1ST YEAR ADMISSION – 2024
PHYSICAL VERIFICATION SCHEDULE & GUIDELINES
B.A., B.SC. & M.SC. (INTEGRATED)

For physical verification, candidates need to physically report to the College along with a parent / guardian.

Presence of the local guardian is essential for outstation candidates.

Documents required at the time of physical verification:
Bring all originals for verification.

Laminated marksheet will not be accepted.

- ✓ Admission fee payment receipt in the original
- ✓ The Acknowledgement sheet attested only by the Principal / Headmaster of the last school attended
- ✓ Application fee payment receipt in the original
- ✓ Copy of Class-XII Marksheet attested only by the Principal of the last school attended
- ✓ Copy of Class-XII Admit Card / Hall Ticket attested only by the Principal / Headmaster of the last school attended
- ✓ Copy of attested Date of birth Certificate (Class X Admit card / Marksheet / Certificate / Voter-Id / Passport)
- ✓ Copy of address proof (Electricity bill /Telephone bill / Voter ID Card / Aadhar Card)
- ✓ Copy of Aadhar Card
- ✓ Copy of Baptism certificate (for Roman Catholic and Christian candidates)
- ✓ Copy of Caste certificate (for SC / ST / OBC candidates)
- ✓ Two stamp size **recent color photographs** (without any attestation)
- ✓ PWD certificate (original and a copy) from a competent authority for Persons with Disability
- ✓ Certificate (original and a copy) from a registered medical practitioner for persons with significant medical condition
- ✓ The photograph for your College ID card will be taken on the same day. **Dress appropriately and wear dark colours** to ensure clarity of the photograph.

Proceed directly to R. K. Hall (2nd Floor).
College staff will help you find your way around.

Physical verification of documents		
5 July	**1st list**: 9.30am -10.30am **2nd List**: 10.30am - 11.30am	**Bengali/ Chemistry/ Multimedia**
6 July	**1st list**: 9.30am - 10.30am **2nd List**: 10.30am - 11.30am	**English / Political Science**
	1st list: 1.00pm - 2.00pm **2nd List**: 2.00pm - 3.00pm	**Sociology / Physics**
8 July	**1st list**: 9.30am - 10.30am **2nd List**: 10.30am -11.30am	**Mathematics / Economics**
	1st list: 1.00pm - 2.00pm **2nd List**: 2.00pm - 3.00pm	**Biotechnology / BA General**
9 July	**1st list**: 9.30am -10.30am **2nd List**: 10.30am - 11.30am	**Computer Science / Statistics**
	1st list: 1.00pm - 2.00pm **2nd List**: 2.00pm - 3.00pm	**Microbiology / Mass Communication**
10 July	9.30am - 12:30pm	Other lists for all departments

<u>**B.A. & B. Sc. ENROLMENT, 2024**</u>

<u>**ADMISSION GUIDELINES FOR SELECTED CANDIDATES**</u>

1. Read the printed personal information which you had provided at the time of online application.
   <u>**CAREFULLY CHECK THE INFORMATION AND MAKE APPROPRIATE CHANGES IF THERE ARE ANY ERRORS. The information you have provided should be corroborated by supporting documents.**</u>
   <u>**WRITE YOUR FULL NAME IN THE CYBER CARD AS GIVEN IN YOUR CLASS X AND XII CERTIFICATES**</u>.

   For your Minor 1 subject, carefully study the **available subjects** as given in the Enrolment Form and then make your choices. If you are undecided, your department faculty will meet you in the designated room for **counseling** on choice of the Minor subject. You are to provide **2 choices** (see relevant section of your Enrolment Form).

   You must choose one Modern Indian Language (Bengali OR Hindi OR English) in Semester I. <u>**English is available only to students who did not have Bengali or Hindi at Class X level.**</u>

2. After completing the Enrolment Form, proceed for verification of your documents. (***You will be informed about the venue/Room No. for verification***). **Keep your original Class XII mark sheet in hand**. Make sure that you have arranged all your relevant documents in the <u>*following order:*</u>
   (i)   **Admission fee payment receipt**
   (ii)   **Enrolment Form**
   (iii)   **Original Acknowledgement sheet (attested by Principal/Headmaster of school last attended) and Application Fee Payment receipt**
   (iv)   **Class XII Mark Sheet (ORIGINAL AND COPY)**
   (v)   **Class XII Admit Card (attested by Principal/Headmaster of school last attended)**
   (vi)   Proof of Date of Birth (Birth Certificate/ Class X Mark Sheet or Admit Card/ Voter ID Card/Passport)
   (vii)   Address proof (Electricity bill/Tel. bill/Voter's ID Card/Aadhaar Card)
   (viii) Aadhaar Card (original and copy)
   (ix)   ORIGINAL SC/ST/OBC/Baptism Certificate (for Christian Students)
   (x)   **TWO** PHOTOGRAPHS (stamp size). Stick ONE photograph on the space provided in the Enrolment form, and ONE photograph on your Cyber Card
   (xi)   PWD certificate for persons with disability (original and copy)
   (xii)   Certificate from a registered medical practitioner only for persons with significant medical condition (original and copy)
   NOTE: COPIES OF THE DOCUMENTS HIGHLIGHTED IN RED WILL HAVE TO BE SUBMITTED AT THE TIME OF PHYSICAL VERIFICATION

3. Proceed to the **Arts and Science Office** for final verification. The **Deans of Arts/ Science** will confirm and record your **Minor and MIL subjects in the college database**.
   Ensure that your Name, Roll Number and Course have been entered on your Cyber Card.

4. The Vice-**Principal** will now check and sign your form.

5. Proceed to **Counter 4** to have your Cyber Card and Payment Receipt stamped with the college seal. <u>**Keep the Cyber Card carefully as it will be your temporary I.D. card. You are to show the Cyber Card when you report for your Inauguration ceremony.**</u>

6. **Proceed to the MAIN PARLOUR to have your photograph taken for your college ID card. Wear dark colours to ensure clarity of the photograph.**

7. **You will be issued your official college ID after you begin classes. Till then your Cyber Card serves as your ID. You are to bring it with you every day for personal identification.**

Your admission process is over only after you have completed all of the above steps.

Inauguration on **Thursday JULY 11th 2024**
Followed by an Induction and Orientation program
B.A, MASS COMMUNICATION, AND MULTIMEDIA departments at 11.00 a.m.
B.SC and BIOTECHNOLOGY departments at 2.00 p.m.
<u>Attendance is compulsory.</u>

<u>***Classes begin on July 15th, 2024***</u>