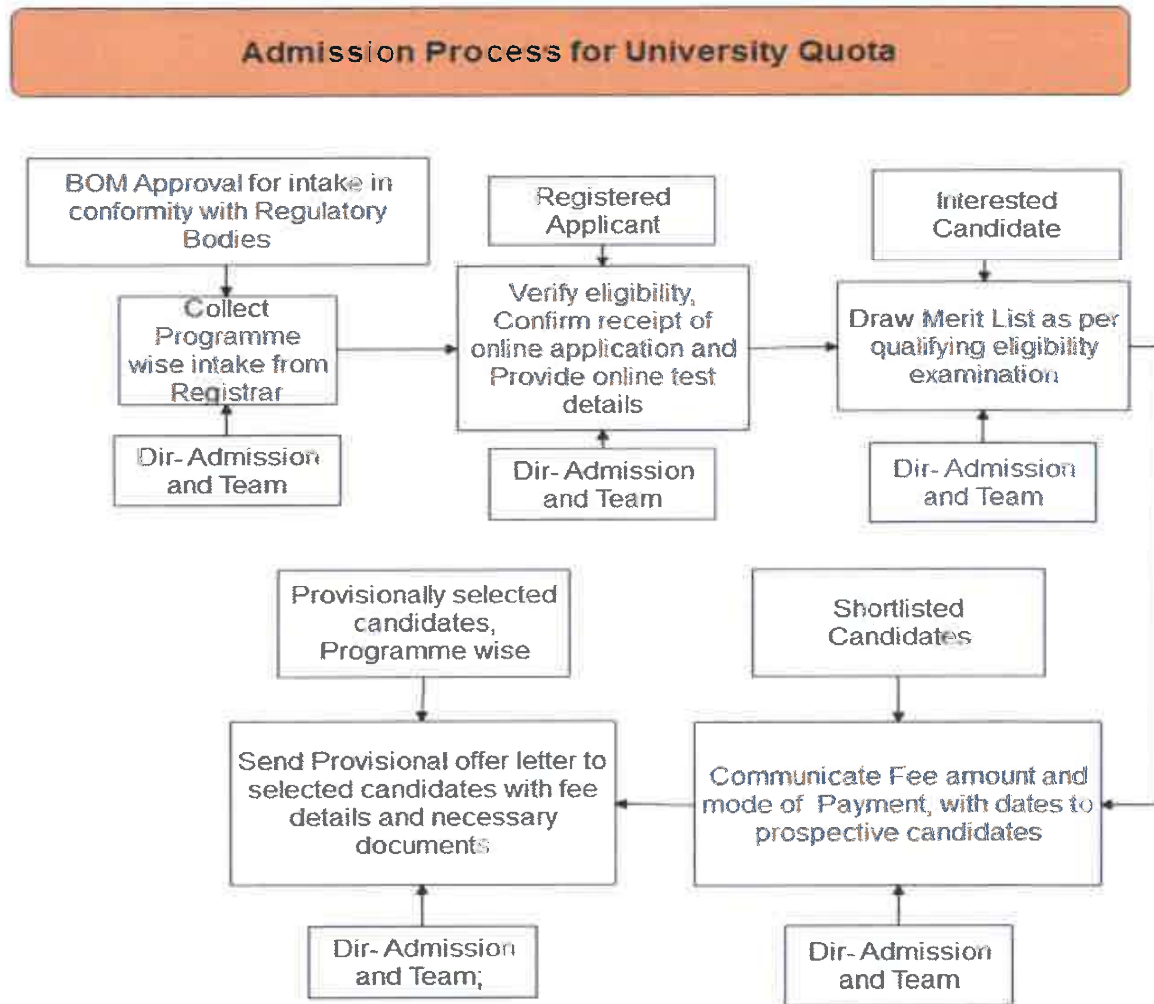
Figure 2: Admission Process University Quota

Admission Policy

Figure 3: Admission Process Government Quota

Post Admission Process for All Admitted Candidates

KEA Allotment, Programme Wise	All Admitted Students	All Admitted Students; Originals submitted	List of candidates with refund/amount	List of all fee paid candidaes	Final List of Admission
Collate Alloted Seats from KEA	Confirm payment of fee and Collect Originals and Provide acknowledgement	Issue Final Letter of Admissions	Prepare Refund Notes and submit to Accounts Dept.	Prepare admission register for all Programmes with final list of admission	Submit final list to AC/BOM/ BOG for approval
Dir-Admission and Team	Dir-Admission and Team	Dir-Admission	Dir-Admission and Team	Accounts Department	Registrar

