

STANDARD OPERATING PROCEDURE (SOP) OF ADMISSION COMMITTEE



MORIDHAL COLLEGE
P.O. MORIDHAL, DHEMAJI



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P.O. - MORIDHAL, DHEMAJI
PIN- 787057



STANDARD OPERATING PROCEDURE (SOP) OF ADMISSION COMMITTEE

The Rules and Regulations of Admission Committee, Moridhal College amended on 08-06-2023 as Standard Operating Procedure (SOP) of Admission Committee, Moridhal College. This Standard Operating Procedure (SOP) will be in force with due approval of the Governing Body for proper conduct of admission process of the college.

Motto: We Facilitate, You Accelerate

Formation of the Committee

The Admission Committee is constituted by the Principal in consultation with IQAC of the college subject to the approval of the Governing Body with the following officials and members for a period of one Academic Session:

- President : From faculty
- Secretary : -Do-
- Members : 02 (Two) from faculty
- : 02 (Two) from non-teaching staff

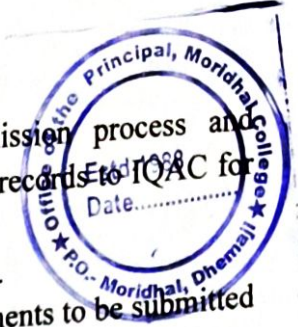
Objectives:

- To conduct admission fairly and smoothly.
- To ensure adherence to guidelines of University and Assam Higher Secondary Education Council in the process of admission.
- To ensure admission on merit basis maintaining the provisions of reservation as per Govt. rules.
- To make provision for admission to those having excellence in distinctive fields as games & sports and art & culture.

Powers and Function

1. The Committee will make all necessary arrangements for admission such as – publicity of admission related information in college website, in news papers and banners, and posters.
2. The Committee will scrutinize the filled up submitted admission forms and prepare admission merit list maintaining provisions of reservation as per rule.

3. The Committee is responsible for accomplishment of admission process and maintenance of all records of admission and submit copy of the records to IQAC for documentation.
4. The decision of the Committee is final and binding on all concern.
5. The secretary will maintain the financial account and other documents to be submitted to the office at the end of the admission.
6. The Committee will make all required arrangement for organizing Freshmen Social cum Student Orientation Programme and submit the report of the programme within a week in the prescribed format to IQAC.



N.B. The Committee may be re-constituted by the college authority in consultation with the IQAC subject to the approval of the Governing Body as and when required.

Approved
Sachin
14/6/23
Principal
Moridhal College
P.O.- Moridhal, Dhemajal