

ADMISSIONS POLICY FOR NAJATH COLLEGE OF SCIENCE & TECHNOLOGY, KARUVARAKUNDU



NAJATH COLLEGE
OF SCIENCE AND TECHNOLOGY
KARUVARAKUNDU
(Affiliated to University of Calicut)

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ADMISSIONS POLICY FOR NAJATH COLLEGE OF SCIENCE & TECHNOLOGY, KARUVARAKUNDU

1. Admissions are conducted as per the university's schedule under a single window system.
2. Candidates must register online through the university's portal and obtain a Centralized Allotment Process (CAP) ID.
3. candidates must apply online via the university's Single Window system for merit seats, and admission is granted based on university allotment.
4. candidates typically apply directly to the college using the prescribed application form for management seats.
5. Selected candidates are invited for an interview and must provide the following documents:
 - a. CAP registration form
 - b. Payment receipt of the mandatory fee
 - c. Original certificates (SSLC, +2)
 - d. Transfer Certificate (TC) and Conduct Certificate from the last institution attended
 - e. 2 copies of passport-size colour photographs

Eligibility Criteria

- **Undergraduate Programs:** Candidates must have completed Higher Secondary education (10+2) conducted by a recognized board or an equivalent examination.
- **Postgraduate Programs:** Candidates must have completed an undergraduate program from a recognized university or an equivalent examination.

Standard Operating Procedures for Admissions

1. **Online Registration:**
 - Candidates must register online through the university's portal.
 - Obtain a CAP (Centralized Allotment Process) ID.
2. **Application Process:**
 - **For Merit Seats:**
 - Apply online via the university's Single Window system.
 - Await allotment from the university.
 - **For Management Seats:**
 - Obtain the prescribed application form from the college office.
 - Pay the application fee (assumed to be similar to the mentioned Rs. 150/-).
 - Complete and submit the application form to the college.
3. **Selection Process:**
 - For merit seats, await university allotment.
 - For management seats, the college reviews applications and selects candidates.
4. **Interview:**
 - Selected candidates will be called for an interview.
5. **Document Submission:**
 - Candidates must bring the following documents to the interview/admission:
 - CAP registration form
 - Payment receipt of the mandatory fee
 - Original certificates (SSLC, +2)
 - Transfer Certificate (TC) from the last institution attended
 - Conduct Certificate from the last institution attended
 - 4 copies of passport-size colour photographs
6. **Verification:**
 - College staff will verify all submitted documents.
 - Ensure all eligibility criteria are met.
7. **Fee Payment:**
 - Upon successful verification, candidates must pay the required fees.
8. **Admission Confirmation:**

- After fee payment and document verification, the admission is confirmed.
- The candidate is officially enrolled in their chosen program.

9. Orientation:

- Newly admitted students attend an orientation program (if applicable).

10. Class Commencement:

- Students begin attending classes according to the college schedule.

Eligibility Verification

- **For Undergraduate Programs:** Verify completion of Higher Secondary education (10+2) from a recognized board or equivalent.
- **For Postgraduate Programs:** Verify completion of an undergraduate program from a recognized university or equivalent.