

# How to Apply for Admission to the College

1. A student seeking admission to the college must apply in the prescribed form obtained from the college office. The presence of applicant's Father/Guardian along with applicant is necessary at the time of admission of the student and he must sign the declaration and the undertaking given in the prescribed application form.
2. The application form must be accompanied by the following necessary documents (original as well as photocopy):-
  - a. Leaving Certificate
  - b. List of Mark-Sheet (10th And 12th )
  - c. Two latest Passport Size photo
  - d. Migration Certificate ( for other state or board students)
  - e. Aadhar Card
3. Document Attached for the scholarship holder students:
  - a. Caste Certificate
  - b. Income Certificate of Father/Mother.
  - c. Affidavit of Income of Father/Mother on stamp of Rs. 20/-
  - d. Death Certificate (in case of Father's Death)
  - e. Bank Passbook Photocopy
  - f. Bank Aadhar Link Form
  - g. User Name & Password from last junior college attend.

## Rules for Admission :-

1. After submission of form and all necessary documents; college moves towards Nagpur University website to fulfill online admission form of the student.
2. The admitted student list will display on notice board. After list published the student must pay 1st installment or total fees within 15 days of list published.

## Rules for Withdrawal of Admission :-

1. A student can withdraw his/her name from college by applying in prescribed format signed by his/her guardian.
2. The admission will remove after 7 days of submitting application and his/her document will return after 10 days of submitting of application.
3. The student will have to paid at least one installment as well Transfer Certificate fees before receiving Transfer Certificate.