

- ❖ Attendance Sheet for each category (60%- Gen, SC, ST, OBC-A, OBC-B, 40%- Gen, SC, ST, OBC-A, OBC-B) at 10-30 am to any place in the department so that the students can sign the attendance sheet.
- ❖ As per revised order of VC, the candidates are to sign in the attendance sheet till 1 pm.
- ❖ The attendance sheets must be collected and the candidates who have signed in the attendance sheet must be asked to assemble in a class room/hall in the department.
- ❖ As per the rank in the attendance sheets, students should be asked to express their option regarding centre of learning. After the seats in University is filled up, they may be sent to buy the bank draft.
- ❖ If there is more than two affiliated colleges in the same subject, then for filling up the seats, student's name be called as per rank and they be asked to give their option regarding choice of college out of the two. One point may be noted, students who refuse to take admission in affiliated colleges at this round will not be considered for admission to University campus in future even if, as per the list, his rank becomes eligible. This must be announced at the beginning. After the completion of a particular round of selection, students may be asked to go for purchasing draft. Students to be admitted in colleges are to buy a bank draft of Rs.1000 in favour of Finance Officer, the University of Burdwan payable at Burdwan.
- ❖ Admission should start with the General list of 60% and then the General list of 40%. After completing this two lists, the lists of reserve categories be taken up.