



**DE PAUL INSTITUTE OF  
SCIENCE & TECHNOLOGY, ANGAMALY  
(DiST)**

**ADMISSION POLICY**



## **1.0 Introduction**

De Paul Institute of Science & Technology, Angamaly (DiST), approved by AICTE New Delhi and affiliated to M.G University, Kottayam has made its mark in the educational landscape of higher education in Kerala since its inception in the year 2002. Over these two decades, DiST has embraced a system which caters to the holistic development of its student community. Starting with one programme in 2002, now the college conducts eight UG programmes and eight PG programmes. The college follows an admission policy strictly following the rules and regulations of the government, the AICTE and the affiliated university. The management of DiST is very particular that no student should go without higher education because he/she does not have the means to pay the college fees. The institution will provide part payment of the fee or issue a full-fee deduction to follow this principle and impart quality education to deserving students.

### **1.1 Objectives of the Policy**

- To attract quality students to the college.
- To achieve the goal of diversity, equity and inclusion among the student community.
- To follow the reservation requirements of the government and university.
- To follow an admission process that is transparent.
- To give admission to the deserving students from the marginalised groups in the society by extending scholarships on the basis of merit cum means scholarships.

### **1.2 Admission for different programmes**

For AICTE approved programmes – Master of Business Administration (MBA) and Master of Computer Applications (MCA), the college admits only students who have the required qualifications and have cleared the entrance examinations specified by AICTE and the state government.

For MBA admissions in the college, a rank list is prepared from the applicants on the basis of scores in the entrance exam, group discussion and personal interview. In the case of MCA admittance, 50% of the seats are allotted by the LBS Centre, Kerala and the remaining positions are filled by the management on the basis of rank list prepared by the college. For allotment from LBS centre, students have to apply directly to the organisation and attend the entrance examination conducted by them. As of now, all seats for the programme Integrated MCA (IMCA) is assigned by the college, based on the rank list prepared from among the

applicants as M.G University or LBS Centre does not allot students for it. Reservation policy of the government is strictly followed in the admission procedure to these programmes.

For all other programmes (both UG and PG), the qualification is set by the University and admission is given to only those who have the required qualifications. 50% of seats of all these programmes are allotted by the University through the Central Allotment Programme (CAP) and the remaining seats are filled by the college management on the basis of the rank list prepared by the college admission office from among the applicants for the same.

During the admission process the college is very particular to follow the reservation policy of the government for different socio-economic groups. While taking admission in the management quota, students should ensure their confirmation on continuing in the same.

### **1.3 Admission Procedure**

For admission through CAP, students have to register in the admission portal of the University. Those getting allotment should pay the prescribed fee in the University and make sure one opts for permanent admission in the college. Even if the student opts for temporary admission, he/she has to produce the original certificates for verification in the college and should get approval. Such students can wait till the last allotment before taking permanent admission.

Those taking permanent admission should fill the application form either online or offline. Moreover, they should attach the copies of their credentials together with the application form for verification and further processing, pay the prescribed fees and then confirm their admission. During the time of admission all students should pay both first semester and M.G University fees. Payment of fees may be made online or in the college office. Those making payment in the form of demand draft should take a crossed DD favouring the Principal, De Paul Institute of Science & Technology, Angamaly.

For admission in the management quota, application form may be submitted either online or offline together with copies of original certificates. The admission office ranks the application forms received on the basis of the criteria decided by the management and calls the candidates on the basis of their ranks for interview and admission. At the time of admission, original certificates should be submitted in the office.

Students seeking admission in MBA should submit their application form either online or offline together with the copies of their credentials. All the applicants will be called for a

group discussion and personal interview. Rank list of students will be prepared according to the marks scored in the entrance exam, group discussion and personal interview. Successful applicants will be intimated by the college office wherein they should produce all original certificates for verification and further processing.

As there is no CAP or LBS allotment for those seeking admission for IMCA, candidates should submit their application either online or offline together with the copies of their original certificates. Applicants will be informed by the admission office on the basis of the ranks secured by them in the entrance exam. Students have to submit their original certificates at the time of admission.

Students taking admissions through CAP, management quota or through the rank list prepared by the admission office are eligible for scholarships given by the management on the merit-cum-means basis. Decision regarding the scholarship for the students will be under the sole discretion of the management.