

**KANCHI MAMUNIVAR GOVERNMENT INSTITUTE FOR  
POSTGRADUATE STUDIES AND RESEARCH (AUTONOMOUS)  
PUDUCHERRY-605008**

ADMISSION TO PG DEGREE PROGRAMMES 2021 – 2022

Guidelines for Telephonic Counseling

FOR WHOM

Students from outlying regions of the UT of Puducherry (KARAKAL, MAHE and YANAM) who are provisionally selected for admission into various postgraduate courses in KMGIPSR, Puducherry.

WHEN

On the day of counseling as per the schedule available in the college Website.

HOW DOES IT WORKS

**Step 1:** On the day of your counseling Head of the respective Department will call you to themobile number that you have given in the application form between 10: 00 am to 1 pm for an interaction.

**Step 2:** Based on the interaction, you will receive a message “Your are provisionally selected for admission into \_\_\_ course in KMGIPSR, Puducherry” to your mobile. Fees you have to pay for admission will also be mentioned in the message.

**Step 3** You can pay the fees mentioned in the message by using payment challan which is available in the InstituteWebsite.

**Step 4:** Scanned copies of the challan and all the necessary documents (list is given below) should send to kmgipsradmission@gmail.com.before 6:00 pm on the date of your counseling (college will not entertain any delay, seat will be allotted for the next candidate as per merit).

**Step 4:** Once you complete all the above steps, you will receive an acknowledgement by email.

**Step 5:** You have to bring original copies of the certificate at the time of College re-opening (Date of College reopening will be published in College website).

**List of documents to be scanned and send to Kmgipsradmission @gmail.com**

1. Affidavit
2. Declaration
3. Biodata
4. Undertaking
5. Bank Challan payment

**Use the forms/formats available in the college website only**

**CHECKLIST FOR CANDIDATES**

BE READY with scanned copies of all the relevant documents

For Academic Claim: Up to 5<sup>th</sup> semester mark sheets (if basic degree is 3 years)  
Or Upto 7<sup>th</sup> semester mark sheets ( if the basic degree is 4 years)

For reservation claim:

- 1) Residence Certificate and Community Certificate issued by Competent Authority (Latest)
- 2) Certificates from Competent Authority (verify Admission Prospectus) for considering under Special Category (Horizontal Reservation): Wards of Ex-servicemen, Freedom Fighter Category, Person with Disabilities and Meritorious Sports Persons Category.

**NOTE:** Your admission is provisional. The provisional admission can be cancelled and 100% of the fee admission fee will be returned if a student fails to meet the minimum eligibility criteria. If a candidate gets a provisional admission to a course but fail to join, he /she shall have to forgo his/her admission fees.

DIRECTOR

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