



1st Counseling Notice, 2017

• Applicants in the Provisional Merit(Final) List, **which will be published on 16/06/2017** are directed to assemble according to the following schedule for counseling. Admission will be strictly on the basis of merit list and it is also clearly mentioned that **all admissions are provisional until receiving of Registration Certificates issued by the Highness of University of Calcutta.**

Applicants/Respective Representatives are advised to bring the following documents with them at the time of Counseling: -

1. **Hard copy of On-line Filled-up form (A Stamp size recent photograph to be pasted on the top right corner of the form in the specified box)**
2. **Original mark sheets (+10 and +2 level)**
3. **Original Caste certificate for SC/ST/OBC – A/ OBC – B (if applicable)**
4. **PH/VH certificate mentioning the percentage of disability (if applicable)**
5. **Age proof certificate**
6. **For Off-line payees: Bank Challan in original showing duly stamped and countersigned by Punjab National Bank (PNB) dated latest by 12.06.2017, which actually reflects the deposition of application fees of Rs. 350/=**
7. **Hard Copy of On-line filled-in form**

• If any applicant, whose name appears in the rectified Provisional Merit List, fails to be present as per the schedule, time and date given below for counseling and unable to produce original documents then he/she will miss his/her chance for being provisionally admitted and would not be considered for admission. The decision of the college will be final and binding on all.

• If seats remain vacant or fall vacant through non-deposition of **Admission Fees** within the stipulated time frame after the 1st Counseling then such Vacancies will be filled-in through the Second Counseling strictly on the basis of merit list.

N. B. ALL ADMISSIONS ARE PROVISIONAL SUBJECT TO SCRUTINY AND APPROVAL OF THE UNIVERSITY OF CALCUTTA AND LIABLE TO BE CANCELLED, IF FOUND FAKE

• **Dates of Second Counseling** will be communicated through College Website (www.vidyasagarcollege.edu.in) after completion of the admission procedure of 1st Counseling.

• **Important Instructions**

1. Doors of Counseling Hall will be closed at the notified time. No candidates will be allowed after the stipulated time.
2. Assembled candidates will be informed about the number of seats.
3. Names will be called serially according to merit list.
4. Selected candidates are to produce all original documents along with Bank pay-in-slip/Challan (in original).
5. Dates for submission of admission fees will be announced in the assembly hall.

Selected candidates are strictly instructed to follow the time schedule for submission of their Admission Fees; otherwise his/her eligibility for admission stands cancelled.

Documents to be produced at the time of Admission after selection through counseling

1. 2 copies of stamp sized photograph,
2. Marksheet of HS or equivalent examination (10+2 level) in original
3. Admit Card of Madhyamik or equivalent examination in original (for age verification)
4. SC/ST/OBC – A/OBC - B Certificate, if applicable
5. PH/VH Certificate, if applicable
6. Pay-in slip (Bank Challan for Offline Payees Only) showing deposition of application fees of Rs. 350/-.
7. Candidate's copy and College copy of the Bank Challan duly stamped and countersigned by the bank authority, given by the college after selection to deposit the admission fees for respective subject.
8. Hard Copy of the On-line filled-in form.

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Candidate or his/her representative (any one) may attend the counseling with all the original documents mentioned above.

Important Instruction:

N. B.:

- ♣ **All the above mentioned documents must be kept with the Applicant/Guardian either in original or in Attested Photocopies along with a set of unattested photocopies which have to be submitted after final verification at the time of reporting after deposition of admission fees in the bank.**
- ♣ **Once the stipulated admission fees will be paid in the bank for a particular subject combination, no request for refund will be entertained.**
- ♣ **Mark Sheet of H.S or equivalent should not be laminated.**

By Order

Principal, Vidyasagar College

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