

COUNSELING AND ADMISSION GUIDELINES 2017-2018

- Counseling will start on and from **19.06.2017**.
- **Student must be present for counseling with proper documents by 07.45 a.m.**
- **College gate will close at 8.00 a.m. strictly. No entry will be entertained later.**
- Counseling schedule for different subjects to be followed very carefully.
- Fees to be submitted at **Vijaya Bank, Shyambazar Branch from 10:30 a.m. – 3:00 p.m.** on prescribed date(s) **(after counseling & verification of documents)** to ensure the admission of the candidate.
- **Students must remember their own Serial No. of merit list at the time of counseling.**
- **Presence of name in the merit list does not ensure admission as Counseling and Admission will continue subject to availability of seats.**
- **In the counseling process, chance of admission will be offered to the candidates based on their ranks in the merit list. Therefore, students must be present in the allotted room on time.**
- **Details of next counseling schedule will be put up on 28/06/2017 (after 12 Noon) on college website based on vacancy of seats.**
- After counseling process, admission to be taken on the prescribed date(s) (to be announced at the time of counseling). Students should come prepared with necessary documents and fee (Referred to Fee Chart in prospectus) at the time of counseling as well as admission. No requests will be entertained later.
- College authority reserves the right to take all decisions regarding counselling and admission.
- Any disputes regarding merit list, if any, to be clarified at the college office 17th June, 2017 from 8.30 a.m. to 11.30 a.m.

Documents required at the time of counseling and admission

1. Candidates must come to the college personally.
2. Print out of filled in Online Application Form duly signed by guardian and endorsed bank challan.
3. Original and self-attested photocopy of H.S or equivalent mark sheet.
4. Original and self-attested photocopy of Madhyamik or equivalent admit card for birth proof.
5. Two passport size color photographs of candidate.
6. Original and self-attested photocopy of SC/ST/OBC-A/OBC-B/PH certificate of candidate from competent authority.
7. Bring required amount of cash for admission as mentioned in prospectus (pages 17-20).

******BEWARE OF TOUTS AND MIDDLEMEN PROMISING ADMISSION ON MANY PRETEXTS. DO NOT BE A VICTIM OF SUCH PROMISES. COLLEGE WILL NOT BE RESPONSIBLE FOR ANY SUCH CASES. ALL QUERIES TO BE SATISFIED THROUGH TEACHERS ONLY. ******