

ADMISSION PROCEDURE

1) While taking admission to various courses in the college, the students should first understand all the rules, conditions, course details etc. in the information sheet and only then fill the admission form in legible letters. Purchase of admission form should not be considered as admission in the concerned class. Entry should be taken only on the specified dates and within the specified time. Late fee per day will be charged if admission is sought after the date of admission of the concerned class (course).

2) The students should submit the following documents along with the admission application while taking admission in the college in the first year.

a) Original High School/Junior College Leaving Certificate.

b) Attested true copy of 12th examination mark sheet.

c) (Applicable) application for duty concession in the prescribed format (this application should be filled in completely and correctly)

d) In case of backward class students it is necessary to attach the caste certificate attested by the competent authority along with the application.

e) Students taking admission in this college from other universities are required to attach second copy of migration certificate with the admission application form.

e) Original income proof of parents.(Signature of Hon'ble Tehsildar)

A) Aadhaar Card (Attested True Copy)

A) Attested copy of first page of Nationalized Bank Savings Book.

Terms and conditions for Admission

1) Every student seeking admission to the college is expected to be of good conduct. For this, the opinion of the previous head of the institution is taken into consideration. A student who is adverse to this opinion will not be admitted.

2) If a student is found to be involved in activities such as disobeying the orders of professors, insulting them, bringing outsiders and creating disturbance in the college, the student will not be admitted or the admission granted will be cancelled.

3) All rights regarding admission rest with the Principal and his decision will be final.

4) If in the opinion of the Principal a student is found to be misbehaving, he/she will not be admitted.

PROCEDURE FOR CANCELLATION OF ADMISSION

A student canceling his/her confirmed admission shall be entitled to refund of the outstanding fee by deducting the amount specified below (except in other cases as prescribed by the State Government/University/Executive Authority).

A.No.	Period of cancellation of admission	Amount deducted
1.	1 to 10 days (from the date of entry)	20 of the total entry fee:
2.	11 to 30 days (from the date of entry)	40 of the total entry fee:
3.	After 30 days (from the date of entry)	the full entry fee will be deducted.

Evaluation Methodology

Every student admitted to the college is evaluated as follows.

Semester Examination: Semester examination of twenty marks is conducted on the lines of university examination.

Tutorials and Tests (Jmezdhjnjavatpansedh.epahdumdaj) Two of each subject in each session.

Tests and tutorials are conducted.

Annual Examination

University/Annual Examinations are conducted in the first and second semesters as per the schedule of the University.

First Year Commerce, Science, BBA(CA) Examination University Circular No. Examination/Coordination/1633 dt.

will be conducted through the college as on 24/11/2009.