ST. BEDE'S COLLEGE, SHIMLA

STANDARD OPERATING PROCEDURE (SOP)

ADMISSION COMMITTEE

SOP No.: Admission Committee/SOP/01/2026
Effective From: Academic Session 2026-27
Year of Establishment of Admission Committee: 2018
Approved By: Principal
Responsible Unit: Admission Committee
Version: 1.0

1. PURPOSE

This SOP lays down a transparent, systematic and time-bound procedure for admission to various programmes offered by St. Bede's College, Shimla.
Admissions shall be conducted in accordance with:

- applicable rules, ordinances and regulations of **Himachal Pradesh University**;
- Government/UGC/HPU guidelines applicable to the College;
- approved College policies; and
- the **College Prospectus for the relevant academic session**.

The Prospectus issued for the relevant session shall be the primary source for programme-wise eligibility, intake, fee structure, reservation, admission requirements and other admission conditions.

2. ADMISSION COMMITTEE

An **Admission Committee** shall be constituted by the Principal every academic session.
The Committee shall be responsible for:

i. Coordinating the admission process.
ii. Scrutinising applications and documents.
iii. Preparing/approving merit lists as per applicable rules.
iv. Coordinating counselling and admission.
v. Addressing admission-related queries.
vi. Maintaining proper records of admissions.
vii. Ensuring compliance with HPU/UGC/Government guidelines.
viii. Submitting the final admission record to the Principal.

3. ADMISSION NOTICE

The College shall publish an **Admission Notice** for each academic session through the College website and other appropriate means.

4. PROSPECTUS

The **Prospectus of the relevant academic session** shall contain the detailed admission provisions.
Applicants shall be advised to carefully read the Prospectus before applying.

5. APPLICATION FOR ADMISSION

Applications shall be submitted in the manner prescribed by the College for the relevant academic session.
Submission of an application does **not automatically guarantee admission**.

6. VERIFICATION OF DOCUMENTS

The Admission Committee/authorised staff shall verify the documents submitted by applicants.
The applicant may be required to produce original documents for verification.
Admission obtained on the basis of false, incomplete or misleading information may be cancelled in accordance with applicable rules.

7. FEE PAYMENT

Admission and other applicable fees shall be paid through the mode prescribed by the College.
The fee structure for the relevant academic session shall be published in the Prospectus/official admission notice.
Every payment shall be supported by an official receipt/transaction record.

8. CANCELLATION/WITHDRAWAL OF ADMISSION

A student seeking cancellation of admission shall submit a written request to the Principal.
The request shall contain the prescribed particulars and shall be processed in accordance with the **College Fee Refund/Cancellation Policy and applicable UGC/HPU rules**.
The College provides a separate Admission Cancellation Policy.

9. FINAL AUTHORITY

The admission process shall be governed by the **rules applicable to the relevant academic session**.

Approved by: Principal, St. Bede's College, Shimla

Signature: Sr. Rosily Jm

Date: 27-10-2026

Officiating Principal
St. Bede's College
Shimla -171002

Convener: Dr. Sapna Sharma

Signature: