

BALAGARH BIJOY KRISHNA MAHAVIDYALAYA

Duty Chart for Admission Related Works

Venue- A5

Table No	Stream	Subject	Table in-charge	Date & Reporting time	Works assigned/performed
1	Honours	Bengali	Prof. Papia Ghosh Prof. Somsuddha Marick	02.09.2022, 10:45 a.m.	AS PER APPLICATION FORM VERIFICATION WORKS ATTACHED WITH THIS DUTY CHART (ANNEXURE-I)
2	Honours	English	Prof. Amrita Chakraborty Prof. Dibyendu Bhattacharya	03.09.2022, 10:45 a.m.	
		Mathematics Chemistry Commerce	Dr. Biswajit Paul, Prof. Amit Kr. De, Prof. Paromita Halder	02.09.2022, 10:45 a.m.	
3	Honours	History	Prof. Sujit Kr. Dutta Prof. Sanjukta Das	03.09.2022, 10:45 a.m.	
4	Honours	Political Science	Prof. Hasina Khatun	03.09.2022, 10:45 a.m.	
		Sanskrit	Prof. Maloy Ghosh	02.09.2022, 10:45 a.m.	
5	Honours	Geography	Prof. Uday Ghosh	03.09.2022, 10:45 a.m.	

Sd/-
Principal

ANNEXURE-I
BALAGARH BIJOY KRISHNA MAHAVIDYALAYA
ADMISSION COMMITTEE-2022

DOCUMENTS VERIFICATION MODEL WORKS

1. Following entries are to be checked carefully –

- (i) Spelling of name of candidate as per HS/Equivalent examination.
- (ii) Year of pass in HS/Equivalent examination (Must not be earlier than **2019**).
- (iii) Check Downloaded application form & payment receipt.
- (iv) Mark sheet of H.S & M.P or its equivalent is to be checked.
- (v) Admit Card of M. P. is to be checked.
- (vi) Submission of relevant certificate issued by the competent authority in case of any Reserved category candidates (SC/ST/OBC/PWD/SPORTS, for PWD, incidence must be 40% or above and for SPORTS category, participation must be at the District or higher level).
- (vii) Whether Board / Council from +12 passed must be valid in the list provided by B.U.
- (viii) Percentage of aggregate marks obtained in Madhyamik/Equivalent examination.
- xi) All individual subject marks obtained in HS/Equivalent examination.

2. Columns in the Verification Note-Sheet are to be filled in for each candidate.

3. For any confusion during verification process the Admission Committee Convener may be contacted.