



ADMISSION PROCESS

Schedule for Admission to BA/BSc 1st Semester 2019

1. Admission to the College begins after declaration of the HSSLC results (or University results for higher semesters).
2. Admission form can be obtained from the College office on payment of the prescribed fee.
3. Admission to BA 1st semester course will be on merit basis, based on marks obtained in the HSSLC Exam or its equivalent. Students securing a minimum of **40%** in the aggregate can apply.
4. Admission to BSc 1st semester course will be on merit basis, based on marks obtained in the HSSLC exam. Students securing a minimum of **45%** in the aggregate can apply.
5. **Documents required for College Admission.** The following documents must be attached to the admission form.
 1. Self-attested copy of HSLC Exam Mark Sheet and Admit Card
 2. Self-attested copy of HSSLC Exam Mark Sheet and Admit Card
 3. Self-attested copy of Testimonial Certificate from the Institution last attended
 4. Two recent good quality passport size photograph in light coloured shirt/top (not in school uniform). Students with long hair are to tie their hair neatly behind with the ears visible
6. Incomplete and incorrect forms will be summarily rejected.
7. Merit List/Selection List shall be declared after expiry of the last date of submission but students securing above 60% in the aggregate may take admission on the spot before the expiry date.
8. Students are required to produce their original documents during admission.
9. **Students from other boards** awaiting their result may also submit their forms.
10. Submission of form does not guarantee admission

Admission Schedule

1. **May 6 - May 10 (Issue and Submission of forms):**

Issue and submission of College and Hostel forms will be from 6th May to 10th May (10 AM to 3 PM, from Room SB-26 Conference Hall, Science Block). Submission of forms closes at 1 PM on 10th May and no forms will be issued or accepted after the expiry of this time.

2. **May 10:** Declaration of Merit List at 3 PM

3. **May 13 – May 15: Admission for students in Merit List**

Admission for candidates from this list shall be held from 13th May to 15th May during office hours. Selected candidates should come personally for the admission. Candidates who fail to take admission during this stipulated period shall have their seats forfeited.

4. **May 15:** Declaration of Second Merit List at 3 PM (if seats are available)

5. **May 16 to May 18: Admission for students in Second Merit List**

Admission for candidates from the Second Merit List shall be held from 16th May - 18th May during office hours. Selected candidates should come personally for the admission. Candidates who fail to take admission during this stipulated period shall have their seats forfeited.

6. **May 22:** Orientation Programme for new students shall be conducted starting 10:00 AM in

the College Auditorium. All students are required to be present for this programme. Parents/guardians are also invited to be present.

7. **May 23:** Regular class shall commence from 23rd May.

Hostel Admission

1. **Hostel Admission** shall be conducted as per the following schedule
 1. **May 18:** List of Candidates declared at 3 PM
 2. **May 20:** Personal Interview of candidate (Venue: Room SB-26, Conference Hall from 9:30 AM onwards)
 3. **May 21:** Declaration of Selected List of Candidates, 9 AM
 4. **May 21:** Hostel Admission

Hostel Admission should be completed on 21st May failing which the seat shall be forfeited.

2. **Documents required for Hostel Admission.** The following documents must be attached to the Hostel Admission form.
 1. Self-attested copy of HSSLC Exam mark sheet
 2. One recent passport size photograph.