

Admission Policy



LITTLE FLOWER DEGREE COLLEGE

(Affiliated to Osmania University)

Uppal, Hyderabad

Managed by Brothers of St. Gabriel  
Educational Society



## **Preface**

Little Flower Degree College, affiliated to Osmania University was established in 2008 by Brothers of St. Gabriel Educational Society, of the province of Pune which is an international religious society in the Catholic Church. Though LFDC is a minority institution it strives to impart quality education without distinction of caste and creed. It dedicates itself to cultivating a diverse and inclusive community of students regardless of socio-economic status.

### **1. Objectives**

LFDC is committed to Fair and transparent practices in the admission of students. The college believes in providing equal opportunities to all applicants regardless, background, ethnicity, gender or socio-economic status. College is committed to integrity, transparency and equity in the admission practices and strives to uphold the highest standard of professionalism and ethics.

### **2. Scope**

The College adheres to all relevant laws and regulations governing admissions to all applicants and members involved in the admission process.

### **3. Admission Committee**

The admission committee plays a central role in shaping the student body and upholding the integrity and reputation of the college admission process. This committee is established under the direction of the correspondent and the principal. The Committee strives to make equitable and transparent decisions that support the institution's educational goals and values.

### **Composition**

The committee consists of,

- Principal
- Vice principal
- Faculty coordinators (5 Members)
- Physical Director
- Receptionist

#### **4. Roles, Responsibilities and Functions**

- They develop and refine the college admission policies including criteria for applicant's evaluation, selection processes.
- The members review applications and assess various aspects such as academic achievements, extracurricular activities and standardized test scores.
- Academic counselling to the students and parents
- Engage in promotional activities to attract prospective students through word of mouth.

#### **5. Admission Process:**

##### **5.1 The admission Process is as follows:**

- Release of the prospectus and flyers.
- The admission notification for the academic year is through the college website.
- The admission forms are made available online.
- Eligible Candidates are called for counselling along with parents through SMS.
- Documents are verified
- Fee Payment.

##### **5.2 Document verification**

Candidates selected for admission visit the college parents/guardians for document verification and fee payment.

- Printed downloaded application
- SSC marks memo (Original)
- 10+2 marks memo (Original)
- 10+2 Transfer certificate (Original)
- Equivalency Certificate (Original)
- Migration Certificate other Boards (Original)
- Caste certificates
- Sports and Games certificates if any
- UDID card/certificate if any
- Ex-servicemen certificate if any
- Minority certificate if any
- Student Aadhar (Xerox)
- Student's photograph (latest 6 copies).

### 5.3 Fee Payment

- Through terms (3 in an academic year-2 semesters)
- Online, card/UPI

## 6. Admissions Rules, Eligibility Criteria

- The college follows the admission rules laid down by Osmania University.
- Candidates seeking admission to 1st year Arts, Physical Sciences, Life Sciences Management and Commerce, must have passed the Two-year Intermediate Examination conducted by the Board of Intermediate Education, Telangana or an examination of any other university/Board recognized as equivalent by the intermediate board (CBSE, ICSC, SSC).
  - BIPC students can join life science, BCom, BBA and BA
  - MPC students can join BSc, BCom and BA
  - MEC Students can join BSc (MSCS, MSDS) and BA
  - CEC students can join BCom, BBA and BA
- The admissions of such candidates will be finalized only after the submission of Eligibility Certificate.
- Candidates who have passed qualifying examination with science/arts/commerce subjects are eligible for admission to B.A./ B.com (Gen)/(Comp) /B.com (Hons)/ /BBA.

## 7. General Rules: Change of course/Programme/Faculty

- Candidates who registered for admission in any faculty and if they desire to change, it can be done within the stipulated time before sending the candidates list to the university.
- Students are open to opt for the Second Languages available in the college.
  - Sanskrit - Mother Language (Ancient Language of India)
  - Hindi - Official Language of India
  - Telugu - Regional Language of Telangana State
  - French - Foreign Language

## 8. Admission of foreign students

- Admission of foreign students into 1st year of the 3-year Degree Course shall be through the University Foreign Relations Office (UFRO), Osmania University allotted to colleges.
- The College shall admit foreign students only through UFRO.

## **9. Attendance**

- Every candidate is required to put in a minimum 75% attendance in order to appear for the University Examinations as per the norms of Osmania University.
- Shortage of attendance to the extent of 65% will be accepted by the University under Medical grounds. If any candidate does not put in the required attendance, he/she shall not be permitted to appear for the Examination.

## **10. Post Graduate Programs**

- 85% admission is through Osmania counselling (CPGET)
- 15% admission is through management quota.