

INSTRUCTION TO THE CANDIDATES SEEKING ADMISSION IN 2018-19 SESSION

Cancellation of Admission after Making Payments

Cancellation of admission can be made by the college authority if any of the following three cases arises during the verification process.

1. If after publication of merit list a student does not appear for verification.
2. If the payment does not made within the due date after verification process mention by the college authority at the time of document verification / counseling.
3. If a student, seeking admission in a reserved seat, failed to produce original caste certificate of his/her own during the verification process.
4. If a student provides incorrect marks or any information during the online form fill-up process , then the Merit Index will be calculated again at the time of document verification using the correct marks .If this new Merit Index is found to be lower than the lowest Merit Index of that particular merit list, then his/her admission will be cancelled.

Verification Process after Publication of Merit List

A student must come to college on scheduled dates for verification with original documents. They must bring the self attested photocopy of below mentioned documents. For a reserved category seat, a candidate must have his/her own caste certificate/PH certificate/ State or National level Sports Certificate. Without having original caste certificate/PH certificate/State or National Level Sports Certificate, admission would be treated as cancelled.

1. Madhyamik / 10th Examination Admit Card as Age Proof Document
2. Madhyamik /10th Examination Marks Sheet
3. Higher Secondary / (10+2) Standard Marks Sheet
4. Higher Secondary / (10+2) Standard Admit & Registration Card
5. School Leaving Certificate
6. Online Registration Fee Money Receipt
7. Print copy of the online application form
8. Aadhaar Card
9. Two Colour Passport Size photograph of the candidate
10. For CASTE (ST/SC/OBC-A/OBC-B) Reserved category Photocopy of the Caste Certificate
11. For PH Reserved category Photocopy of the PH Certificate
12. For SPORTS Reserved category Photocopy of the State Level / National Level Sports Certificate

Matter of Transfer

1. Candidates have to pay separate transfer fee for transfer from one discipline to another discipline (Rs.100/-)
2. If a student takes transfer from one discipline to another discipline, then student will have to pay the difference amount (if any) for the new option.
3. If a student takes transfer from one discipline to another discipline and the student has already made payment for the first one and if the fees of the new discipline is less than the previous one then the college authority will adjust the excess payment made by the student during the time of next tuition fee payment.