

ADMISSION POLICY



U.N. (AUTO.) COLLEGE OF SC. & TECH.,
ADASPUR, CUTTACK



Student Admission Policy and Procedures are for the application and admission of students into different programmes of the college. Principal, All Head of the Department, Administrative Bursar, and Accounts Bursar framed the Admission Policy for the smooth admission of the students into **UG and PG** Courses.

1. Admission Committee:

The principal is the chairman, Senior Faculty Members from Arts, Science, Commerce & Self Financing are members, Administrative Bursars, Accounts Bursars will act as members of the committee.

2. Term:

The Committee will function for at least three years and at any moment Chairman may reconstitute the committee.

3. Function:

- i) The Committee will meet sufficiently before the admission process of each session- to form the admission team and prepare the documents and training for the staff members regarding guidelines of the Govt. admission process from time to time.
- ii) The admission team and Admission Charge will notify all the datelines as per the SAMS from time to time. The team will receive online applications, verify, validate, and notify the list of selected applications for admission.
- iii) The team will conduct the admission process as per the datelines of SAMS and the Accounts Section will provide roll no.(s) to the admitted students.
- iv) The admission team will prepare the Identity Card for the admitted students before the commencement of classes.

4. Admission/ Course fees fixation:

- i) The Admission Committee will recommend any revision of admission fees for different courses before the admission process to the Governing Body for approval.
- ii) After approval of the fee structure, it will be notified on the college website and in the e-space of the SAMS.

5. SAMS Lab / Internet Facility:

There will be a separate SAMS room with computers and an internet facility and a Date Entry Operator will be attached for admission work.


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