

ADMISSION COMMITTEE

Composition

1. Secretary
2. Principal
3. Vice-Principals
4. Heads of Department
5. Staff representative belonging to SC/ST
6. Office Superintendent
7. Management representatives

Term

The nominated member shall be for two years.

Meetings

Twice in a year, whenever necessary during the admissions.

Functions

1. Revise and update the College Prospectus.
2. Follows the admission schedule given by the Principal.
3. Allot the 50 % seats available for minority quota for Catholics.
4. Consider the College's preferential option for the poor, the Dalits, the first-generation learners, the rural students and the differently-abled in the selection of candidates.
5. Ensure filling up of the 50% seats according to the Reservation Quota based on the merit list, screen applicants for admission to various courses.
6. Ensure transparency in admission.
7. Assist the Principal in selecting the students.
8. Check eligibility criteria.
9. Counsel students to choose the programme according to their ability and apt.
10. Adhere to Reservation policy guidelines.
11. Regulate change of programme and shift.
12. Review of admission report prepared by the College office.
13. Periodically update the information posted on the College website.