Admission Process

Steps	Description
1	Prospects
2	Form submit By Student
3	Merit List Display
4	Document Verification by Admission Committee 4.1) 12th Original Mark sheet 4.2) Original TC 4.3) Aadhar Card 4.4) PAN Card 4.5) 2 Color Photo
5	Admission confirm by Principle
6	Fees paid by student
7	Fill up some form by student (Related College) 7.1) Affidavit- Student Attendance (75%) 7.2) Student Personal Information Form 7.3) Affidavit of Students regarding Collection of Scholarship related Document 7.4)All Scholarship Document
8	ID card and Lab card received student

Usually offline admission procedure is conducted in our college. Though we have software regarding online admission too, but our students came from remote area so they don't have access to take admission at online mode so they prefer offline admission. Basically admission register is maintained in the office. Student has to collect admission form from the office, and then he has to fill it and submit it in a stipulated time. After that admission committee scrutinized submitted documents and maintain list of candidates as per their academic performance. Final decision regarding admission is taken by Principal. Then the final list will be displayed on the board. It remains for eight days, if candidate fails to take admission then next candidate will be given preference.