

Kathmandu Shiksha Campus

Chandragiri-10, Satungal

Student Admission Policy and Procedure

Kathmandu Shiksha Campus (KSC) is the pioneer educational institutions in the field of teaching learning and research. It is the first education focused community campus affiliated with Tribhuvan University (TU). From the academic year 2073/74 it has been changed as multiple campus from education campus. KSC is located at the panorama of Chandragiri hill. It has been running Bachelors and Master's degree programmes since its affiliation 2048 BS from Tribhuvan University. Admission policies and procedures for colleges may vary from institution to institution. Hence, we are following the admission policy and procedure of affiliating University: Tribhuvan University. Generally we take admission in first year and semester on both master and bachelor level however, sometimes we take admission in different years and semesters except first year and semester while students are transferring into our campus from other campuses. At first we will provide a general overview of the typical process set by the university. Along with the admission policy and procedure of concerned University and its dean's office, we are applying the following policy and procedures for the admission. Here are the key steps involved in the campus admission process:

Counselling and Disclose of the Characteristics: At first we explore the students typically begin by researching their interests, academic goals, and career aspirations. Our counsellor clarify the possibilities to choose the best alternatives to the students. We also express our campus reputation, good will, linkage and provision of internship and possibilities of job placement to the students. Not only this but also we clarify our available programs, campus facilities, and tuition fees, annual fees, lab and practical fee etc.

Admission Test and Credential Evaluation: It is important to review and understand the requirements to ensure eligibility for admission by the students. Every new students who came to take admission, must participate in campus internal admission test, before conducting the test we check the credentials of the students being based on the criteria such as a minimum grade point average (GPA), entrance/standardized test scores, letters of recommendation, personal essays or statements, and extracurricular activities.

Application Submission: After completion of admission test and credential evaluation, they must completely fill up the admission form provided by the college and submit their applications. During the application submission, students will need to provide personal information, academic records, extracurricular involvement, and any additional required documents through admission form.

Application Fee: we have provision of taking nominal application fee to cover the administrative costs associated with processing applications. However, we may offer fee waivers to the needy students who demonstrate financial need in terms of remote areas, local people, Dalit, Indigenous People, Merit based,

Transcript Submission: Students must arrange for their high school or secondary school to send their official transcripts directly to the concerned department of the campus, that they

are they are applying. Through the transcripts department assess the record of the courses taken, grades earned, and cumulative GPA of the students whether they are eligible or not.

Standardized Test Scores: To take the admission in semester based programme i.e. BCA, MBS and M. Ed., we collect the standardized test scores, official (concerned dean's office entrance) score reports directly from the testing agency which is mandatory to fill up the final examination of the concerned dean's office.

Letters of Recommendation: Some students are recommended from our well-wishers we asked students to submit the recommendation letter if they have and asked to list the name of the recommended person in admission form. Letters of recommendation from teachers, counsellors, or other individuals who can attest to the student's character, abilities, and potential. Students should request these letters well in advance and provide their recommenders with any necessary forms or instructions.

Personal Essays or Statements: We assess the students' personal essays or statement to know the writing skills and provide insights into their motivations, experiences, and goals. For the assessment of students' hobbies, prior experiences and involvement, we asked them to submit their personal essays or statement along with their admission application/form.

Interviews: During the admission process our counsellor take interview to the students who are going to take admission in our campus. These interviews may be optional or mandatory, depending on the nature of the students. Interviews can be conducted in personal allow students to demonstrate their enthusiasm, communication skills, and fit for the campus.

Admission Decisions: After completing the application process, student admission committee/executive committee review each application thoroughly and make admission decisions. These decisions are typically communicated to the students through an oral way, official letter or email. To take the admission decisions student admission committee/executive committee have full authority of acceptance, deferral, wait listing, or rejection of application.

Enrolment and Registration: Once students receive an acceptance letter, they must confirm their enrolment by submitting a deposit at least 40 percent of the total fee of the year/semester directly to the account section or through online within a specified deadline. This deposit secures their place in the incoming class. Students will then receive instructions on course registration, housing, orientation programs, and other necessary details of our campus.

It's our general policy and procedure for new student's admission, and the specific steps and requirements can vary significantly depending on the country's education system and the affiliating university. It's recommended to visit the official website of the campus (www.ksc.edu.np) those who are interested in for the most accurate and up-to-date information on their admission policies and procedures of our campus.