

PRABHU JAGATBANDHU COLLEGE

Rules for counselling and admission in Regular Post Graduate Course in Geography under the affiliation of University of Calcutta

Date of Counselling: 28. 07. 2016

Time of Counselling 11 a.m.

1. Calling out of names from Merit List (Category A and B) at the college gate will start from 11 a.m.
2. Candidates should reach the college gate at 10.30 a.m. before calling out of names from Merit List.
3. If a candidate fails to report at the college gate at the time of announcement of his/her name, his/her candidature will be automatically cancelled. **No excuses will be entertained for late coming.**
4. Candidates should stand outside the Gate in a queue according to the rank in the Merit List published in the website, for their own convenience.
5. As soon as the intake capacity of the subject in a particular Category (General/SC/ST/PH) is filled up, the announcement of names will **stop**. The remaining names in that Merit List will **not** be called out for counselling. **No further request will be entertained in this regard.**
6. However if for any subject, Merit List is exhausted before filling up of all the seats, the announcement of names will be repeated from the **beginning** of the Merit List. Candidates who have failed to report at the proper time may get a second chance for counselling for these cases only.
7. The candidate whose name has been called, will enter the college for counselling **after** producing the following items as a proof of their candidature
 - A. **Application Fee Receipt with 'paid' stamp from HDFC Bank**
 - B. Print out of the filled up **Application Form** with photograph and signature.

C. None (guardian/ parents), but the Candidate will be allowed to enter the college premises.

8. He/She will wait for the counselling in the designated room, till the counselling is done.

9. During counselling all the documents will be verified against the Original documents produced by him.

10. Every Candidate selected in the counselling **must submit the total amount of money i.e. Rs31,425/-(non-refundable)** for the admission in first semester in the college office before leaving the campus. Otherwise his/her candidature will be automatically cancelled.

11. After submission of fees every candidate will wait in a queue for digital photo before he/she leaves the campus.

12. In case of any dispute the decision of Admission Committee of the College will be final.

13. On your counselling day please bring with you following items:

i) **Stamped application fee receipt.**

ii) **Print out of filled up form with your photo pasted on it and with your signature at the bottom.**

iv) Your 4 coloured passport size photographs.

v) Your original and self attested photo copies of B.A. / B. Sc/ Part I / Part II and Part III mark sheets

vi) Original and self attested photo copies of University Registration Certificate

vii) Your original and self attested photo copies of H.S./equivalent mark sheet

viii) Your original and self attested photo copies of H.S./equivalent Certificate

ix) Original and self attested photo copies of admit card or certificate of Madhyamik / equivalent Examination.

x) Original and self attested photo copies of mark sheet of Madhyamik or equivalent examination.

xi) Original S.C. /S.T /P.H. / OBC A / OBC B certificate in the name of candidate from the competent authority, if applicable.

14. All candidates should fill up the anti-ragging form at the time of counselling. Form will be supplied by the college

15. If a reserved candidate does not possess the reserved certificate in his / her name, he/she should not be considered in reserved category.

16. Candidates who do not click the reserved category in the online form and/ or do not submit relevant documents with the printed form will not be considered as reserved candidate by the college. Any further request in this regard will not be considered or entertained by the college. This rule will be strictly followed in case of SC, ST, OBC A, OBC B and PH candidates. The reservation facility will be available to the candidates according to the "Domicile Act".

17. If any candidate of reserved category submits documents issued from competent authority of any states other than West Bengal, he / she must submit duly filled up Domicile Certificate. Otherwise they will not be considered as reserved candidate. The rules and pro-forma of the said certificate is available in our website (under CU Rules link) and also in the official website of Higher Education Department, Govt. of West Bengal.

18. Forms with incomplete documents (ref. instruction 16) and /or incorrect information will be rejected and candidature will be cancelled.