

INFORMATION & GUIDELINES REGARDING ADMISSION 2018

Admission will be conducted **strictly according to merit.**

DOCUMENTS REQUIRED DURING ADMISSION

1. Online Application Form (**Printed Form**)
2. The Applicant's Copy (**Original & Xerox**) of the Pay-in-slip of Rs. 200/-. For any online transaction if payment slip does not show details, please also bring a **print out of the slip showing payment status along with the payment slip.**
3. **One passport size photograph** of the candidate.
4. One **attested Photo-copy** of the **Class XII Marksheet.**
5. One **attested Photo-copy** of the **age proof certificate (Ex... Admit card of secondary exam).**
6. One **attested Photo-copy** of the **Character Certificate** from the Head of the Institution last attended.
7. In case of **SC/ST/OBC** candidates seeking admission from the reserved quota.– **One attested Photo-copy** of document certifying **SC/ST /OBC certificate in the candidate's own name.**
8. In case of **PH candidates** – **Photocopy of medical certificate** certifying the candidate's disability and degree of difficulty.
9. **Annual Family income certificate.**

Original documents

The following Original documents should be brought without fail during admission for verification purposes:

- A. **Original Mark Sheet** of the **Class XII examination** (Returnable). Laminated mark sheets will not be accepted.
- B. **Original document** proving **Date of Birth** (Returnable).
- C. **Original Character Certificate** (Returnable).
- D. **Original SC/ ST /OBC certificate in the name of the candidate** for admission to the reserved category (Certificate in the name of a parent(s)/relative will **NOT** be accepted).
- E. **Medical Certificate of Fitness** for compulsory field trips (**for Honours & General candidates of Geography Department only**)
- F. **For PH Candidates –Original medical certificate** certifying the candidate's disability and degree of difficulty.
- G. **Annual Family income certificate.** (IT Returns Form is acceptable)/ Certified from authorised Certificate

Mode of Payment:

Selected candidates must pay the requisite fees **in cash** in the designated banks

- **ICICI Bank, Harish Mukherjee Road Branch**
- **ICICI Bank, Bhowanipore Branch**

ADMISSION PROCEDURE:

- 1. Inclusion of name in the MERIT LIST does not guarantee admission.** The College reserves the right to cancel the admission of a candidate at any stage if she fails to comply with the norms set by the College authority. The College shall also abide by the basic admission rules and norms set by the University of Calcutta.
- Admission will be conducted **strictly on the basis of the merit position of applicants** who have arrived **within the reporting time.**
- An applicant along with her guardian must be present during the time of admission process with all the necessary documents and fees.**
- Candidate must make note of the College Fees on the site and **bring the requisite Admission and Tuition fees during admission.**
- At the commencement of the admission process, **names of candidates will be called out serially as per their position in the MERIT LIST.**
- If any **candidate leaves the hall after reporting** and found absent when called for verification she will not be considered as reported candidate later on.
- All those who are **present** should respond and deposit their Application Form (with the photo-copies of required documents attached) and the Original Mark sheets along with other Original Documents for verification purposes.
- The "Reported "candidates shall get the opportunity on a later date, only if seats are still available.**
- If the stipulated numbers of seats in any subject are filled up,** the presence of the remaining candidates will be recorded. In case vacancies arise later (but within the cut-off date stipulated by Calcutta University) separate notices will be issued. These students will get priority, if they seek admission at that time.
- Seats reserved for SC/ST/OBC-A/OBC-B Categories **cannot be filled by General Category candidates.**
- Candidates selected for admission must pay the requisite fees in cash at the designated banks and return to the College with the receipt **on the same day.** The amount of fee payable will be **indicated in the Challan,** which will be given to a student who on complete verification is found eligible for admission.
- While every effort will be made to accommodate students in their choice of **elective subject combination,** some re-adjustment may become inevitable, if there is a pile up of similar subject choice.
- GEOGRAPHY** students shall have to provide a written undertaking supported by a medical certificate of fitness **for compulsory field trips** (for Geography Honours & General candidates only)
- The **decision of the college authority is final** regarding any matter related to admission.
- Candidate **must reach within reporting time.** After the reporting time no candidate will be allowed to enter.
- College will not be liable for any kind of error made by the candidate or Bank or Web developer.**
- Admission of **Candidate applying from Foreign Countries** will be provisional till verification of their document by authorized bodies.