

SIAS (Sibga Institute of Advanced Studies)

Admission Policy for Undergraduate Programmes

Sibga Institute of Advanced Studies, Kannur

(A Self-Financing Institution approved by Govt of Kerala & Affiliated to Kannur University)

1. Introduction

Sibga Institute of Advanced Studies (SIAS), Kannur, is a self-financing Arts & Science college affiliated to **Kannur University**. The college is committed to delivering quality higher education through its undergraduate programmes. Admissions are conducted transparently through a structured process aligned with the guidelines of Kannur University and the Government of Kerala.

2. Programmes Offered

The college offers the following **seven UG degree programmes**:

1. **B.Sc. Psychology (BSc Clinical Psychology*)**
2. **B.Sc. Geography (BSc Geography with Geoinformatics*)**
3. **Bachelor of Computer Applications (BCA) (BCA with AI and Data Science*)**
4. **Bachelor of Business Administration (BBA)**
5. **B.Com. Computer Applications**
6. **B.Com. Co-operation (BCom with Logistics & Supply Chain Management*)**
7. **B.A. English Language & Literature**

(* The nomenclature of the programme will be revised subject to the approval of Kannur University.)

3. Admission Channels

Admissions to UG programmes are conducted through **two distinct quotas**:

A. Merit Quota – 50% of Total Seats

- Filled through the **Kannur University Centralized Admission Portal (CAP)**:
<https://admission.kannuruniversity.ac.in>
- Selection is based strictly on **merit** as per marks obtained in the qualifying examination (Plus Two or equivalent).

- **Reservation norms** of the Government of Kerala (SC, ST, OBC, OEC, SEBC, EWS, PwD, etc.) will be strictly followed.

B. Management Quota – 50% of Total Seats

- Filled directly by the **College Management** in accordance with the norms of Kannur University.
- Candidates must meet the **minimum eligibility requirements** prescribed by the University.
- Candidates should score a minimum of 50% marks (Total) in the qualifying exam (Plus two/VHSC/any other equivalent courses)
- Candidates must register in the Single Window Admission portal
- Selection will be based on an internal process, which may include application screening and interview/counselling.

4. Eligibility Criteria

To be eligible for admission to any UG programme:

- The candidate must have passed the **Higher Secondary Examination** of Kerala or any equivalent examination recognized by Kannur University.
- **Programme-wise subject eligibility** will follow Kannur University guidelines (e.g., science stream preferred for BCA, BSc programmes).

5. Application Process

For Merit Quota:

- Apply through the **Kannur University CAP portal** within the stipulated dates.
- Follow the university's instructions for option registration, allotment, and confirmation of admission.

For Management Quota:

- Obtain the **application form** from the college office.
- Submit the filled up application form with required documents before the management admission deadline.
- Attend interview/counselling if scheduled.

6. Documents Required at Admission

1. SSLC / 10th Certificate (for proof of DOB)
2. Plus Two / Higher Secondary Mark Sheet

3. Transfer Certificate (TC)
4. Conduct Certificate
5. Community Certificate (if claiming reservation)
6. Income Certificate (for fee concession/reservation claims)
7. Passport-size photographs
8. Eligibility Certificate (for candidates from outside Kerala/state boards)
9. Aadhaar Card (copy)

7. Fee Structure

- The **fee for each programme** under merit quota will be as prescribed by the University.
- Management quota fees may differ from the merit quota and as prescribed by the College Management.
- Fee concessions or scholarships, if applicable, will be provided as per college or government norms.

8. Scholarship Scheme for meritorious students

- Scholarship scheme for the Academic year 2025-26 for the meritorious students and students who achieved top positions in the National/State/District level competitions in Sports and games will be implemented as per the Annexure I

9. Reservation Policy (for Merit Quota)

- Reservation of seats under merit quota shall be as per the latest rules of the **Government of Kerala and Kannur University**.
- Categories include:
 - SC/ST
 - OBC/OEC
 - SEBC/EWS
 - Persons with Disabilities (PwD)
 - Sports and cultural quota (if applicable)

10. Code of Conduct for Admitted Students

- All students admitted to SIAS must adhere to the academic and behavioural regulations of the college.

- **Ragging is strictly prohibited** and is a punishable offence as per UGC and Kerala laws.
- Any act of indiscipline, malpractice, or misrepresentation during admission will lead to cancellation of admission.

11. Admission Approval

- All admissions—under both merit and management quotas—are **provisional** until formally **approved by Kannur University**.
- The college will assist students in ensuring timely approval of admissions through the University portal.

12. Review and Amendment of Policy

- This policy is subject to revision based on updated guidelines from **Kannur University** and/or the **Government of Kerala**.
- Any modifications will be approved by the college management and duly published.

Conclusion

Sibga Institute of Advanced Studies is dedicated to a **transparent, fair, and student-focused admission process**. The policy ensures that deserving students gain access to quality higher education while also promoting equity and diversity on campus.

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