

# MYSORE EDUCATION SOCIETY

## GUIDELINES FOR ADMISSION TO MES INSTITUTIONS - 2025-26

### I. GENERAL:

- a) These guidelines will come into effect from 1<sup>st</sup> April, 2025 and applicable for the Academic Year 2025-26
- b) The Heads of Institutions (HOIs) shall strictly follow the guidelines issued by the Statutory Regulatory Authorities (SRA) in respect of the merit-cum-roster seats and the Management Admission Committee (MAC) in respect of management seats
- c) 20% of the total approved intake in aided institutions and 50% in unaided institutions are earmarked for the Management.
- d) 80% seats in aided institutions and 50% seats in unaided institutions should be filled only on merit duly following the roster system in accordance with the guidelines issued by the SRA.
- e) The chairpersons of IACs may at their discretion release a portion of the management seats to the institution to be filled on merit.
- f) The HOIs shall put up posters at THREE prominent places with the following text boldly.
  - (i) For all details including the fee payable, please see the Notice Board. For any further clarification, meet the HOI.
  - (ii) Do not approach any third party or middlemen for admission. Contact only the HOI.
  - (iii) Pay only the fees officially announced and obtain receipt from the office.
  - (iv) No donations or any other extra fee will be charged for the Management seats.
  - (v) Any pressure/recommendation/influence through any quarter may lead to disqualification.

II. No fresh applications will be issued/entertained until the last date for admission of the third merit list, as directed by the SRA, is completed.

III. Fresh applications may be issued for admission to I PUC only to students with marks equal to or above the cut-off percentage of the third list in the respective category, after the last date for admission of the third merit list is over, provided there are unfilled seats.

IV. Interchange between unaided institutions may be permitted provided they have applied for the same stream in both the institutions and have obtained marks equal to or above the cut-off percentage of the third list in the respective category

### V. Admissions for UG/PG Programs at the Degree Colleges (ACS & IOM):

- (i) Admissions to be given as per State reservation policy ie., roster system

## MYSORE EDUCATION SOCIETY

(ii) Institution should follow an inclusive policy of:

- Gender Equality
- Admission of Divyanjan (specially abled students)
- Other State students
- Foreign Nationals

(iii) A sports quota of 3% will be reserved for students who have represented at the National and International Level

(iv) Interchange from unaided to aided and vice versa, shall not be considered except under special circumstances, but with the approval of the MAC subject to following conditions: -

- a) the candidate should have applied in both aided and unaided and secured seat in both, under the same category
- b) provided there are unfilled seats in either category
- c) marks obtained should be equal or above the cut-off percentage of the third list in the respective category.
- d) the refund of difference in fees between unaided and aided shall be on the recommendation of Governing Body and approval of OB/MC
- e) In all matters of admission, decision of the MAC shall be final.

### VI. ADMISSION COMMITTEES

A) An INSTITUTIONAL ADMISSION COMMITTEE (IAC) is constituted at each institution, to plan, implement and monitor the admissions.

The IAC shall comprise of one of the MC members as Chairperson, Chief Executive as the Co-chairman, the HOI, two or four members of the Faculty and an administrative staff, as members. This Committee shall ensure that the admission process and procedures are strictly followed in accordance with the guidelines of the SRA and the MAC.

#### A1. PROCEDURE(S) FOR GENERAL (Roster) ADMISSIONS

- a. The IAC shall call for applications through appropriate notification if necessary, through print media, display on the Notice Board, and process the application forms either online or direct (as instructed by the respective SRA), and as per the Calendar of events received from the SRA. Wherever instructed, Gender Equity and Roaster shall be strictly adhered to.
- b. Applications shall be entertained only from eligible candidates, with all related documents. Those who are ineligible should be informed so with reasons.
- c. The omnibus list as also the category-wise merit list shall be prepared and signed by the co-chairperson and other members of the IAC and submitted to



## MYSORE EDUCATION SOCIETY

the chairperson of IAC for approval and a copy of the same submitted to the Management for record.

