Sri Venkateshwaraa Medical College Hospital & Research Centre, Ariyur, Puducherry – 605 102

Standard Operating Procedure for Admission to MBBS & Post Graduate Courses

1. Admission to Government and Management Quota seats are done by CENTAC based on NEET score (3 rounds of counseling).

2. List of Candidates who had opted to join SVMC&RC to be sent by CENTAC through mail.

3. The Candidates would deposit the required fees in CENTAC account before collecting the allotment order.

4. The Candidates would approach SVMCH&RC with allotment order for admission.

5. Application would be issued to the candidates after collecting the cost of application.

6. The filled in applications will be submitted to the college office by the candidates with the following documents **in Original** and two sets of Xerox copy:
    a. CENTAC allotment order
    b. NEET score card
    c. 10th Mark Sheet
    d. 12th Mark Sheet
    e. Conduct Certificate
    f. TC
    g. PIC form
    h. Resident certificate
    i. Caste certificate
    j. Birth Certificate
    k. Aadhar Card (Xerox copy)

7. The certificates would be verified by the Section.

8. The application with the certificates would be submitted to the Dean to approve the admission of the candidates.

9. Upload on daily basis in the CENTAC portal about the number of candidates reported for admission.

10. Intimate CENTAC after last date of admission about the number of vacant seats to be filled in the subsequent counseling.

11. After completion of the admission, details of the students admitted would be sent to CENTAC, DMS and Secretary to Govt.(Health).

12. Letter would be sent to CENTAC to claim the fees paid by the students in the CENTAC account.

13. Details of the candidates admitted would be uploaded in the NMC website.

14. Within a period of one month after completion of admission process, one set of Xerox copy of all the certificates submitted by all the students admitted would be sent to Pondicherry University for Return of Matriculate, Recognition and Registration of students by Pondicherry University.

15. The Original certificate would be taken by the dealing assistant to Pondicherry University for verification purpose.

16. The details of students would be uploaded in the website of Pondicherry University.

17. The original certificate would be put in separate folders and kept in the safe placed in the Dean Chamber.

18. Students details should be entered in the Admission Register.

A.O.   S.O.