

**Standard Operating Procedure for PG Admission – 2022 in  
N.S.C.B. (Govt. Lead) College, Sambalpur  
(Major points from Common Prospectus for PG Admission, available on  
the SAMS website)**

1. As per the intimation letter, applicant has to report the institution for admission as per the given date with relevant documents.
2. College will update the admission status of the selected students in its website and in notice board..
3. College will not admit a student, if it finds discrepancy in marks, reservation & weightage, etc. In such cases, College has to verify their certificates and necessary documents meticulously.
4. The online issued CLC will be valid for all purposes and supersede all prior communication towards issuance of offline CLC.
5. Admission date will submit the Migration Certificate as per the HE Deptt. letter no:12991, dated.16/03/2021.
6. Admission fees will be collected in **offline** mode by the Institution. After payment of admission fees, admission of the student will be considered as the final admission. The non-payment of admission fees within the cut-off date will lead to cancellation of his/her admission.
7. College will display the arrangements of admission prominently at the entrance and in different entry points to provide information to Students/Parents.
8. All COVID-19 guidelines shall be adhered to including sanitization, social distancing etc.
9. Read the instructions carefully available on the Common Prospectus for PG Admission, which is available on the SAMS website.