

## Standard Operating Procedure (SOP) for Admissions

### Objective

To ensure a transparent, systematic, and efficient admission process in alignment with university norms and institutional policies.

#### 1. Sale of College Prospectus

- The College shall make the prospectus available for purchase both online and offline.
- The prospectus must include:
  - Admission guidelines
  - Course details
  - Fee structure
  - Important dates and contact information

#### 2. Allocation of Duties and Admission Schedule

- Duties shall be allocated to teachers by the Admission Committee.
- Prepare an admission schedule in sync with university timelines.
- Display the schedule prominently on the College website and notice boards.

#### 3. Online Admission Form

- Students must fill out the official online admission form accurately.
- Ensure the form captures:
  - Personal details
  - Academic qualifications
  - Category details (as per reservation norms)

#### 4. Submission of Application and Documents

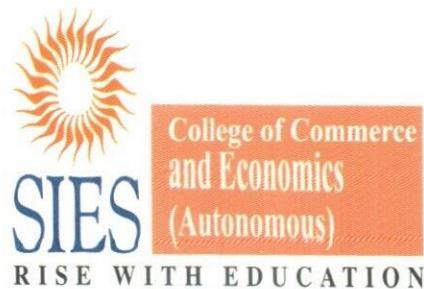
- Students shall submit:
  - A printout of the completed application form (online/offline)
  - Self-attested photocopies of required documents (mark sheets, certificates, ID proof)
- Verify completeness before accepting submissions.

#### 5. Seat Allocation

- Allocate seats category-wise strictly as per University norms and reservation policies.
- Maintain transparency in allocation and record all decisions.

#### 6. Scrutiny and Master List Preparation

- Scrutinize application forms and attached documents for authenticity.
- Prepare a **Master List** of all applicants for record and display.



AFFILIATED TO UNIVERSITY OF MUMBAI - NAAC REACCREDITED - 'A' GRADE

## 7. Merit List Generation and Verification

- Generate merit lists based on university guidelines.
- Verify accuracy before publication.

## 8. Display of Merit Lists

- Display merit lists on:
  - College website
  - Notice boards
- Include clear instructions for the next steps.

## 9. Admission Confirmation

- Students must confirm admission by paying the prescribed fees within the stipulated time.
- Issue admission confirmation receipts promptly.

## 10. Filling Seats Against Cancellation

- In case of cancellations:
  - Repeat steps **7, 8, and 9** until all seats are filled.
- Maintain updated records of cancellations and admissions.

## Compliance and Best Practices

- Ensure adherence to University and Government regulations.
- Maintain confidentiality of student data.
- Document all processes for audit and transparency.