

### Admission Policy – Higher Classes

#### Procedure for Enrollment of students in college

- 1) Student shall clear the balance fees for the previous year/s. Unless the pending fees are not cleared, he/she shall not be neither provisionally admitted nor admitted to the current academic year.
- 2) Students whose annual applicable fees is more than Rs 50,000 shall secure their admission to higher class by paying 50% of the applicable fees (excluding scholarship amount).
- 3) Students shall pay the remaining 50% fees in the month of September 2023.
- 4) After paying the applicable fees as decided, list of provisionally admitted students shall be sent to all Departments by the Registrar on daily basis.
- 5) Exclusively, the students who are provisionally admitted shall be enrolled in the Class attendance list and Laboratory attendance list.
- 6) Students paying the part fees shall be treated as "Provisionally admitted student" and only those shall be considered for continues assessment/term work activity/any other activity.
- 7) Students admitted shall be allowed for Internal Examinations.
- 8) HoD shall include the names of students in attendance list, only if it is sent by Registrar office.
- 9) Library and other facilities of college are availed to only provisionally admitted/admitted students.
- 10) No practical journal shall be evaluated for non-admitted students.

  
Principal

Copy to: Vice Principal, All Dean, All HoD,  
Registrar, Librarian

  
Chairman, GB