



Balkumari College

Narayangarh, Chitwan

Admission Policy and Procedure

The college conducts admissions for Under Graduate (UG) and Post Graduate (PG) programmes every year in a well-structured and transparent manner, following the norms and other guidelines of the Government of Nepal and the Tribhuvan University. Admission is open to all eligible candidates from anywhere in Nepal and abroad. The details of the process and procedures of admission are detailed here:

1. Purpose

The Admission Policy is designed:

- 1.1. To provide an understanding about the admission process,
- 1.2. To maintain a uniform process and standardized admission requirements that are Program specific to all students.

2. Scope

The policy applies to the admissions of Under Graduate (UG) and Post Graduate (PG) programmes of the College. This Policy applies to all applicants for courses of study at BKC.

3. Objectives:

The policy describes the provisos and procedures for student application and admission into the various programs of the college through a transparent and accountable admission process. The College exercises the academic freedom given by Tribhuvan University to :

- 3.1. Admit the students in various programmes in a transparent, unambiguous and consistent way.
- 3.2. Provide equal opportunities for students, including catering to the special educational needs of differently abled.
- 3.3. Provide equal opportunities to all students irrespective of caste, creed, region, gender, nationality, race, culture and religion.
- 3.4. Offer unbiased guidance and advice to students.
- 3.5. Provide the students right to appeal on any aspect of the way in which their application and/or admission was managed.
- 3.6. Accomplish the admission process in effective and time-bound way.
- 3.7. Gain the confidence, gratitude and respect of all its stakeholders, especially students, alumni, parents and the society.

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4. Admission Policies

- 4.1. Admissions of students into UG & PG courses, has to be made limiting the admissions up to the seats sanctioned by the Tribhuvan University duly following the order of merit and the Rule of Reservation in respect of Scheduled Castes / Physically / Visually Challenged / Sports & Games / Children of Martyr etc., as per the rule of Government of Nepal.
- 4.2. The students who have passed the Intermediate /+ 2 /High School Examination or an Examination recognized as equivalent are eligible for admission into the UG programme.
- 4.3. The applications of the candidates who passed the Examinations which are not recognized by the Board of Intermediate /+ 2 /High School as equivalent to Intermediate Examination will not be considered for admission into the UG courses.
- 4.4. Candidates, who have appeared/passed the chance examination conducted by the NEB shall be considered/eligible for entrance/admission for the respective academic year and subject to availability of seats.
- 4.5. Candidates, who have passed the qualifying examination Conducted by TU are eligible for admission.
- 4.6. There is no minimum age limit to get admission into UG course in the colleges. Gap year(s) would be no bar for purposes of admission to the undergraduate courses.
- 4.7. For admission to all of the UG and PG level courses, candidates have to go through an entrance test, conducted by the Tribhuwan University/College.
- 4.8. There is no minimum age limit for admission into PG courses in the College.
- 4.9. Attested Xerox copies of the certificates of the Applicants are thoroughly verified/ cross checked with originals soon after the last date of admissions are finalized. In case the certificates of the above candidate are found to be fake, the College reserves its right to cancel the admissions of such candidates forthwith and they will not be permitted for the Examinations and criminal action will be initiated against such candidates.
- 4.10. The rules of admission issued by the College from time to time should also be followed while making admissions.
- 4.11. A student applying for admission to the College will not be admitted unless he/she produces in original his/her provisional certificate of the Board of Intermediate Education of Nepal or a certificate recognized by the University as equivalent thereto, and Transfer Certificate. Admission basing on only marks statements will not be entertained.
- 4.12. Any student admitted in other college, shall not subsequently be admitted in this college without production of a Transfer Certificate from the Principal of the College where he/she had last studied.
- 4.13. College reserves the right to cancel any programme into which students have been

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accepted, in accordance with its rules and regulations.

5. Admission Procedure

Admission procedure is monitored by Admission Committee of the College. Through well organized enrolment drives and all the feeder colleges and individual students applying for programs are made aware of the various courses offered by the College and also by highlighting relevant terms of College Admissions Policy and Procedures.

The Admission Committee is responsible for ensuring the feeder colleges and individual students abide by the terms of this policy when completing and submitting applications. The concerned student is responsible for ensuring the validity of information included in application forms and information/evidence provided in support of his/her application.

