## **Admission Procedure**

- 1. Complete the enquiry from online or offline on college front desk.
- 2. Admission form to be procured from College Fee Counter. Timings: 09:00 am to 04:00 pm.
- 3. Fill up the Admission form separately for each program and return to college Fee Counter along with Xerox copies of mark sheets (X & XII/Graduation) & other certificates for academic, culture & sports achievements.
- 4. Collect your Counselling Card at the time of submission of form.
- 5. Appear for counselling along with parents as per date specified in the Counselling card.
- 6. Original documents to be brought:
  - a) Class X & XII mark sheets (Original)
  - b) Graduation Certificate for Post-Graduation
  - c) Other Certificates (if any)

## **Registration for Admission: -**

Short listed students to register for admission by submitting the registration form at the Fee counter to pay the fee.

## Documents to be submitted:

- Transfer Certificate (Original)
- Migration Certificate (Original)
- Character Certificate (Original)
- Two Passport size photographs.
- Copy of Aadhar Card
- Caste Certificate (for SC/ST/OBC/Minority)

Collect Fee Card / Almanac / Syllabus / Calendar

## Transport: -

Fill the transport form (if applicable) and submit at fee counter and collect bus card after two days.