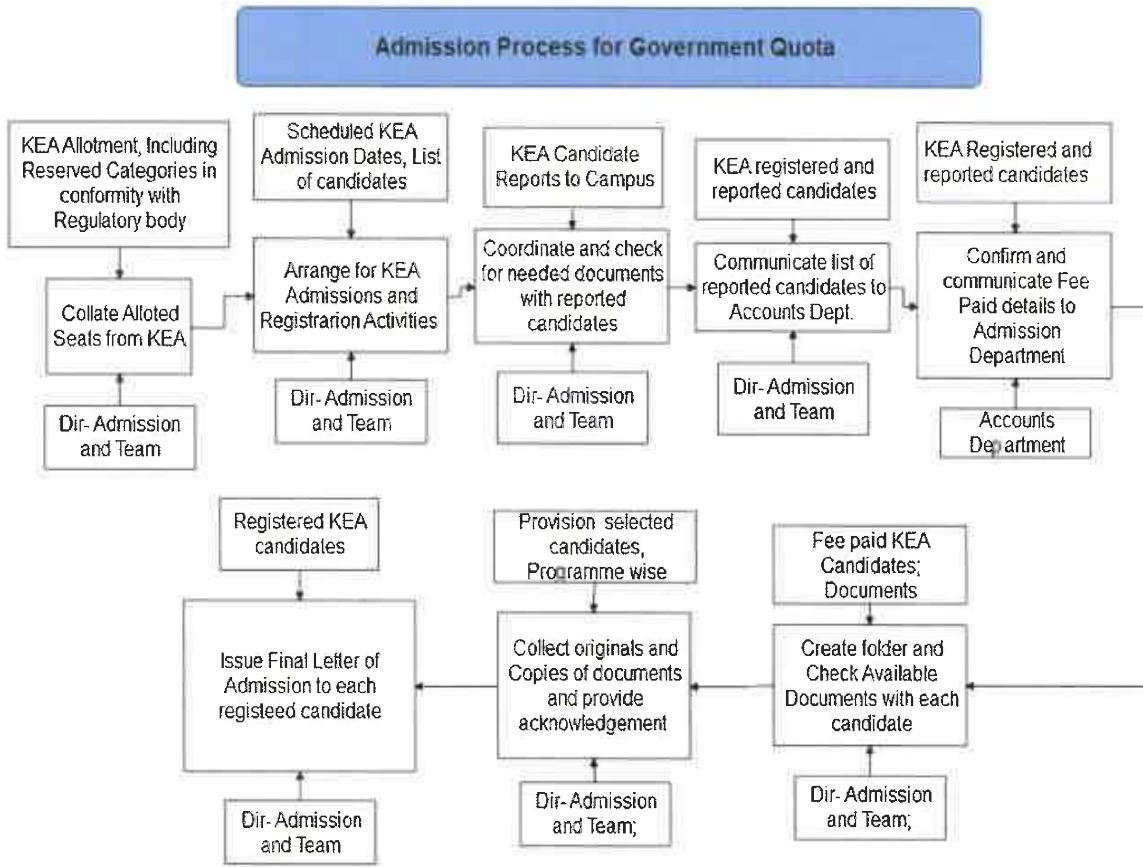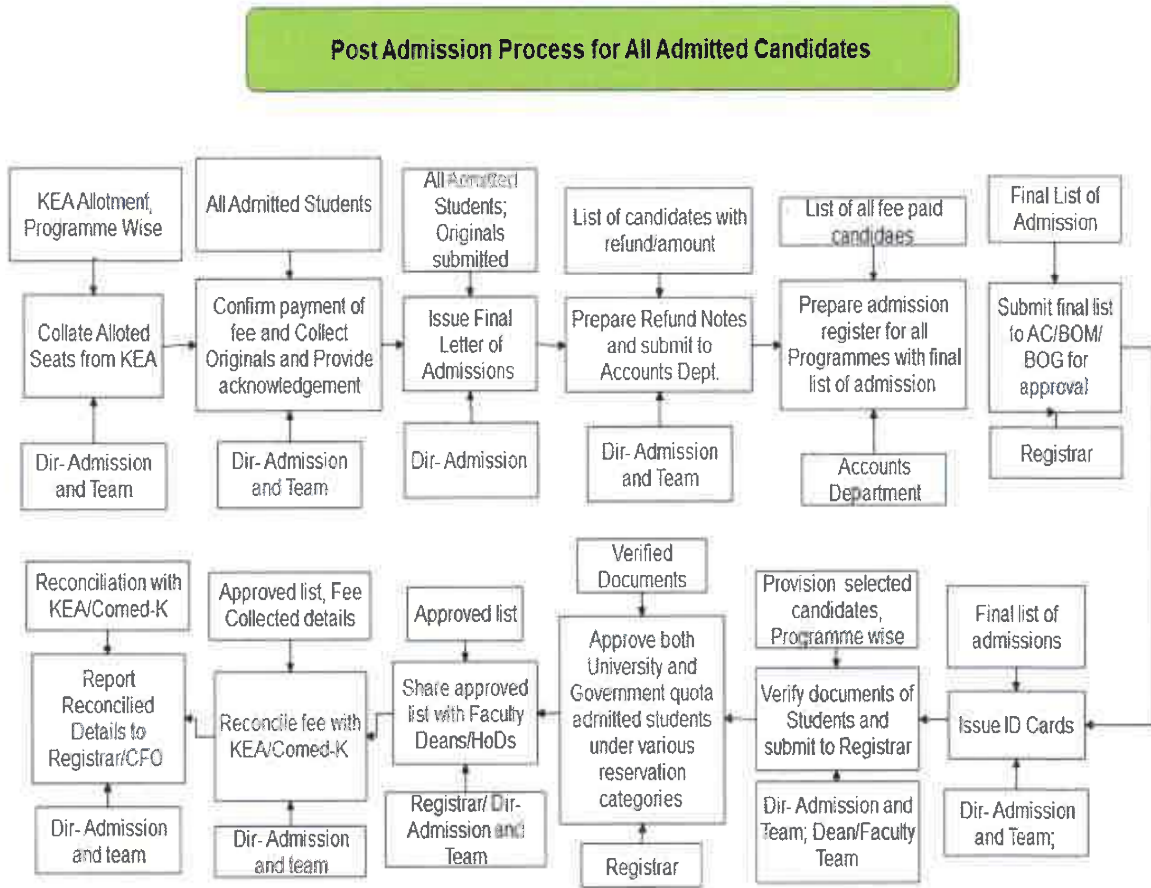| Reconciliation with KEA/Comed-K	Approved list, Fee Collected details	Approved list	Verified Documents	Provision selected candidates, Programme wise	Final list of admissions
Report Reconcilied Details to Registrar/CFO	Reconcile fee with KEA/Comed-K	Share approved list with Faculty Deans/HoDs	Approve both University and Government quota admitted students under various reservation categories	Verify documents of Students and submit to Registrar	Issue ID Cards
Dir-Admission and team	Dir-Admission and team	Registrar/ Dir-Admission and Team	Registrar	Dir-Admission and Team; Dean/Faculty Team	Dir-Admission and Team;

