



KG COLLEGE OF ARTS AND SCIENCE

Affiliated to Bharathiar University

Accredited by NAAC

ISO 9001:2015 Certified Institution

Internal Quality Assurance Cell (IQAC)

Standard Operating Procedure - Admission Committee

1. **Name of the Committee** : Admission Committee
2. **Composition** :
 1. Chairperson - Principal
 2. Convener – Senior Faculty member
 3. Members - nominated by the principal including
One senior faculty from SC/ST category
 4. Office Staff
3. **Term** : 3 years
4. **Objective(s):**
 - ❖ To take responsibility to establish student institute connect
 - ❖ To provide counselling to those who seek for admission
 - ❖ To notify/Advertise the programmes of study to the public
 - ❖ To facilitate smooth conduct of admissions
 - ❖ To review the expectations of the students and parents and introduce new programmes of study
5. **Functions:**
 - ❖ Adhere the guidelines of admission as proposed by statutory bodies like UGC, State government and Affiliating university.
 - ❖ Review admission requirements for the programs annually
 - ❖ Recommend for change in the standards for admission

- ❖ Track the success of the admissions process each year by maintaining a database of pertinent information of the applicants
- ❖ Develop contacts with other relevant personnel with the goal of identifying potential candidates
- ❖ Prepare the prospectus for programmes that highlights the quality of programmes offered by the institution
- ❖ Counsel the team to help the admission seekers to clarify about admission process and inform them about various courses and fees structure of institution
- ❖ Verify marks and certificates of the candidates and ensures the eligibility of the students.
- ❖ Assist the eligible students fulfilling the admission norms and help them to get admitted.
- ❖ Communicate to the students/parents about the fees, mode of payment and admission procedure through institute web site or over phone
- ❖ Collect the relevant details and certificates for further processing and submit to the office.

6. Number of meeting(s) per year : Six Meetings

7. Mode of Operation : Broachers ,Prospectus, Advertisement, Guidance & Counselling.