Verification of original marks sheets/certificates should be strictly done at the time of admissions to various courses of study. More care is necessary in the scrutiny of applications for admission and while making admissions it should be specified that the admission is provisional only pending verification of documents inclusive of the marks sheets and pass certificates in original. If they are found incorrect, the provisional admission made, shall be cancelled at any time during the course. Admission shall only be made on the basis of marks obtained in the qualifying examination but not on the basis of the certificate that he/she passed the examination.

6. **Eligibility Criteria:** The eligibility criteria for admission of students to UG and PG programmes at BKC shall be the same as those prescribed by the Tribhuvan University. The equivalent or its method of determination shall be as notified by the University from time to time.

Admission Committee admits students to College programs according to pre-specified entry requirements. Entry requirements include minimum academic qualifications and/or record, the duration of the program etc. The following eligibility criteria may please be noted carefully while admitting the students into various courses of study.

	Programs Offered	Eligibility	Duration
Undergraduates Program			
1	BBS	Minimum D grade in each subject with CGPA 1.8 or more in grade 11 and 12 Or Minimum D+ grade in each subject of grade 11 and 12 with	4 years
2	BBA		4 years (8 semester)
3	BIM		4 years (8 semester)
4	BHM		4 years (8 semester)

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		CGPA 1.8 or more who passed in 2078 or before 2078 Or Minimum score of second division marks in 10+2, PCL or Equivalent in any discipline.	
5	Bachelor's Degree in Science (Microbiology)	Any candidates who have completed 10+ 2 or equivalent securing minimum 'C' grade in all subjects of Grade 11 and 12 are eligible for admission in Bachelor of Science (B.Sc.) in Biology program of Tribhuvan University.	4 years
6	Bachelor's Degree in Science (Environmental)		4 years
	Bachelor's Degree in Education (B. Ed.)		4 years

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7	Bachelors in Information & Communication Technology Education (BICTE.)		4 years (8 semester)
Postgraduates program			
8	Master in Business Studies (MBS)	The students applying for admission to MBS course must have successfully completed the BBS program or a bachelor degree on any discipline from Tribhuvan University or from any other university recognized by Tribhuvan University.	2 Years (4semester)

10	Master of Business Administration in Financial Management (MBAFM) (Autonomous Program)	The students applying for admission to MBA-FM course must have successfully completed the bachelor degree on any discipline with CGPA 2 or 45 Percent from Tribhuvan University or from any other university recognized by Tribhuvan University.	2 Years (4semester)
9	Master in Education (M.Ed.)	A graduate with B.Ed. degree either one year, two years or three years from Tribhuvan University or a university recognized by Tribhuvan University will be eligible to apply for admission to the two year M.Ed. Program.	2 Years (4 semester)

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7. Admission Committee

Admission activities of the college are regulated and supervised by an admission committee of the college. The admission committee consists of the following members:

1. The Principal
2. Vice-Principals
3. Programme Incharges
4. Three senior faculty members and 2 administrative staff nominated by the Principal.

8. Admission Process

- 8.1. The admission procedure is monitored and processed through the Admission Committee.
- 8.2. Admission policy for the academic year comes into force after due ratification and approval by the Governing body of the college.
- 8.3. Admission Notification is given through print media and College website
- 8.4. Sale of application form with Prospectus
- 8.5. Admission Counseling

9. Admission Help Desk The college usually opens a Help in front of the college to support students seeking admission. The help desk provides information on the application, fee structure, and other details. It provides extensive counseling to students seeking admission, providing an overview of Programme structure, Credits, Career Prospects. This helps them in choosing right Programme based on their aptitude and given academic background. Comprehensive information is provided about Academic flexibility and Future prospects in Higher Education College culture, Student support and Infrastructure facilities.

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10. Online Application Facilitation Centre(OAFC)

Online Application Facilitation Centre is set up by the college during the time of admission to cater to the needs of students who encounter difficulty while applying for admission online. The centre also helps those who have no access to computers and the internet to apply for admission. Students have to come ready with a soft copy of Photograph, signature, and if possible, scanned copies of relevant documents.

