

## SECTION – 17

### **ADMISSION & POST ADMISSION**

#### **ADMISSION**

- 1) **At the time of Admission all Original Documents must be shown / produced.**
- 2) At the **time of Admission** 6 months Tuition Fee & Lab. Fee ; and Library fee of the entire course along with all annual charges 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) Undertaking of Anti-Ragging declaration by the candidate & the guardian using format available in the website in section 24.
- 6) Immediately after deposition of cash in the cash counter, **Fee Book to be deposited in the Secretary Office for putting Roll No**
- 7) 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**
- 8) Candidate already admitted in any Institute/ Course have to show letter of cancellation of the existing course submitted in the respective Institute.

#### **POST ADMISSION**

1. Roll No. will be issued next day after admission.
2. For Identity Card two copies of stamp size colour 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, 5<sup>th</sup> Floor, Centenary Building College Street Campus, Kolkata – 73. Application Form for Hostel Accommodation available from the C.U. Sales Counter at College Street Campus.
- 4) For submission of application form for Hostel accommodation, followings documents 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 his/her choice. But, before admission to other course/institute, the candidate must submit his prayer for cancellation to the respective C.U. Secretary office
- 6) **Non-Calcutta University Student must submit his application for Registration at C.U. in prescribed format along with original migration certificate from the previous University within a month of admission.**
7. **All the students should have requisite percentage of attendance in classes, otherwise he/she will not be allowed to appear in the examination.**