

ADMISSION SECTION

1. CET ADMISSION (Through KEA- Govt. of Karnataka)

- 1.1. KEA seats will be allotted to consoled college
- 1.2. Students will download the Admission Order
- 1.3. Students must submit the allotment letter with relevant documents to the accounts section.
- 1.4. Account personnel must check the allotment letter of the students and issue the MIT Mysore admission application form by receiving Application fees.
- 1.5. The duly filled MIT Mysore Admission application form will be received by the admission section personnel.
- 1.6. The admission section personnel must then verify the application form verify the original documents such as SSLC Marks Card, PUC Marks card, Transfer certificate and Caste and Income certificate.
- 1.7. Verified application form will be submitted to the Registrar/AO/Principal for approval.
- 1.8. Approved application documents will be received by accounts section and fees must be collected.
- 1.9. Fee paid receipt will be submitted to the admission section along with all relevant original documents.
- 1.10. Acknowledgement of receipt of documents must be issued to the respective student/ candidate.
- 1.11. Enter the admitted student details in the admission record.
 - 1.11.1. The student must affix their recent photograph, check the correctness of their details in the ledger and authenticate their details by attesting their signature.
- 1.12. Identity / library card form will be issued to the Student.

2. CET ADMISSION APPROVAL PROCESS

- 2.1. The initiation of approval process is in the form of circular issued by Karnataka Examination Authority.
- 2.2. Registrar/AO/Principal will forward the circular to the admission section.
- 2.3. Admission section personnel shall prepare for the reconciliation process as per the guidelines issued by the KEA. Such as,

- 2.3.1. Preparation of the required documents as per the formats issued along with the circular.
- 2.4. Admission Superintendent will check for the correctness of the prepared documents and authenticate the correctness and forward the same to the Registrar/AO/ Principal.
- 2.5. Upon approval of the Principal the consolidated documents will be submitted to the KEA for their approval.
- 2.6. The KEA will issue copies of approval documents to MIT Mysore.

3. COMEDK SEAT ADMISSION

- 3.1. COMEDK seat will be allotted to consoled college
- 3.2. Students will download the Admission Order
- 3.3. Students must submit the allotment letter with relevant documents to the accounts section.
- 3.4. Account personnel must check the allotment letter of the students and issue the MIT Mysore admission application form by receiving Application fees.
- 3.5. The duly filled MIT Mysore Admission application form will be received by the admission section personnel.
- 3.6. The admission section personnel must then verify the application form verify the original documents such as SSLC Marks Card, PUC Marks card, Transfer Certificate, Caste Certificate and Income Certificate.
- 3.7. Verified application form will be submitted to the Registrar/AO/Principal for approval.
- 3.8. Approved application documents will be received by accounts section and fees must be collected.
- 3.9. Fee paid receipt will be submitted to the admission section along with all relevant original documents.
- 3.10. Acknowledgement of receipt of documents must be issued to the respective student/ candidate.
- 3.11. Enter the admitted student details in the admission record.
 - 3.11.1. The student must paste their recent photograph, check the correctness of their details in the ledger and authenticate their details by attesting their signature.
- 3.12. Identity/library card form will be issued to the Student.

4. MANAGEMENT SEAT ADMISSION

- 4.1. The aspiring candidates will meet the Principal seeking admission to MIT Mysore.
- 4.2. After the discussion/counseling of the candidate and his/her parents/guardians by the Principal, the candidate will be permitted to take the MIT Mysore application form from the accounts section.
- 4.3. On approval of the Principal, the account section must issue the MIT Mysore admission application form by receiving Application fees.
- 4.4. The admission section personnel must then verify the application form, the original documents such as SSLC Marks Card, PUC Marks card, Transfer Certificate, Caste Certificate and Income certificate.
- 4.5. Verified application form will be submitted to the Principal for approval.
- 4.6. Approved application documents will be received by accounts section and fees must be collected.
- 4.7. Fee paid receipt will be submitted to the admission section along with all relevant original documents.
- 4.8. Acknowledgement of receipt of documents must be issued to the respective student/candidate.
- 4.9. Enter the admitted student details in the admission record.
 - 4.9.1. The student must affix their recent photograph, check the correctness of their details in the ledger and authenticate their details by attesting their signature.
- 4.10. Identity/library card form will be issued to the Student.

5. DTE APPROVAL PROCESS (Management & Comed-K)

- 5.1. The admission superintendant initiates the approval process upon instruction from DTE in the form of circular /notice/etc.
 - 5.2. The information in clause 5.1 must be brought to the notice of the Registrar/AO/Principal.
 - 5.3. Upon instruction/direction of the Registrar/AO/Principal, Admission Superintendant shall prepare for the reconciliation process as per the guidelines issued by the KEA.
 - 5.4. Admission superintendant will check for the correctness of the prepared documents and authenticate the correctness and forward the same to the Registrar/AO/Principal.
 - 5.5. Upon approval of the Principal the consolidated documents will be submitted to the KEA for approval.
 - 5.6. The KEA will issue copies of approval documents to MIT Mysore.
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6. VTU APPROVAL PROCESS

- 6.1. The admission superintendant initiates the approval process upon instruction from VTU in the form of circular/notice/etc.
- 6.2. The information in clause 6.1 must be brought to the notice of the Registrar/AO/Principal.
- 6.3. Upon instruction of Registrar/AO/Principal, Admission Superintendant shall prepare for the approval lists as per the guidelines issued by the VTU. Admission section in charge will check for the correctness of the prepared documents and authenticate the correctness and forward the same to the principal.
- 6.4. Upon approval of the principal the consolidated documents will be submitted to the VTU for their approval.
- 6.5. The VTU will issue copies of approval documents to MIT Mysore.
- 6.6. University will generate unique “University Seat Number” for individual students and the same will be issued to MIT Mysore.
- 6.7. Admission Section personnel will segregate the USN in terms of Branch wise and issue the same to respective students (displayed in notice boards)/respective departments/examination section/library/account section and a master copy to principal (maintained in admission section).

7. FEE PAYMENT REPORT

- 7.1. As per the instructions/guidelines issued by the VTU/KEA/Govt. of Karnataka/any other concerned bodies, generate the annual fees payment report and authenticate the same by the Superintendent of Admission and submit to the Registrar/AO/Principal.
- 7.2. Upon approval of the Principal, submit the original copy of the Annual Fee Payment Report to the Accounts-Superintendent.

8. RECORDS MAINTENANCE

- 8.1. All relevant documents pertaining to main clause number from 1-7 must be maintained separately in the form of ledgers/registers/files/folders (as applicable).
- 8.2. The prepared master copies of ledgers/registers/files/folders must be prepared by the Admission-superintendent and get the authentication of the Registrar/AO/Principal.