

SECTION – 12

Admission & Post Admission

ADMISSION

1) **At the time of Admission all Original Documents must be shown.**

2) At the **time of Admission** 6 months Tuition Fee along with all Session Charges Rs 44/-Admission Fee, Identity Card Charge Rs.50.00 and Library Fee for three years Rs.600.00 to be deposited. 3) Fee Book will be issued from the Secretary Office at the time of Admission.

4) Declaration by the candidate using Format II (available in the Information Brochure, Section Format)

5) Immediately after deposition of cash in the cash counter, **Fee Book to be deposited in the**

Secretary Office for putting Roll No

6) Non submission of Fee Book at the Secretary Office after deposition of cash will be considered as **NOT – ADMITTED & THE SEAT WILL BE DECLARED VACANT**

7) Candidate already admitted in any Institute/ Course have to show letter of discontinuation of the existing course submitted in the respective Institute

POST ADMISSION

1. Roll No. will be issued day after admission.

2. For Identity Card two copies of stamp size photographs and Blood Group is essential. Notice for collection of Identity Card will be circulated latter in each department.

3. For Hostel accommodation, Application to be submitted immediately after admission to the Secretary, Board of Residence. Calcutta University, 5th Floor, Centenary Building College Street Campus, Kolkata – 73. Application Form for Hostel Accommodation available from the C.U. Sales Counter at College Street Campus. or may be notified accordingly.

4. For submission of application form for Hostel accommodation, followings are essential

- Distance Certificate from Local Bodies
- Income Certificate of the family
- Two recommendations certificate from two respectable persons.

- One recent passport size photograph.

5. Admitted candidate may admit any other course/institute as her choice. But, before admission to other course/institute, the candidate must submit his prayer for discontinuation to the respective C.U.

Secretary office

6. All the students should have requisite percentage of attendance both theoretical and practical classes otherwise she will not be allowed to appear in the examination.