

NEW GUIDELINES FOR UG ADMISSION (w.e.f 6.7.2018)

In accordance with the recent **government notification (No. 758-Edn (CS)/10M-95/14, Dated Kolkata the 3rd July, 2018)** the admission process has been slightly modified and the **new process will come into effect from 6.7.2018 onwards. Under the new system the candidates are no longer required to visit the college for the verification of their documents.**

The steps to be followed for admission are as follows:

1. The candidates who get a chance for taking admission according to their position in the merit list (subject and category wise) and the availability of vacant seats will get sms notifications in their registered mobile numbers.
2. Once a candidate receives the sms he/she will have to visit the college website ***abnscollege.org*** and login with his/her application no. and date of birth to confirm his/her admission to the relevant subject within the stipulated time mentioned in the sms.
3. After this the candidate will have to make payment of the admission fees either through online mode or through bank challan. The receipt of the online payment/ candidate's copy of the bank challan will have to be preserved for future reference.
4. Next, the candidate will be issued a CBCS card which will contain his/her roll number as well as the GE/ DSC and AECC subject combination as chosen by him/her during form fill up. Only in case of the students taking admission to Botany/ Zoology/ Physiology Honours or BSc Programme Course the subject combination will have to be selected before printing the CBCS card. The candidate must bring this card to college on the first day of class.
5. As soon as the payment details are uploaded on our database the candidate will receive an sms confirming his/her admission.
6. If a candidate has already taken admission to A B N Seal College in one subject and then wishes to shift to another subject (only in the case the candidate receives a call for admission to another subject in a subsequent phase of admission) he/she will not have to pay the admission fee a second time if the shift takes place between subjects for which the application has been made through the same application id/ form. In such cases the student will have to log in and apply to the new subject and issue a new CBCS card. Only in the case of shifting from any other subject to Geography (through the same application id) an additional payment of Rs.15 has to be made through bank challan only.
7. However, if a candidate has taken admission to a subject and then wishes to take admission to another subject for which he/she has applied through a different form/ application id, the candidate will have to pay the admission fee again. Moreover, in such cases the candidate will have to visit the college and get his previous admission cancelled.

8. After the admission process is complete the candidate will have to procure an anti-ragging declaration from a notary public according to the proforma given in the college website and submit it to the college when the classes start. Besides, they will also have to fill up the anti-ragging declaration on the UGC website, the link for which is provided under the admission tab of the college website. A print-out of this duly signed by the candidate and his/her guardian will also have to be submitted to the college.

9. If a candidate has taken admission to some other college before taking admission to A B N Seal College he/she will have to cancel the previous admission and procure a cancellation certificate which will have to be submitted on the first day of class.

10. On the first day of class the student will have to bring the following original documents for scrutiny:

- a. Print out of the application form bearing the candidate's signature.
- b. Original marksheet of Higher Secondary or equivalent examination.
- c. Original admit card/ certificate of Secondary examination as proof of date of birth.
- d. Original caste/ PH certificate of the candidate wherever applicable.
- e. A self-attested photocopy of each of the documents mentioned above.
- f. Receipt of online payment/candidate's copy of bank challan for payment of admission fees.
- g. The CBCS card signed by the candidate.
- h. Cancellation certificate wherever applicable.
- i. 2 recent passport size colour photographs of the candidate.
- j. Anti-ragging declarations (print-out of the online application as well as the one issued by a notary public)

Please note that if any discrepancy arises at this point between the information declared by the candidate in the application form and the original documents or any doubt arises about the authenticity of the documents produced the admission of the concerned candidate will be cancelled and the admission fees will be forfeited.