

ADMISSION PROCEDURE for SY & TY CLASSES ACADEMIC YEAR 2016-2017

(In-house Students Only)

ONLINE ADMISSION FORM FILLING-UP PROCEDURE

- a) Eligible Students must follow **ONLINE Admission Procedure** through **student portal** from college website: www.vivacollege.org
- b) Students are instructed to complete Online Admission Procedure and make changes, if required.
- c) Students should bring the **Printout of Admission Form** and **Identity Card** at the time of admission.

*The candidates applying under **Reservation for Freeship / Scholarship** are instructed to submit “Undertaking”. The format of undertaking is available on college website : www.vivacollege.org*

d) Documents to be Attached :

- i. One Xerox Copy of Mark lists of all Semester.
(i.e. **for TY : FY & SY** all semesters & **for SY : FY** all Semester)
- ii. One attested Xerox copy of Caste Certificate (If applicable).
- iii. Previous Identity Card.

ADMISSION PROCEDURE

(Admission Timing : 10.00 am to 1.30 pm.)

- 1) Students are instructed to pay **Online Admission Procedure Fee** of **Rs 100/-** at **Counter No. 1**
- 2) Verification of Printed Admission Form with necessary documents & Printed Bank Challan distribution will be done **Counter No. 2**.
- 3) *(The Students applying for Govt. Freeship / Scholarship should collect a separate Bank Challan from **Counter No. 3** after Verification of Admission Form.)*
- 4) Students should pay the fees **in full** by **CASH/D.D./Pay Order** through printed challan at **Bank Counter (Counter No. 4)** along with the Admission Form.

(Part payment or cheque will not be accepted.)

- 5) Without Payment, admission will not be confirmed.
- 6) Submit Old Identity Card in **Counter No. 5** and get paid Bank Challan after confirmation of Admission for Academic year 2016-17.
- 7) In-house Students who will fail to take admission on the prescribed dates will no claim for admission afterwards.