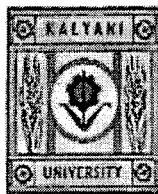


UNIVERSITY OF KALYANI



ADMISSION SECTION

FIRST PHASE COUNSELING CUM ADMISSION FOR **M.F.A. AND P.G. CERTIFICATE & DIPLOMA COURSE IN RUSAIN**
LANGUAGE FOR THE SESSION 2017-18
INSTRUCTIONS TO CANDIDATES

1. If an applicant is unable to be present for Admission on the scheduled day, she/he may authorize another person to attend and complete the admission formalities, bringing all the requisite documents. The representative should however provide an authorization letter signed by the applicant. The signature should be the same as that in the Application Form.
2. Applicants or their **authorized representative** should be present at the Venue of Admission on the scheduled day, 15 minutes before the announced time.
3. The applicant /authorized representative should be present when his or her name is called out. She/he will forfeit her/his candidature and will be marked absent, in case of failure to respond at that moment.
4. In case of failure by the applicant or the authorized representative to attend on the scheduled day of admission, her/his candidature will be cancelled. No appeal from such applicants will be entertained after the date of admission is over.
5. A candidate will be admitted only after she/he makes the full payment (Annual). Failure to make payment will lead to cancellation of seat. Payment should be made on the day.
6. **For Fee Structure please visit Kalyani University website.(Home page ► Academic ► Course fee)**
7. Partial payment will not be accepted.
8. Applicants for Courses with enhanced fees shall be allowed to pay Semester- wise as per University Regulations.
9. The reservation in seats shall be as per the W.B. Govt. rules.
10. **All applicants or their authorized representative should be present with the following documents and report to the Admission Section officials, on the day of Admission:**
 - i. **Hard copy (print out) of the Online Application (Candidates failing to produce the Online Application hard copy will be rejected)**
 - ii. One copy of recent Passport size photograph of the candidate in case the photograph is missing from the online application form.
 - iii. All original and Xerox copies of marks sheets, certificates etc. starting from School Final /Higher Secondary/ Graduation and/ or any other qualifying examination as mentioned in the eligibility criteria for the Course applied for. ***Kalyani University graduates should bring the Kalyani University Registration Certificate (both original and Xerox copy).**

iv. Proof of age (Madhyamik / equivalent Certificate).

v. SC/ST/PWD/OBC (non-creamy layer Category) certificate, where necessary.

Procedure for Admission:

11. If on checking, the marks entered in the online application form are found to be higher than the actual marks obtained, the applicant will lose her/his position in the merit list and placed where she/he fits. However, if the marks entered in the application form is lower than actually obtained; the applicant will retain her/his position in the merit list. Such an applicant's position will under no circumstances be changed.
12. After checking, the applicant will be issued an Admission slip along with a fee book.
13. Candidates are required to fill in the details in the fee book and make the payment at the University Cash Counter on the same day.
14. **Payment will be accepted only in Cash.**
15. After making the payment for Admission, the candidate shall have to report back to Admission venue and show the payment details.
16. The candidates will be declared **admitted** only after completing this formality.
17. Admitted candidates will report to their respective department on the day of admission.

Sd /-
Chairperson
Central Admission Committee)