Government of West Bengal  
Office of the Principal,  
College of Medicine & Sagore Dutta Hospital, Kolkata-58  

NOTICE

Students coming for admission in the 1st year of College of Medicine & Sagore Dutta Hospital are given the following instructions:

A. The student must bring a transparent file*, labeled with the name of the candidate, year of admission & Rank in Joint Entrance Examination. The file should contain the following original documents arranged serially in proper order:
   a) Verification certificate  
   b) (10 + 2) mark sheet and certificate  
   c) Admit Card & Rank card of Entrance Exam. 2015  
   d) Domicile Certificate  
   e) Discontinuation Certificate  
   f) Proof of age  
   g) Medical Examination report  
   h) Caste Certificate for SC, ST, OBC  
   i) 2 passport sized color photograph signed by the candidate on reverse.

B. After coming to the Institute, they have to
   1. Collect the application form & declaration form from Office of the Principal  
   2. Fill it up & keep the file* ready  
   3. Proceed to College Council Room  
      a) Show all originals  
      b) Submit the file & get a receipt against it  
      c) Also submit the filled up application form & declaration form  
   4. Proceed for Online Counseling in MEU  
   5. Get the computer generated admission receipt, duly signed  
   6. Go to Office of the Principal to deposit money & take receipt of the same (Remittance of Rs.6520/- with the cash section [break ups: admission fee – Rs.1000/- + Tuition Fees for six months Rs.4500/- (@Rs.750/- pm) + Library, Laboratory caution Deposit – Rs.1000/- + Students’ Union Fee – Rs.20/- per year.)

C. Before leaving the College, a student should have:
   a) Receipt of deposition of all original documents  
   b) Computer generated admission receipt, duly signed  
   c) Money receipt

D. Students must retain Xerox copies of all original documents submitted to the Office.

E. Students, seeking hostel accommodation will have to apply separately. It will be provided based on allotment criteria and availability.

\[20/6/15\]