

Information regarding Counselling and Admission process 2017-18

1. Counselling list will be given in our website www.sammilaniadmission.in after publication of Merit list.
2. Admission will be strictly on merit basis.
3. The college follows the rules regarding reservation of SC, ST, OBC - A and OBC – B candidates as per the order and notifications issued by Govt. of West Bengal and University of Calcutta, i.e. 22% for SC students, 6% for ST students, 10% for OBC – A, 7% for OBC – B and about 3% for PH.
4. Candidates should reach at counseling room before 30 minutes of scheduled counseling time. Delay will not be entertained.
5. Candidates must bring the following documents at the Counselling session (Original and Xerox):
 - i) Filled in Application Form.
 - ii) Admit Card of 10th Level.
 - iii) Mark sheet of 10th Level.
 - iv) H.S Mark sheet.
 - v) Character Certificate
 - vi) Caste Certificate (If required).
 - vii) Migration Certificate for migrated candidates.
 - viii) Two recent passport size color photo.
6. During counselling and admission process, a candidate must follow the following process :
 - i) Candidate should write the combined rank and Category Rank (if SC/ST/OBC) on the top of the Application form.
 - ii) Candidates are asked to check Counselling List.
 - iii) Only those candidates who are called for Counselling must appear in the counseling session. If any candidate fails to attend the Counselling session in time, his/her candidature will be cancelled.
 - iv) After Counselling, those who are selected for admission must take printout of Admission Challan from our website www.sammilaniadmission.in for their respective subjects.
 - v) **On scheduled admission date**, candidate must bring Admission Challan, Admission Fees and all documents mentioned in serial no 5 in this notice.
 - vi) At first, Candidates are asked to go to **Office – I** for office verification and to take Unique ID and Roll Number.
 - vii) After which, they must pay the Admission Fees **at the Axis Bank Counter in our college premises only** to complete Admission process.