

**ONLINE COUNSELLING-CUM VERIFICATION FOR ADMISSION TO PATHA BHAVANA PRE-DEGREE (10+2 LEVEL)****DATE OF COUNSELLING: 18.07.2024 (THURSDAY), Reporting Time: 10.30 A.M**

SCHOOL & CLASS	SEAT INTAKE							CALL FOR COUNSELLING					
	PWD	UR	OBC	SC	ST	EWS	TOTAL	PWD*	UR	OBC	SC	ST	EWS
PATHA BHAVANA CLASS XI (SCIENCE)	1	5	3	2	1	1	12	Rank 1	Rank 1-25	Rank 1-16	Rank 1-17	Rank 1-5	NA
PATHA BHAVANA CLASS XI (HUMANITIES)		5	3	2	1	1	12	Rank 1-5	Rank 1-25	Rank 1-14	Rank 1-14	Rank 1-6	NA

****Candidates have to report on or before the stipulated reporting time. Admission will be solely on the basis of published merit list, subject to availability of seats and fulfillment of the Departmental Criteria. Calling for counselling based admission process does not guarantee admission.**

Following documents (original) are to be show at the time of online counselling positively.

1. Class X (High School) Marksheet/Certificate/Admit card or Birth certificate issued by the Birth Registration Authority. (Form No. 5 or Form no. 9 along with the date of registration) in support of date of birth.
2. Any Photo Identity Card. (e.g. Voter Card/ Aadhar Card/Pan Card/Passport etc issued by Govt. of India)
3. Class X (High School) Marksheet/Certificate
4. All Mark sheet and Certificates
5. Category Certificates (OBC Non Creamy layer/SC/ST/EWS/PWD), should be issued by competent authority (Either of the candidate or father of the applicant). Validity period of OBC Certificate is three (03) years (If the OBC certificate is older than 3 years, Non creamy layer certificate for the current year is needed), for EWS it is one (1) year and PWD (Horizontal Reservation) certificate validity as mentioned in the certificate.
6. Any other relevant documents mentioned in the Visva-Bharati prospectus 2024-25 by the respective department/centre.
7. Copy of online application form.

Sd/-
Coordinator
Admission Coordination Cell, Visva-Bharati



**ADMISSION COORDINATION CELL
VISVA-BHARATI
SANTINIKETAN
2024-25**

**GENERAL INSTRUCTIONS FOR VIRTUAL/ONLINE COUNSELLING OF THE LISTED
CANDIDATES (RANK-WISE) FOR ADMISSION TO ALL COURSES**

1. For admissions pertaining to Academic Session 2024-25, Visva-Bharati has decided to proceed through Online Counseling/Admission for Patha Bhavana, like last year.
2. Candidates will have to appear for virtual counseling as per Merit List and the schedule will be notified in due course on the admission portal <https://www.vbadmission.in>. Allotment of seats to candidates will be made strictly in order of merit and subject to the availability of seats in respective courses and categories.
3. Virtual counseling process will be conducted through **Zoom Platform**, so candidates are requested to download the Zoom app before appearing for the counseling session. They can either use a laptop/desktop with webcam, or a smart phone to join the meeting to have a face to face interaction with the counseling Board.
4. **Candidate will get the link to attend the counseling one day in advance of the scheduled counseling on his/her registered e-mail id, (Please check inbox, trash, spam folder) which was mentioned in the application form.** Visva-Bharati will not be responsible for not receiving the meeting link of online counseling due to entering incorrect E-mail ID submitted by the applicants/representatives during online form fill-up.
5. Candidates should join with their own name for virtual counseling; if the candidate fails to join in the virtual counseling at scheduled time on virtual platform, it will be assumed that the candidate is not interested to take admission for the offered course and his/her candidature will be treated as cancelled and the seat will be offered to next candidate as per the Merit List.
6. The admission process through video conferencing shall be recorded.
7. On the counseling day:
 - a) Meeting link will be open **twenty minutes** before the start of counseling session.
 - b) To avoid technical issues, **the candidate must join the Zoom session minimum 15 minutes** before the counseling session starts.
 - c) **The candidate must report his/her joining the counselling session before 11.30 A.M. Any request for joining after that time will not be entertained.**
 - d) Counseling will start as per the schedule notified with the counseling notice by the university which will be communicated through website (<https://www.vbadmission.in>).

