

## ADMISSION POLICY

### Purpose:

To narrate the process of seeking and gaining admission to the college.

### Scope :

To provide admission for eligible and qualified students

Responsibility : Programme Officer

### Procedure:

#### Admission procedure

- The management entry candidate will deposit the tuition fee at the office.
  - Issue receipt for the fees deposited, indicating the course allotted and the type of entry (NRI etc.)
  - Hand over list of documents and amount to be brought to the college for admission.
- Data Entry: - Candidates and their parents/guardian on arrival to the college will be attended to on 'first come first serve' basis. The candidates will be first attended by the office who will
  - Make entries in the application form, obtain the signature of candidate and parent in the print out, paste one photograph on the form and hand over to the candidate.
  - Hand over check list after making appropriate entries, entering the application number and signature of data entry section.
  - Issues one certificate bag with name tag
  - Direct candidate to the certificate verification section.
- Certificate Verification: - Two sections will be established. The certificate verification section will
  - Collect, check and verify all original certificates as per check list.
  - Ensure correct quantity of all copies of certificates, photographs etc are in order.
  - Return back candidates not in possession of documents with appropriate advice in a polite manner. Under no circumstance shall any candidate be allowed to proceed with the admission procedure provisionally without the concerned certificates / documents.
  - Collect all the required certificates, copies, photographs etc. as per check list and place them in the certificate bag, put the name label and keep them separately.
  - Certificate record is maintained.
  - Sign the check list after appropriate entries, hand over list and direct the candidate to the cooperative store table.
- H.O.D.:- HOD will verify the certificate and brief the students and parents about their branch of choice. And also make the students aware of the code of conduct, college discipline and dress code of college.
- Principal will check and verify entries in the check list. He will also advise / inform the candidate on following aspects
  - Scholarship schemes of the college, hand over application forms for the same giving date of submission.

- Any other matters concerning examinations, Govt. scholarships, Reservations etc.
  - Sign the check list and direct candidates to the Principal
- Principal: - Principal will interview the candidate and admit the candidate in case found suitable. The principal will endorse the same in the application form and check list. The original copy of the check list will be handed over to the candidate. The principal will advise the candidate on the following.
  - Date of Commencement of classes.
  - Academic matters.
  - Attendance.
  - Discipline
  - Personality development schedule.
- Accounts Section
  - Accountant will advise the candidate to deposit the following fees and deposit the bank receipted copy of challan
    - Tuition Fees
    - Caution deposit
    - University Affiliation Fee
    - University Matriculation & Recog. Fee
    - Admission Fees
    - University Sports Fee
    - University Union Fee
    - Athletics Fee
    - PTA Fund
    - Internet Fee
    - Hostel Fees
  - Candidates should be assisted to fill up the challan so that no mistakes are committed.
  - Issue hostel application form to those seeking hostel admissions.
  - On collection of bank receipted copy of challan, the accountant will fill up the check list, sign and direct the candidate to the Principal.
- Warden: - Candidates seeking hostel admission will meet the Warden and confirm hostel admission after depositing amount in the bank. The warden will advise the candidates on
  - Hostel rules, fees, canteen rules & fees etc.
  - Discipline
- The certificate bags containing original certificates and documents will be collected from the Principal and stored in the Admission office.