

# VIDYASAGAR METROPOLITAN COLLEGE

## SECOND PHASE ADMISSION NOTICE -2020

Date -25/09/2020

1. Admission forms can be filled in from the link available in the College website or at [www.collegeadmission.in](http://www.collegeadmission.in) from 6.00 am on 28/09/2020 to 11.59 pm of 04/10/2020.
2. Applicants are required to fill all the applicable and necessary fields carefully and upload a photograph (Passport size in formal dress without dark glasses) and signature. Valid Mobile number and email ID (gmail) are also compulsory. In the event of any change after admission, the college must be informed and changes be registered in college office record.

	Document	Type	Resolution	Size
a.	Photograph	JPEG	100 DPI	<50KB
b.	Signature	JPEG	100 DPI	<50KB

3. **Wrong entry in any of the fields is liable to cancellation of application/candidature.**
4. Subject combinations available along with codes of different subjects can be obtained in the subject combination page of the college web site.
5. **Separate admission forms have to be filled in for consideration in the merit list for different subjects. One candidate can apply only once in one subject.**
6. **Provisional merit list for all Honours and General course will be published in the website on 07/10/2020 after 3:00 pm.** without any thorough scrutiny and verification of the admission forms. Students will be admitted from the listed candidates on merit basis. Any wrong inclusion or exclusion in the merit list due to any incorrect information is liable to cancellation of the application form.
7. After publication of merit list, the college authority will **notify the serial numbers of the candidates from respective merit list who are eligible to take admission from 08/10/2020, subject to the availability of seats – those vacant at present and those to be vacant against cancellation.**
8. Allowed candidates will have to **upload following self-attested documents:-**

	Document	Type	Resolution	Size
a	Age Proof Document (Class X Admit Card / Birth Certificate / Certificate of Madhyamik / or Equivalent Examination )	JPEG	150 DPI	<150 KB
b.	Mark Sheet	JPEG	150 DPI	<150 KB
c.	Caste Certificate (if applicable)	JPEG	100 DPI	<100 KB
d.	Persons with Disability (PWD) Certificate (if applicable)	JPEG	100 DPI	<100 KB
e.	BPL Certificate (if applicable)	JPEG	100 DPI	<100 KB
f.	Calcutta University Registration Certificate (if applicable)	JPEG	100 DPI	<100 KB

10. Once the necessary documents are uploaded candidate will have to **choose Combination of general subjects**, the chosen combination will be allotted as per availability during the admission process. However during the process of selection of a particular combination if no seat remains vacant in that combination, then the candidate may choose another combination.
11. Once the combination is chosen candidate will have to **pay online** through the link provided / payment gateway in the admission website. However during the process of making payment for a particular combination if no seat remains vacant in that combination, then the candidate may choose another combination.
12. No candidate will be allowed to take admission with Hindi as combination subject unless one studied the same in previous board examination as full paper of 100 marks.
13. **No subject change will be allowed once admission is taken.**
14. After payment of admission fees, candidate should :
  - Take print of the **final admission form containing college roll number.**
  - Put signature at proper place.
  - Note his/her roll number as given in the final admission form.
15. **Verification process will start after commencement of offline classes as per notice to be issued later.** The student has to bring the hard copy of the final admission form along with original documents for verification. The original marksheet must not be laminated.
16. The student should join class (online or offline, depending upon the prevailing situation and instruction from the Government) positively within three working days after commencement of classes. Any absence without intimation in first five days or continuous absence from class for more than one week without any written intimation will result in the seat being treated as vacant.
17. Detailed class routine and schedule for orientation programme will be available in the college website. Date of availability of routine will be informed during the publication of merit list.
18. **Candidates must not pay anybody for admission in any course except online mode of payment through college website.**
19. Students from the Boards other than W.B.C.H.S.E., I.S.C., C.B.S.E. are required to produce both migration and authentic level certificate from the respective Boards at the time of verification.
20. All admissions are provisional and may be cancelled if any false information is detected at any point in future.
21. Reservation of seats for SC, ST, OBC and PH are applicable in all courses as per C.U. norms.
22. Candidates must follow college the website on a regular basis to get updated information about admission/ commencement of class/ routine/orientation programme etc.

**PRINCIPAL**  
**Vidyasagar Metropolitan College**