- d. Seats shall be allotted to only those students whose names appear in the eligibility lists.
- e. The HOIs and other members of the IAC shall verify all the original documents and discrepancy noted with the information provided in the application, should be reported to the chairperson for his/her decision, which shall be final.
- f. HOI should ensure that there is no discrepancy between the lists (both for roster and Management seats) as finalized by the IAC and those notified on the Notice Board.

### A2. ADMISSION GUIDELINES FOR NURSERY (KK Public School, Vidyaranyapura and KK School, Malleswaram)

The HOIs shall publicize that the institution complies with the RTE Act, and deal with the admission under RTE, strictly in adherence to the regulations/instructions under the Act and as per the instructions received from the respective BOE, from time to time.

- (i) The HOI shall inform the parents/guardian of eligible children about the date, time and venue of parental interaction, well ahead of time.
- (ii) The HOI shall scrutinize all the applications received, and finalize a list of all the eligible children for admission in the descending order of merit based on eligibility criteria and parental interaction. While preparing such a list, representation for SC/ST, minorities and backward communities is to be considered as per the Government norms. The list so finalized shall be sent to the Chairperson of the IAC.
- (iii) The list of selected Children for admission as approved by the Chairperson, IAC shall be sent to the Head of Institution who in turn shall notify the list and inform the parents/guardian of Children, in strict adherence to the calendar of events.
- (iv) Under no circumstance, admissions shall be made after the last date for admission, without the approval of the MAC

### A3. ADMISSION FOR VIII STANDARD AT KK HIGH SCHOOL

- (i) Direct admissions are made for the VIII standard at MESKK for non-KK students based on their performance in VII standard by inviting applications.
- B. At the Management Level a MANAGEMENT ADMISSION COMMITTEE (MAC) is constituted with the President as the Chairperson and Chairpersons of the IACs as members. The Manager (Admin), MES Management Office shall be the Convener of the MAC.

### B1. PROCEDURE(S) FOR MANAGEMENT SEATS

- i. Recommendations received at the Management Office

## MYSORE EDUCATION SOCIETY

Requests and recommendations received from the members of the MC or from various quarters are compiled by the Convener of the MAC at the Mgmt. Office under the following categories.

- a) Managing Committee members;
- b) People's representatives (Minister, MP, MLA, MLC, Local Corporators etc.);
- c) Prominent personalities;
- d) Government Officials (Secretariat, VC, Registrar, DCE, PUC, DPI, DDPI, BEO etc.);
- e) Local Officers (Police, BESCOM, BWSSB, etc.);
- f) Faculty & staff (through their HOI) and parents, if any.
- g) Any other (to specify)

The list so prepared shall be arranged in the descending order of merit institution-wise for each stream/combination of subjects and shall be placed before the MAC by the Convener. The decision of the MAC shall be final in this regard.

### ii. Recommendations received at the Institution level

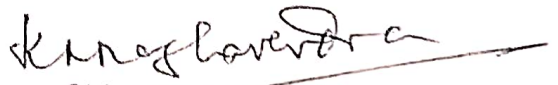
- a) The HOI shall compile the recommendations received at the institution level under the categories as mentioned above in the descending order of merit for each stream/combination of subjects and submit to the MAC for decision. The decision of the MAC shall be final in this regard.

## VII. GUIDELINES FOR LATERAL ADMISSIONS

- (i) If there are any vacancies in the intermediary classes (other than entry level classes) due to students taking TC, parents request and such others, the HOI may invite applications in the prescribed format from the interested candidates, conduct an entrance test of the subjects previous to the class for which the admission is being sought.
- (ii) The HOI shall prepare a list of all those candidates in the descending order of merit and submit to the Chairperson of the respective institution for decision.

## VIII. FOR INFORMATION OF THE MEMBERS OF THE MANAGEMENT COMMITTEE

Recommendations received in writing from the MC members along with a copy of the application will be placed before the MAC for decision, whose decision will be final.

  
Chief Executive  
The Mysore Education Society  
Malleswaram, Bangalore-560 003