

A brief guide to fill up Admission Data related excel format - 2022

There are **eight worksheets** in the excel format attached with circular no. IC/52/College Admission Data/111/2022, out of which **a college has to fill up seven (07) worksheets**.

Before filling up any worksheet carefully go through the explanatory footnotes given below the table in order to avoid mistake.

Don't forget to write name of the college on top of every worksheet.

Worksheet 1 deals with UG/PG admission data for the session 2021-2022; (common for all colleges)

Worksheet 2A deals with subject-wise strength of teaching and laboratory staff in **Govt./Govt.-aided** affiliated colleges;

Worksheet 2B deals with subject-wise strength of teaching and laboratory staff in **Self-financing** affiliated colleges;

Worksheet 3 deals with some important functionaries (common for all colleges)

Worksheet 4 deals with strength of non-teaching staff (common for all colleges)

Worksheet 5 deals with details of available class rooms (common for all colleges)

Worksheet 6 deals with details of rooms, other than class rooms (common for all colleges)

Worksheet 7 deals with other amenities available in the college (common for all colleges)

The required fields in all the excel worksheets have been clearly stated, ample footnotes given, and the colleges are expected to scrupulously fill up those. In case of any doubt, they should feel free to seek further guidance without delay through e-mail or phone.

It is expected that the colleges will keep the deadline (14 May, 2022) for submitting the information.

