



IARE

INSTITUTE OF
AERONAUTICAL ENGINEERING

STANDARD OPERATING PROCEDURE FOR ADMISSION PROCESS

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Objective: To elaborate the procedure for student admission

Responsibility:

- All the Head of the departments
- Admissions section

Procedure:

S. No	Activities	Responsibility
1.	Selection of faculty members to be put in charge of the admission process	Principal, HoDs
2.	Facilitating Admission	Admissions section
3.	Scrutiny of documents for admission and registration process as per the eligibility criteria.	Admissions section
4.	Admission through counselling and Collection of copies of relevant certificate and payment of fees.	Admissions section and department wise faculty coordinator
5.	Collection of data from enrolled students for printing student Identity card.	Admissions section, System Administrator and ICT incharge
6.	Intimation of orientation program for students.	Head of the department

Documents to be checked at the time of Admission-by-Admission section:

1. Admission Form (Online)
2. Bank Challan
3. EAMCET seat allotment order issued by Convener
4. Joining Report issued by Convener
5. EAMCET Rank Card
6. EAMCET Hall Ticket
7. SSC or equivalent
8. Inter or Equivalent Certificates
9. Study Certificates (VI to XII)
10. Transfer Certificate
11. Conduct Certificate
12. Caste Certificate
13. Income Certificate (in case of fee exempted students)
14. Proof of residential address
 - (a) Aadhar Card/ Pan Card
 - (b) Gas Connection Bill

(c) Telephone Bill

(d) Voter ID

15. Extra-Curricular Activities Certificate(s) if any

16. Medical Fitness Certificate along with Blood group

17. Migration Certificate for students from other States (Mandatory)

18. Latest Color passport size photo

19. Undertaking forms for

(a) Anti-Ragging

(b) Academic Regulations UG20

(c) Address for correspondence slip