

ADMISSION PROCEDURE

Start of Admission : Admission for various programmes are started when the results of the qualifying examinations has been declared.

Prospectus : Students wish to seek admission in this college need to purchase Prospectus from College Administrative Block by making appropriate amount of fees for the prospectus.

Filling the admission form : Students need to fill the admission form attached to the prospectus.

Attachment of Documents : All the necessary documents required for the admission should be attached to the application form.

Presentation of Admission Form : Students need to present admission form before Admission scrutiny committee for verification. before presenting the admission form, students should ensure that all the necessary documents with proper sequence has been attached to the admission form.

Verification of Admission form : Admission scrutiny committee verify the admission form with the necessary documents attached to it and approve the admission by making signature on the admission form.

Payment of Admission Fees : After verification of the admission form, students should make the payment of admission fees to the college office and obtain the receipt of admission fees. Admission of the students will be confirmed after paying admission fees and hence student should make the payment of admission fees and obtain the receipt of admission fees.

Note : A student has to fill in legibly the application form for Admission in his/her handwriting in Capital Letters only. Application form is to be countersigned by Parents / Guardian.