11. Admission Fees Payment-2081-82

Programs Offered	Application Fees (Rs)	Admission fees (Rs)
BBS	500	8080
BBA	1000	55000
BIM	1000	35000
BHM	1000	65250
Bachelor's Degree in Science (Microbiology)	1000	27000
Bachelor's Degree in Science (Environmental Science)	1000	27000
Bachelor's Degree in Education (B. Ed.)	250	8080
Bachelors in Information & Communication Technology Education (BICTE.)	1500	18000
Postgraduates program		
Master in Business Studies (MBS)	1000	10000
Master in Education (M.Ed.)	1000	10000
Master in Business Administration in Financial	1000	30000

Management (MBA-FM) (Autonomous Program)		<i>J.S. K. V. K. V.</i>
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11.1. The fees need to be paid online using the payment gateway of the bank towards the close of the online application submission process. If payments fail due to technical reasons, the

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amount deducted will be refunded to the account by the bank. The college cannot be held responsible for failed

- 11.2. For Students who seek the help of Online Application Facilitation center, appropriate facilities will be arranged for paying fees, in case they do not hold any online paying facilities.

12. Selection Procedure

- 12.1. Merit is the basic criterion for admission. Selection of candidates is done based on CutOff marks fixed for each programme. The Cut Off-Mark varies from programme to programme, and it is decided by TU based on the demand for each programme.
- 12.2. Students selected for admission will be intimated by SMS and Email. Students have to take extra care while submitting contact details. Giving wrong details may lead to not receiving any communication from the college.
- 12.3. The select list and waitlist for each programme will also be displayed on the college notice board and college website.
- 12.4. The selection list is prepared based on the merit list/rank list prepared for each programme. If two applicants have obtained the same marks, and both cannot be selected, preference will be given for the applicant who admitted the first.
- 12.5. Students whose qualifying examinations are from other colleges are required to produce eligibility certificate from the Tribhuvan University.

13. Admission Interview

- 13.1. Students who are provisionally selected will be invited for an interview by telephone call /SMS and/or Email. They have to appear for the interview with all the relevant documents along with their parent or guardian. The interview is conducted by a team of faculty members appointed by the admission committee.
- 13.2. All students who are invited for an interview are not guaranteed a seat in the college. Admission may be denied to those students who are found to have provided wrong information in the application form. Students who are found to be unfit for higher education in the interview may also be denied admission.
- 13.3. Students who do not report for Interview (without prior permission) will be treated as absent and the seats will be allotted to the waitlisted candidates. Permission up to one week may be granted to candidates who are unable to attend the interview due to unavoidable circumstances. It is the right of the principal to grant such permissions considering the merit of each case.
- 13.4. No student will be allowed to take admission in two programmes/colleges simultaneously. In case they are found to be admitted in more than one programme simultaneously, the admission in a programmes will be cancelled.
- 13.5. In case some seats remain unfilled in any programme and under any category before the last date for admission for the academic year, the vacancy is notified on the college website / Notice Board with admission schedule and procedure as per guidelines BKC. Applications are not accepted without any vacancy & notification for admission or beyond scheduled dates/timings. No personal intimation is given for such vacancies or admission.
- 13.6. In some programmes, written text/assessment may be conducted as part of the interview

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process, to ensure that the shortlisted students have the required level of aptitude for the programme.

14. Online Admission

During extraordinary circumstances when travelling to college is not possible not permissible, students can take provisional admission by paying the prescribed fees online as per the guidelines given in the interview (as per the requirements) communication. However, admission of such students will be subject to the physical verification of the documents and other details later.

The admission shall be made purely based on Merit. However, the reservation rules of the University will be adhered to in the selection of candidates.

15. Sports Quota

At least one seat in every programme will be reserved for Sports Quota. Candidates seeking admission under the sports quota must upload relevant documents at the time of applying online. As part of our efforts to promote sports and games, the college is likely to consider students who have won international, national, and state-level sports or games championships/medals for admission, even after the sports quota for a programme is filled up. Special fee concession will be offered to sportspersons who won state / national / international level prizes, based on the merit of each case. They will also be eligible for special concession in Semester Fees.