Figure 4: Post Admission Process of both University and Government Quota

B.   Standard Operating Procedure for Admissions

Standard Operating Procedures (SOP) are a collection of predetermined processes and procedures that are autonomous by nature and serve as an organizational framework for the institution's smooth and efficient operation over the course of many years.

Admission procedure at MSRUAS consist of four phases viz Preadmission process, Admission process for university quota seats Admission process for CET/DCET/PGCET/PGET/COMED-K and Post admission process.

Table 1: Standard Operating Procedure for Admission

Sl. No.	Description	Activity	Responsibility
01	Collect the programme wise sanctioned intake data from the Registrar	To collect the approved document	Director Admissions and Team
02	Obtain approved seat matrix from Government of Karnataka	To collect the approved seat matrix programmewise	Director Admissions and Team
03	Prepare admission calendars as per the approved dates from BOM and KEA schedules	To prepare the admission calendar	Director Admissions and Team
04	Display the approved admission calendar and advertise on various platforms	To display the admission calendar	Director Admissions and Team
05	Provide the sanctioned intake, fees details, scheduled date of RUAS AT to the prospective candidates	To provide the details to the candidates	Director Admissions and Team
06	Administer online proctored RUAS AT examination	To conduct the RUAS AT examination	Director Admissions and Team
07	Prepare the provisionally selected list programmewise and send the offer letters to the candidates with fees details and necessary documents.	To prepare the merit list, intimate to the candidates their respective merit.	Director Admissions and Team
08	Collate the allotted seats from KEA candidates and check the documents needed for admission from the candidates	To collect the allotted student data from KEA and verify the documents	Director Admissions and Team

09	Communicate the list of students to accounts department	To share the details of KEA students to accounts	Director Admissions and Team
10	Confirm and communicate the fees paid details to admission department	To share the details of fees paid KEA students to admissions	Accounts Department
11	Collect the original documents and provide acknowledgement	Collection of original documents	Director Admissions and Team
12	Issue of final letter of admission to each registered candidate	To send the admission letters	Director Admissions and Team
13	Prepare refund notes and submit the final list to the accounts department	To send the final list to accounts department	Director Admissions and Team
14	Preparation of admission register programmewise with final list of admission	To prepare admission register	Accounts Department
15	Collect the data for Id card and issue the Id card	To issue the Id cards	Director Admissions and Team
16	Verification of documents of students and submit to office of Registrar	To Verify the documents	Director Admissions Team and Faculty co-ordinators
17	Approve the list of admissions	To approve the list of admissions	Registrar in AC/BOM/BOG
18	Share the approved list with the faculty Deans/HoDs	To share the list with the faculty and department	Registrar/ Director Admissions
19	Share the final list of admission for accreditation and ranking purposes	To share the final list of the accreditation	Office of the Registrar
20	Reconcile the fees with KEA and comed-K and report to Registrar/CFO	To reconcile the fees with KEA and comed-K	Director Admissions
21	Report Reconciled details to Registrar/CFO	To Share reconciled list from KEA and Comed-Knwith registrar/CFO	Director Admissions