



# Internal Quality Assurance Cell PANCH PARGANA KISAN COLLEGE, BUNDU

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## Standard Operating Procedures

### Admission Committee

#### **Purpose:**

To streamline and ensure a fair, transparent, and efficient admission process for students seeking admission to PPK Bundu College.

#### **1. Objective:**

- To manage and oversee the entire admission process.
- To ensure that admissions are carried out in a fair, transparent, and timely manner.
- To provide guidance and support to students during the admission process.
- To ensure compliance with all university and government regulations regarding admissions.

#### **2. Structure:**

- **Nodal officer/Admission In-Charge:** Responsible for overall management and coordination of the admission process.
- **Conveners:** Faculty and administrative staff who assist in processing applications and managing the admission process.

#### **3. Functions and Responsibilities:**

- **Application Processing:**
  - Students need to do registration and fill application form by Chancellor Portal of Ranchi University.
  - Verification by HOD of respective subjects of all applications, ensuring they meet eligibility criteria.
  - Ensure that all required documents (e.g., ID proofs, academic records) are submitted along with applications.



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- **Admission Guidelines:**

- Provide clear instructions on the admission process, eligibility criteria, and documents required on the college website, Prospectus and notice boards.
- Provide support to students through the admissions helpline or email.

- **Selection & Admission:**

- The university sends the initial merit list of students. Based on this list, the nodal officer prepares further merit lists, considering merit criteria and reservation policies.
- Provisional merit list of selected candidates are published on the notice board and website.

- **Fee Collection and Documentation:**

- Online by Chancellor Portal.

#### 4. Procedure for Admission Process:

1. **Announcement:**

- Announce admission notifications, including dates, eligibility, and the procedure through the college website, newspapers, and notice boards.

2. **Application Submission:**

- Students must submit completed applications online by chancellor portal.

3. **Merit List Preparation:**

- First by University and then by College, and publish the merit list, including selected and waitlisted candidates.

4. **Document Verification:**

- Verify documents and eligibility of selected candidates by respective HODs.

5. **Fee Payment:**

- Students must pay the required admission fee within the stipulated time frame by **Online mode only through Chancellor Portal.**

6. **Final Enrollment:**

- Once fees are paid online and documents verified, students are officially enrolled in the college.



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### 5. Monitoring and Reporting:

- Monitor Admissions:
  - Resolve any issues or complaints regarding the admission process.

### 6. Confidentiality & Ethics:

- Confidentiality:
  - Ensure the privacy of applicants' personal and academic information is maintained throughout the process.
- Fairness and Transparency:
  - Ensure that the selection process is fair, transparent, and non-discriminatory. All decisions will be based on merit and in compliance with applicable regulations.

### 7. Evaluation:

- Feedback:
  - Collect feedback from applicants and staff involved in the process to improve the system.

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Admission-In-Charge

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