ADMISSION PROCEDURE

- The Principal and the Admission Committee prepare the prospectus and the application forms. The prospectus provides the curricular highlights, fee structure as prescribed by the State government and University and the rules and regulation of the college and the hostel.
- All the application forms are serially numbered.
- Filled in applications are registered and received by the designated office clerk and registration counterfoils are issued to the applicants.
- Transparency in the admission procedure is ensured by computerising all the data given in the application forms. A rank list consisting all applications received up to the last date prescribed is prepared based on Part-III subjects in +2. The selection list is prepared through self-generated software based on the criteria prescribed by the government. The selection list and waiting list with the quota-wise cut-off marks are published and put up through websites on the notice board. Enquiries regarding the selection process are addressed promptly.
- Adequate publicity for admission is made through notice boards which are kept near the college entrance.
- Helpdesks are set up at the college entrance to assist applicants from the most backward sections to fill up the application forms and to guide them in the admission process.
- The admission process is done by an admission committee nominated by the Principal. Admission committee consists of the Principal, three senior faculty members and a representative of a faculty member from a scheduled community.
- University personnel check the originals of selected candidates and the admission procedure to ensure that the institution has complied with the admission norms of the government.

The institution maintains a prestigious track record of not accepting any capitation fee for any course in spite of the increasing demand that it enjoys. Reservation policies of the State government are strictly followed to ensure that equity and provision of access to the SC/ST and OBC applicants are implemented. (OBC- 50%, SC- 18% and ST- 1%).

UG Programmes

- After the declaration of Higher Secondary results, the filled in application forms submitted by prospective students/candidates are registered.
- The data from the applications are used to prepare the consolidated database to generate the computerised rank list.
- Candidates are informed of the provisional selection/waiting through college website. The selection and the waiting lists are also displayed in the college notice board for public
All the original documents of the provisionally selected candidates are verified at the time of admission and the candidate is admitted after the payment of fees.

Based on the number of vacancies after admission, subsequent provisional selection lists are prepared and the process is repeated till the closing date of admission fixed by the Periyar University.

**PG Programmes**

- A similar process is followed for the selection of students for the post graduate programmes.
- Students are selected on the basis of marks scored in their Undergraduate programmes, strictly adhering to the criteria given by the government.

**M.Phil. Programmes**

- Admission to M.Phil. Programmes are made on the basis of marks scored in the Master’s degree as well as their performance in the entrance test and interview.

**Ph.D. Programmes**

- The doctoral research guidelines and norms of the parent university (Periyar University) are strictly followed in the selection of candidates for admission into Ph.D. programmes. The criteria include merit, entrance test and interview.
- For all the academic programmes, after the admission, each student is given an admission number with an identity card to confirm her enrolment.
- The college has a mechanism to review the admission process every year.
- The Principal, the Admission Committee and the member of the College Council review the demand ratios for all UG and PG programmes.
- The departments whose programmes are with very low demand are instructed to take extra measures to enhance their enrolment.
- Reservation policies of the government are strictly followed in the admission process of SC/ST and OBC applicants.
- The application forms are issued to SC/ST students for free of cost.
- Helpdesks are set up at the college entrance to assist applicants to fill up the application forms and to guide them in the admission process.
- The SC/ST students are exempted from paying tuition fees and special fees at the time of admission.