8. The candidates are requested to arrange for good internet connectivity with sufficient data during the admission counseling process. The University and the admission committee will not be responsible for any network connectivity issue at the candidate's end. In exceptional circumstances, some extra time may be given to the candidate if he/she still fails to have internet connection.
9. Calling order of the Applicants will be as follows for both **EXTERNAL and VB INTEGRATED candidates**;
 - First – PWD
 - Second – UR
 - Third –EWS
 - Fourth – OBC
 - Fifth – SC
 - Sixth – ST
10. It is needless to call all the applicants of a particular program for attending the concerned counseling session. Based on its experience and intake capacity of each category for a particular program/course, VB Admission Coordination Cell will call sizeable number of applicants from the top of the merit list of different categories to admit the students in all the category wise vacant seats. Therefore, all the candidates of the merit list of the particular program/course may not expect to receive call for attending counseling session.
11. The candidates who have applied under Sports Quota, Staff Ward/ Employee Quota, Kashmiri migrants and Children/Widows of Personnel of the Armed Forces (CW) will be called for separate counseling session. The schedule will be notified in the website (www.vbadmission.in) in due course of time.
12. Guidelines for candidates while joining Zoom session for counseling:
 - a) While joining through the link, make sure that you **type your Full name** as you have mentioned in the application form.
 - b) For security reasons, the technical team may verify your identity information. Co-operate with the technical team in this regard.
 - c) Do not use two devices at the same time. This may create echo/repetition of sound. However, If require (same time counseling for two subjects of an applicant), one may join in two different counseling boards by using two different devices with safe distance and carefully handling of audio (i.e. mute and unmute).
 - d) Candidates are advised to stay connected till their turn comes for counseling and the counseling process gets over for him/her.
 - e) During the counseling you may ask questions by writing in the chat box or by raising virtual hand option. The questions will be addressed accordingly.
 - f) Candidates are supposed to un-mute their system (audio/video) only when asked to do so by the counseling board.
13. At the time of virtual Counseling candidates must have to show the followings: -
 - a) Any Photo Identity Card. e.g. Voter Card/ Aadhar Card/Pan Card/Passport etc

- b) Class X/High School Certificate or Birth Certificate in support of date of birth.
- c) All Mark Sheets and Original Certificates
- d) Category Certificates (OBC Non Creamy layer/SC/ST/EWS/PWD), issued by competent authority. Validity period of OBC Certificate is three (03) years (if validity period expired, then NCL certificate not older than one year on the day of counselling is mandatory), for EWS it is current financial year and for PWD certificate validity as mentioned in the certificate. No request for further timing will be entertained in both cases.
- e) Any other relevant documents mentioned in the Visva-Bharati prospectus 2024-25 by the respective department/centre.

Failure of presenting any of the documents stated above will automatically cancel the candidature, no extra time will be granted in this regard. The candidates have to show these documents during the virtual counseling session, as counseling board will verify caste/category certificates, mark sheets and other documents.

14. Candidate may be asked to upload necessary documents if required as scanned/PDF copies through Google form. The link for uploading documents will be shared through their registered email.
15. Once the candidate confirms/accepts the available seat, he/she shall be required to make the fees payment in full. Course fee shall be deposited through online payment gateway after allotment of seat. On completion of seat allotment through virtual counseling as per his/her choice the candidate will have to log in to their profile page and pay the requisite fees. The candidate should deposit the course fees within the specific time or else it will be assumed that he/she is not interested to take admission and the particular seat will be offered to next candidate as per the Merit List and the candidate will not get any further chance for Admission.
16. During first counseling- seats will be confirmed based on the category wise vacancy and a waiting list for admission into subsequent vacancy (if arise) may be done. Then, if any candidate fails to pay admission fee or change his/her subject, and then the vacant seat will be offered to the next candidate from the waiting list. Before offering the seat from the waiting list, the category of the vacant seat will be verified in accordance with GOI rules.
17. It is needless to mention, in case of Ties (multiple candidates having same score in a particular rank), if any in the merit list, rank position will be finalized as per the tie breaking criteria stated in the Prospectus 2024(https://www.vbadmission.in/_files/ugd/aec4d6_9d338cf1061f48569a1ef7268871b54e.pdf) at the time of counseling for admission.

PLEASE NOTE:

- **ALL ADMISSIONS WILL BE PROVISIONAL.**
- Cooperation from the candidates and their parents during counseling will be highly appreciated for the smooth conduction of the counseling session and admission process too. It is not possible to declare the duration of counseling beforehand

- Attending counseling does not confirm admission in the Course. Admission depends upon satisfactory verification of records and availability of seats in particular subject. Admission may be cancelled at any stage; even at continuation of the program if it is found that any of the documents submitted/uploaded were inaccurate/false/forged/fake etc.
- In case of online provisional admission, the original documents will be verified by the Bhavana/Department/School concerned once the students start attending physical class. If any discrepancy is identified during physical verification, his/her provisional admission will be cancelled.
- **In case of any unavoidable circumstances (technical and other compelling reasons) the counseling process may remain cancelled/deferred/rescheduled and in such case new date(s) of counseling will be notified on the admission portal.**
- After successful payment for provisional admission, students are requested to download & fill the following forms from the Visva-Bharati website:
 1. Verification form
 2. Declaration form
 3. Affidavit by the student
 4. Affidavit by the parents/guardian
 5. Rules of conduct for students
 6. Additional rules for girls students.

Candidates will have to bring all these filled-up forms while attending physical class for verifications along with all necessary original certificates & documents.

Candidates are also requested to bring Medical fitness & Blood Group Certificate physical verifications along with all necessary certificates & documents.

- Notice for commencement of classes will be issued by the concerned department/Bhavana/school in due course of time.
- Finally, intending candidates are requested to browse regularly the admission portal of the university <https://www.vbadmission.in> for updated news and to avoid any glitches.

Sd/
Coordinator
VB Admission Coordination Cell