

# Women's Christian College

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An Autonomous Institution affiliated to the University of Madras

Re-accredited by NAAC in 2019 with Grade A+

College with Potential for Excellence



## Admission Policy

The college conducts admissions for UG and PG programs every year in a well-structured and transparent manner, following the reservation norms and other guidelines of the Government of Tamil Nadu and the University of Madras. Admission is open to all eligible women candidates from anywhere in India and abroad. The details of the process and procedures of admission are detailed here:

### 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-Principal (Shift I &II)
3. Dean of Academics (Shift I &II)
4. Dean of Student Services (Shift I &II)
5. Faculty representatives from each department nominated by the Principal.

### Application for Admission

Applications for admissions are to be submitted online using the online application facility in the college website ([admissions@wcc.edu.in](mailto:admissions@wcc.edu.in)). Applications for UG admissions are to be submitted online within **TEN** days from the publication of Tamil Nadu HSC /ICSE/CBSE results. Every applicant is required to provide a valid Email address and a Mobile number to receive OTP at the time of registration. The selection communications will be sent to the same Email and Mobile number. Separate application needs to be submitted to apply for UG/PG Programs. Applicants will be offered Admission for the courses they are eligible. They can join any one of the courses offered to them.

Applicants are required to upload their formal Photograph, and scanned signature and copies of their mark statements, community certificates and other relevant documents in JPEG/JPG format while applying. NRI and foreign students are required to submit a scanned copy of their passport, as well.

The detailed admission notification, guidelines, schedule, and criteria will be notified on the website of the college and the Prospectus.



## **Admission Help Desk**

Students seeking admission can send their queries to the mail id mentioned in the prospectus. The admission committee will reply to the mails received from the candidate.

## **Admission Fees Payment**

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 amount deducted will be refunded to the account by the bank. The college cannot be held responsible for failed payments. A nominal additional bank fee may be charged for payments using cards or accounts of banks other than Indian Overseas Bank.

## **Selection Procedure**

Merit is the basic criterion for admission. Selection of candidates is done based on Cut-Off marks fixed for each program. The Cut Off-Mark varies from program to program, and it is decided by the college every year based on the demand for each program. 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. The select list for each program will also be displayed on the college website.

The selection process is based on merit and reservation. Subjects marks are taken for 400 (Language and English marks are not considered for cut-off except in program like BA English). The selection list is prepared based on the merit list/rank list prepared for each program. If two applicants have obtained the same marks, and both cannot be selected, preference will be given for the applicant who submitted the application first.

## **Eligibility Certificate**

Candidates, whose qualifying examinations are from Boards other than Tamil Nadu State Board and CBSE, are required to produce eligibility certificate from the University of Madras at the time of admission. 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 all programmes will be cancelled.

## **Reservation Rules**

The admission shall be made purely based on Merit. However, the reservation rules of the Government of Tamil Nadu will be adhered to in the selection of candidates. As the college is a Minority institution, reservation is applicable only to 50% of the seats in each program. According to the Tamil Nadu reservation rules,

1. 31% seats are allotted for Open Competition (OC)
2. 30% seats are allotted for Backward classes (BC); Within this 3.5% is earmarked for Muslims (BCM)
3. 20% of the seats are allotted for Most Backward Classes (MBC) and Denotified Communities (DNC)





4. 18% of the seats are allotted for Scheduled Castes (SC), out of which 3% seats are offered to Arunthathiyars.

5. 1% of the seats are allotted for Scheduled Tribes (ST)

### **Sports Quota**

At least one seat in every program 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.

### **Reservation for Differently-abled Applicants**

The college follows the guidelines of the Government of Tamil Nadu for granting admission to the differently-abled candidates. Certificate of physical disability issued by Chief Medical Officer/Civil Surgeon of the district or any government hospital authorized to give such certificate under the provision of PWD Act 1995 will be considered for admission. Students seeking admission under this category should upload scanned copies of their relevant certificates at the time of applying.

### **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

### **Intra-college Transfer**

Students admitted to Aided and Self-Financing streams may apply for transfer from one stream to the other or from one program to the other depending on the availability of seats. Students seeking transfer are required to give a request letter to the principal. The college will also notify the availability of seats for such transfers. Applications for such transfers will be considered based on merit.

### **Admission for Ph.D. Programmes**

Students seeking admission for Ph.D. programmes of the University of Madras offered by the college are required to visit the respective departments to ascertain the availability of vacancy with the supervisors. Applications for registrations for Ph.D. programmes are to be submitted to the University website, with the consent of the supervisor.

### **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.

### Orientation Program

All students admitted to the college are required to attend an orientation program in the college with their parent on the opening day. The rules and regulations of the college, ethics and code of conduct for students, regulations of autonomy and other details of teaching, learning and evaluation will be detailed in the meeting.

### Hostel Rules & Regulations

The Hostel functions on Christian principles of love, discipline, honour and service. The rules and regulations are generally conventional. The aim is to help young women learn to use the privileges of community living and to accept the restrictions and responsibilities of hostel life.

### Admission to Hostel

Limited hostel facility is available for bonafide students of the College. **Admission to the hostel is provisional and for one academic year only.**

The Principal has the right to refuse admission to any student who in her opinion is not considered suitable for admission either on medical grounds or for reasons of conduct. The Principal also reserves the right to refuse permission to students to continue in residence.

Every resident student who joins the hostel is expected to respect all the rules and regulations pertaining to attending classes, outings (weekends / day-outs), reporting when sick, use of mobile phones, time of leaving and return etc. Resident students indulging in non-conventional and non-traditional lifestyles will be asked to find alternative accommodation immediately.

### Donations

The College does NOT accept donations for admissions. If admission has been promised on payment of money, kindly bring it to the notice of the Principal immediately. Suppression of information and violation will lead to cancellation of admission.

மாணவர் சேர்க்கைக்காக எக்காரணத்தை முன்னிட்டும் நன்கொடை வசூலிக்கப்படமாட்டாது. மேலும் எவரேனும் மாணவர் சேர்க்கைக்காக பணம் கேட்டால் உடனடியாக கல்லூரி முதல்வரிடம் தெரிவிக்குமாறு கேட்டுக் கொள்கிறோம். அவ்வாறு பணம் கேட்பதைத் தெரிவிக்காமல் மறைத்து, பின்னர் தெரியவந்தால் உங்கள் மாணவர் சேர்க்கை ரத்து செய்யப்படும்.

### DISCLAIMER

- The College will not be held responsible for any consequences arising due to furnishing incorrect/incomplete details or failure to provide the required details.
- Submitting the application does not guarantee a seat in the college.



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*Lehan Tager*  
Principal  
Women's Christian College  
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