



# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)  
904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com

## Admission Policy

Policy Title: Admission Policy		
1.	Administrative Policy Number: 01/AP/2016-17	Functional Area: Admission granting related policy and their solution.
2.	Brief Description of the Policy:	Purpose: To grant admissions to eligible students in college. Audience: Women candidates seeking admission in college.
3.	Policy Applies to:	All academic programs of college
4.	Effective from the Date:	August, 2016
5.	Approved by:	Local Management Committee
6.	Responsible Authority	Academic Head, IQAC, HODs
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	To Formulate Admission Procedure to comply UGC/ University Norms
10.	References for the policy	UGC/University Guidelines

### Introduction

Key responsibility of admission cell is to scrutinize completed filled admission forms of the women students seeking admission in college. In order to develop culturally rooted, globally oriented, women committed to achieve excellence through duty, devotion and discipline Sunbeam Women's College Varuna, invites women candidates for admission in Humanities, Management, Science & Commerce for undergraduate programs.





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Women Candidates scoring at least 50% marks (45% marks for reserved category women candidates) without grace is required each compulsory subjects in board or 10+2 Level examination or its equivalent.

## Policy Statement

Sunbeam Women's College, Varuna envisions to develop culturally rooted, globally oriented, self-reliant women committed to achieve excellence through duty, devotion & discipline. Hence aligning with the vision, the college intends to seek admission from eligible and deserving candidates from proper educational background to get enrolled in the various undergraduate programs offered by the college and transform them into individuals who can achieve excellence in their respective field of education.

## Objectives of the Policy

1. To provide relevant and comprehensive information about programs offered, eligibility criteria.
2. To fetch quality students for graduation programs.
3. To update prospectus as per modifications.
4. To update policy for granting admission as per UGC and University guidelines.

## Mode of admission

1. All Admissions are taken in accordance with admission policy and norms of Mahatma Gandhi Kashi Vidyapith (MGKVP), Varanasi (since college is affiliated to MGKVP).
2. The completely filled admission forms are scrutinized by respective departments for eligibility criteria.
3. All admissions are based on counselling (online/offline) by faculties from respective departments.
4. Post counselling session includes interaction with principal and administrator for their final approval.
5. Finally, admission to the eligible and competitive students is granted upon decision by





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## Documentation required for the process of admission

The following documents are required during the time of admission:

1. Three formal pass port size photographs
2. Completely filled college admission form.
3. 10<sup>th</sup> and 12<sup>th</sup> mark sheets and certificates.
4. Transfer certificate (TC)
5. Migration Certificate (MC)
6. Reservation category certificate (if applicable)

## Modification/ Alternation

The convenor of Admission Cell is responsible for any alteration/ modification/ finalization of the policy. The Principal's decision for granting of admission shall be deemed final.

