



The Bombay Suburban Grain Dealers' Junior  
College Of Commerce, Arts And Science

# Admissions Policy



# Table of Contents

Admissions Philosophy .....	1
Guiding Principles .....	2
Admission Requirements .....	3
Admission Process .....	4
IB Standards & Practices for Admissions .....	6
Review Process for the Policy .....	7
References .....	8

# Admissions Philosophy

The basis of the admissions philosophy, at BSGD, is to emphasise ways to allow more students to be a part of this programme rather than establish criterion to prohibit entry.

The institute aims to ensure a diversity of gender, culture, and nationality in accordance with the inclusive policy and IB philosophy. The institute recognizes the value of the IB programme and its challenging curriculum, which encourages critical thinking, intercultural understanding & respect, that helps fulfil the objective of providing the best possible programme of academic and personal development to the students, in a competitive & supportive environment.<sup>1</sup>

With the help of unique approaches to learning & a dynamic study curriculum, the institute expects that at the end of the programme, the students will be ready to enter their chosen fields, fully equipped with all the pre-requisite skills and abilities. The institute, therefore, seeks to inspire hardworking & internationally-minded, lifelong learners.<sup>2</sup>

---

<sup>1</sup> [https://www.ibo.org/globalassets/publications/recognition/modelpolicy\\_india-1.pdf](https://www.ibo.org/globalassets/publications/recognition/modelpolicy_india-1.pdf)

<sup>2</sup> <https://resources.finalsite.net/images/v1612597631/ishdk/x6z5k09vvazguqbyjihp/ISH-Admissions-Policy.pdf>

# Guiding Principles

At BSGD we aim at creating a stimulating environment for students and ensure that they not only acquire educational excellence but also nurture self-discipline, confidence and become balanced citizens.

## IB MISSION:

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.<sup>3</sup>

## BSGD MISSION:

Our mission is to serve the society at large with commitment dedication and devotion. The institution aims at providing overall education and empower the youth to face the challenges of the competitive world. Our robust and unified foundation of the IB Learner Profile provide our students with a nurturing and caring environment. We dedicate ourselves to being a world class IB School, inspiring one another to achieve our personal best and to promote a culture of mutual respect, shared values, and global understanding.<sup>4</sup>

## FOLLOWING ARE THE KEY ASPECTS CONSIDERED FOR ADMISSIONS:

- To match the objectives of the school with the goals and abilities of the students.
- The school believes in absolute transparency with regards to its admissions
- Setting a standard so that families of our students have similar core values.
- Observance to local laws.

---

<sup>3</sup> <https://resources.finalsite.net/images/v1612597631/ishdk/x6z5k09vvazguqbyijhp/ISH-Admissions-Policy.pdf>

<sup>4</sup> <https://bsgdjrc.ac.in/>

# Admission Requirements

The admissions process for BSGD, involves various steps that are carried out by an admission panel. The panel consists of the IBCP Co Ordinator, School Counsellor, the respective CRS faculty and administrative team member. The role of each member is defined below:

- 1. Administrative Team Member:** The administrative team member will ensure that the candidate has completed all the documentation and is eligible for the programme.
- 2. IBCP Co Ordinator:** It is the role of the IBCP co Ordinator to inform the candidate & their family of the value of the IB programme, the academic philosophy of the institute and the connected IB philosophy, via informative counselling sessions. They will need to ensure that the key components of the programme are clearly understood by the candidate and the family
- 3. CRS Faculty:** The CRS faculty will also be part of the informative counselling session, and will help demonstrate the importance and relevance of career related study in the candidate's academic and personal growth.
- 4. School Counsellors:** The key role of the school counsellor is to identify the candidate profile and understand if special needs arrangements will be required to ensure that the candidate receives complete and fair opportunity to learn and grow to the best of their ability. They are also a part of the initial counselling session and help guiding the parents & the candidate in understanding the structure of the programme

# Admission Process

## STAGE I:

The admission process for IBCP programmes is as follow:

1. The candidate needs to fill out a registration form, along with the scanned copies of the previous educational report cards. It is expected that at this stage, the candidate and their family have gone through the prospectus available on the institute website
2. After the receipt of the registration form, a one-to-one informative counselling session will be scheduled with the candidate and the admissions panel. The candidate's parents are also a part of it.
3. The objective of this counselling session is two-fold – firstly, to discuss and shed light on the different components of the IB programme, institute academic philosophy & IB philosophy; secondly, it is an opportunity to interact with the prospective student and their family and to understand & identify their aptitudes & interests.
4. At this stage, the parents are expected to share medical and/or diagnostic documents, if any.

