ADMISSION PROTOCOLS

1. Registration in CAP Portal

- Prospective students interested in enrolling at the college must complete their registration through the Centralized Admission Portal of Mahatma Gandhi University following the release of the official notification by the University. College placements are determined by the University, adhering to the specified schedule and in accordance with the guidelines detailed in the University's Prospectus. This document delineates the reservation policies and general regulations. In the case of admissions under the Management quota, students must not only register through the Centralized Admission Portal (CAP) but also submit a separate application directly to the college via the college's official website.

2. Student Reports to the College Admission Office:

- When a student wishes to seek admission to the college, they first visit the college's Admission Office. This visit is typically scheduled according to the Mahatma Gandhi University Centralized Allotment Process (MGU CAP).

3. Verification of Marks and Reservations:

- At the Admission Office, the student's academic marks and other reservation criteria, such as caste or category reservations, are carefully examined. This verification is done by comparing the claim by the student to the University with the original eligibility certificates.

4. Interview with the Head of the Department:

- Once the initial verification is completed, students who meet the eligibility criteria is required to report to the respective department where they intend to pursue their studies. Here, they have an interview with the Head of the Department. This interview helps assess the student's academic aspirations and suitability for the chosen course.

5. Interaction with the Principal:

- Following the departmental interview, students might also have an interaction with the college's principal. This interaction may be a formality or an opportunity for the student to ask questions or receive guidance about the college's academic and administrative procedures.

6. Online Payment of Admission Fees:

- After successfully passing the verification process, the next step is to remit the admission fees. This can be done online through the college's official website.

7. Receipt of Fee Payment and Admission Confirmation:

- Upon receiving the payment, the college's administrative office issues a fee receipt and allots an admission number. The original documents such as Marklists, Degree certificates, Secondary School Leaving Certificate, and other relevant documents such as Certificates of reservation, Sports Merit, Cultural Merit, etc are collected to be send for University Level verification at the college office. Additionally, the college provides an admission confirmation slip, which confirms that the student has secured admission to the college. These documents are important for future reference and may be required during the course of the student's academic journey.

These steps ensure that the college admission process is transparent and that students are not only academically eligible but also prepared for their chosen course of study. The verification and interview processes help colleges select students who are the best fit for their programs, while the online fee payment streamlines the financial aspect of the admission process.