

SOP FOR ADMISSIONS

1. Sale of the college prospectus.
2. Allocation of duties to teachers and preparation of admission schedule in sync with the University.
3. Students to fill up online admission form.
4. Students to submit (on-line / off – line) a printout of the application along with self-attested photocopies of the required documents
5. Allocation of the seats category wise as per the university norms.
6. Scrutiny of the application forms with the documents and prepare master list of all students who have applied.
7. Generation and verification of the merit lists.
8. Display the merit lists
9. Students to take admission by paying the fees
10. To fill up the seats against cancellation through steps 7 , 8, 9 till all the seats are filled up.
