

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.

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.

