

Instructions for Candidates Seeking Admission

Self-Attested Documents along with admission form should be arranged as below

1. **College Admission Form**
2. **Printout of Provisional Admission Card (PAC) from counselling website**
3. **Copy of the D.O.B. Matric certificate**
4. **Copy of the D.M.C. of Graduation - BA/ B.Sc. / B.C.A.**
 - (i) First Year
 - (ii) Second Year
 - (iii) Third Year
5. **Rural Area Certificate** if candidate is from rural area.
 - **PSEB** : from Principal of the School (PSEB) and countersigned by DEO (10th and 12th schooling from Rural Area School).
 - **CBSE** : If rural school is affiliated with CBSE, the certificate should be from Principal of the School (CBSE) and countersigned by Village Sarpanch under which the school falls.
6. **Copy of the DMC of Post-Graduation - M.A. / M.Sc. if any**
7. **Character certificate** from the institution last attended
8. **Copy of the Adhaar card** (Mandatory)
9. **Copy of the Voter Card** (Mandatory)
10. **Income Certificate** (Latest after April 2026)– For SC candidates seeking scholarship.
11. Any other document supporting your candidature
12. **Gap Certificate** if any
13. **Undertaking by the Student** (Annexure-I of college admission form)
14. **Undertaking by the Parents/Guardian** (Annexure-II of college admission form)
15. Paste Photograph on the form and undertaking in the space provided.
16. **All certificates should be Self-attested.**

ADMISSION PROCESS

STEP-I

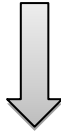
Get prospectus from College Library.

Fill your **application form** and attach all the required documents.
(Incomplete form/documents not arranged in order will not be checked by the committee)



STEP-II

Submit to ***admission committee (Room No. 34)*** for documents verifications and Signature of all the Committee members



STEP-III

Signature of the ***Admission Committee Convener*** (Room No. 1)



STEP-IV

Pay Fee (online bank challan) in Admin Office (Room No.-3)
Contact **Admin office Fee clerk** to know the exact fee



STEP-V

Pay Fee in the bank and submit the receipt to Fee Clerk



STEP-VI

For ***Online admission***, final form Submission and Data Entry
(Room No. 3)