



KOTTAKKAL FAROOK
ARTS & SCIENCE COLLEGE

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

**STANDARD OPERATING PROCEDURES FOR
ADMISSIONS (SOP)**

STANDARD OPERATING PROCEDURES FOR ADMISSIONS

1. Online Registration:
 - Candidates must register online through the university's online facility.
 - Obtain a CAP (Centralized Allotment Process) ID.
2. Application Process: a. For Merit Seats:
 - Apply online to the university under the Single Window system.
 - Wait for allotment from the university.

b. For Management Seats:

 - Obtain the prescribed application form from the college office.
 - Pay the application fee (assumed to be similar to the mentioned Rs. 200/-).
 - Complete and submit the application form to the college.
3. Selection Process:
 - For merit seats, await university allotment.
 - For management seats, the college will review applications and select 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 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 color 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 as per 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.