## STAGE II:

1. After the counselling session, the candidate can fill the application form and submit the same along with all the required documentation.
2. The application form needs to be submitted within the provided timelines to ensure that all applications are duly reviewed by the administrative team to check for eligibility. No application forms will be accepted after the last date.
3. To complete the initial admission process, the following documentation needs to be submitted:

1.	Previous school report or record of academic attainment or achievement	1 Photocopy
2.	Birth Certificate (Original will be returned after verification)	1 Photocopy
3.	Photocopies of all achievement certificates in the field of Academics, Sports or any Extra Curricular activities; specifically, any achievements in the chosen CRS module	1 Photocopy each
4.	Passport or Equivalent Government ID proof (Passport mandatory for foreign nationals)	1 Photocopy
5.	Passport size photograph	4 copies
6.	Any relevant medical and/or diagnostic documentation	1 Photocopy

### STAGE III:

After the initial counselling session, an Interview will be lined up for interested candidates to evaluate their inclination to undertake the chosen career related study and preparedness towards completion of the programme.

Depending on the candidate's merit & eligibility, the outcome of the interview will be shared with the candidate and their parents over email and telephone. Upon selection to the IB programme, the candidate will need to submit the corresponding fees to secure their admission.

At this stage, the candidate is expected to submit the original copies of the required documents:

1.	Previous school report or record of academic attainment or achievement	Original
2.	All achievement certificates in the field of Academics, Sports or any Extra Curricular activities; specifically, any achievements in the chosen CRS module	Original
3.	Passport or Equivalent Government ID proof (Passport mandatory for foreign nationals)	Original
4.	Transfer Certificate (For foreign students the school will require a letter from the Principal of the last School attended establishing the bona fide for the student along with the report of the last examination given)	Original
5.	Admission Booklet containing the consent form & declaration form, duly signed by the parents & student	Original
6.	Any relevant medical and/or diagnostic documentation	Original

Once the initial fees and admission process is concluded, the candidate and their parents will receive an Admission Confirmation email, with details of the IBCP programme.

### STAGE IV:

The programme will be initiated with an Orientation session of the students and the parents. The orientation comprises of a detailed presentation of the IBCP programme pattern, modules, career related study, etc. It helps establish the expectations of the students & parents from the programme and vice-versa. It also provides an opportunity for the students to learn about the institutional policies, processes, practices, culture and values. The session is concluded with a Q&A session.

An Induction session, is then conducted for the students only, to familiarise the students with the learning environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self-exploration.<sup>5</sup>

---

<sup>5</sup> [https://www.ugc.ac.in/pdfnews/0559509\\_A-Guide-to-Student-Induction-Programme.pdf](https://www.ugc.ac.in/pdfnews/0559509_A-Guide-to-Student-Induction-Programme.pdf)

# IB Standards & Practices for Admissions

Our Admissions policy has been aligned with the new IB Standards and Practices, which became effective October 2020. Please note the related standards below:<sup>6</sup>

- Culture 1: The school secures access to an IB education for the broadest possible range of students. (0301-01)
- Culture 1.1: The school implements and reviews an access and/or admissions policy that clearly describes the conditions for participation in the school's programme(s). (0301-01-0100)
- Culture 1.3: The school provides opportunities to access the programme(s) for the broadest possible range of students. (0301-01-0300)
- Culture 6: The school implements, communicates, and regularly reviews its IB mandated policies to ensure they are cohesive and reflect IB philosophy. (0301-06)
- Culture 6.1: The school implements processes with consideration of the relationship between its IB mandated policies. (0301-06-0100)
- Culture 6.2: The school documents its IB-mandated policies and communicates them to the school community. (0301-06-0200)
- Culture 6.5: The school considers the learner profile in all of its IB-mandated policies. (0301-06-0500)
- Culture 6.6: The school considers international-mindedness in all of its IB-mandated policies. (0301-06-0600)

---

<sup>6</sup> <https://www.ibo.org/globalassets/publications/become-an-ib-school/programme-standards-and-practices-en.pdf>



# Review Process for the Policy

Policies are formulated as a strategy that combines the institute's internal philosophy with good and ethical academic practice. The policy is formulated after a collaborative discussion amongst the admission panel, CRS faculty, the pedagogical leadership & trustees associated with BSGD.

This policy is intended for current/potential parents & students and the associated learning community and stakeholders; to ensure academic uprightness in all processes.

The admissions policy is to be reviewed and edited collaboratively every two years, to ensure it is up to date with the most recent practices. It is the responsibility of the institute to ensure that this document is shared with all stakeholders like parents, faculty, etc.

# References

1. [https://www.ibo.org/globalassets/publications/recognition/modelpolicy\\_india-1.pdf](https://www.ibo.org/globalassets/publications/recognition/modelpolicy_india-1.pdf)
2. <https://resources.finalsite.net/images/v1612597631/ishdk/x6z5k09vvazguqbyijhp/ISH-Admissions-Policy.pdf>
3. <https://resources.finalsite.net/images/v1612597631/ishdk/x6z5k09vvazguqbyijhp/ISH-Admissions-Policy.pdf>
4. <https://bsgdjrc.ac.in/>
5. [https://www.ugc.ac.in/pdfnews/0559509\\_A-Guide-to-Student-Induction-Programme.pdf](https://www.ugc.ac.in/pdfnews/0559509_A-Guide-to-Student-Induction-Programme.pdf)
6. <https://www.ibo.org/globalassets/publications/become-an-ib-school/programme-standards-and-practices-en.pdf>