16. Reservation for Differently-abled Applicants

The college follows the guidelines of the Government of Nepal for granting admission to the differently-abled candidates. Certificate of physical disability issued by the district or any government authorized body to give such certificate will be considered for admission. Students seeking admission under this category should upload scanned copies of their relevant certificates at the time of applying.

17. Special Reservation for the Local Community

As part of its commitment to participate in the development of the local community, the college envisions providing a special quota in all the programmes offered in the college to meritorious students from the local community, with admissible fee concessions, based on the following conditions:

- 17.1. Two seats each in all UG programmes (B.B.S, B.Ed. and B.Sc.) and one seat each in all PG programmes will be reserved for this category.
- 17.2. Students seeking admission in this category should have secured a minimum of 50% marks in the qualifying examination.
- 17.3. The candidate should be living within a 3-kilometre radius of the college.
- 17.4. The annual income of parents of such students should not exceed 2 Lakhs.
- 17.5. Admission will be granted in this category based on the background verification carried out by the college.

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- 17.6. Candidates seeking admission in this category should give a request to the Principal with copies of mark statements, income certificate, and address proof.
- 17.7. The college may also conduct special programmes in the government and government-aided higher secondary schools in the areas nearby the college to select eligible students for this category.
- 17.8. The seats reserved for the local community will be given to other candidates, in case no application is received till the last date of submitting application.

18. Transfer / Withdrawal / Cancellation of Admission

A student is permitted to cancel his admission within 15 days from the date of payment of fees, with full fee refund. In the case of candidates who cancel their admission after 15 days of payment of admission fees, the refund amount will be decided by the admission committee.

18.1. Intra-college Transfer

Students admitted to one streams may apply for transfer from one stream to the other or from one programme to the other depending on the availability of seats. Students seeking transfer are required to give a request letter to the PI/principal for the same within two weeks after joining. The college will also notify the availability of seats for such transfers. Applications for such transfers will be considered based on merit.

19. Admission for MBA-FM Programmes

MBA-FM admission is regulated by BKC. Students seeking admission for MBA-FM programme offered by the college is required to apply for the Entrance Conducted by College. The college calls for MBA-FM admission in Ashwin/ Chaitra every year. Students whose applications are allotted to the college will be called for entrance examination, group discussion and interview.

20. Grievance Redressal

In case any applicant wishes to express grievances related to admission, they may write a letter in this regard and submit the same to the Principal. They may also make use of the grievance redressal window on the college website to register their complaints. The Grievance Redressal Cell of the college will consider the merit of such complaints and action will be taken accordingly.

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21. Sanctioned Strength

The following is the sanctioned strength of the UG and PG programmes offered by the college:

Programs Offered	Admission Capacity
BBS	600
BBA	66
BIM	33
BHM	84
Bachelor's Degree in Science (Microbiology)	45

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<p>Bachelor's Degree in Science (Environmental Science)</p>	<p>BA COLLEGE ROAD RA</p>
<p>Bachelor's Degree in Education (B. Ed.)</p>	<p>200</p>
<p>Bachelors in Information & Communication Technology Education (BICTE.)</p>	<p>60</p>
<p>Postgraduates program</p>	<p><i>T. S. I. Khanal</i></p>
<p>Master in Business Studies (MBS)</p>	<p>120</p>



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Master in Education (M.Ed.)	40
Master in Business Administration in Financial Management (MBA-FM) (Autonomous Program)	35

22. International Applicants

- 22.1. International applicants may be admitted into the College either as full-time or associate students. Full-time students will take up an entire programme leading to an award of the College.
- 22.2. The College will refund the tuition fee to the student(s) in case of withdrawal from the College in consistence with the guidelines and categories outlined in the Fee and Refund Policy.

23 . Entry requirements

- 23.1. Applicants should have a minimum of a high school certificate or equivalent for admission into undergraduate programmes and a bachelor degree for postgraduate programmes.
- 23.2. Colleges shall admit applicants based on the eligibility criteria as approved by the Academic Board.

24. Verification of Application

Applications will be verified by the College in consultation with the external agency and in consistence with Immigration Rules and Regulations of Government of Nepal.

25. English Language Proficiency Requirement

Applicants shall produce a certificate of International English Language Testing System (IELTS) with an overall band score of 5.5 or an equivalent test and score. This shall not apply to applicants whose native language is English.

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