

Admission 2011-2012 at ATTC, Bardang and CCCT, Chisopani

Guidelines

These guidelines apply to those candidates whose names appear on the Consolidated Merit List (s) for different courses at ATTC and CCCT.

- 1) Counselling will be conducted at the Multi-Purpose Hall of ATTC, Bardang, 3 Km from Singtam on 7th July 2011. (Please refer to back cover of Prospectus for map)
 - To and Fro Bus Transport will be made available from SNT, Singtam on timely basis for transport to campus on nominal charges. Entry will be subject to produce of Acknowledgement card/ Proof of admission.
- 2) Reporting Time: Not later than 8.45 am on 7th July 2011.
- 3) All merit listed candidates are required to be present with their parents/ guardian along with an attested copy and Original Certificates of the following documents for verification.
 - i. Class X Marks card (will be retained by the Institute)
 - ii. Birth Certificate
 - iii. School Leaving Certificate with Character Certificate
 - iv. Certificate of Identification, if applicable (COI/ Sikkim Subject)
 - v. SC/ST Certificate, if applicable
 - vi. Family Income Certificate/Salary Certificate
- 4) All are required to be seated in the Multipurpose Hall by 9.15 am on 7th July 2011.
- 5) A brief on the courses offered at ATTC and CCCT will be presented followed by question answer session as a part of counselling.
- 6) Details of the procedure for seat allocation will be announced.
- 7) Candidates can choose any courses offered at ATTC or CCCT.
- 8) Seats will be allocated based on availability course-wise, at the time of the candidate being called as per merit list.
- 9) Hostel allocation will be made on availability and preference will be given to those coming from far distance.

- 10) After seat allotment and submission of Class X Marks Card in Original, the candidates will have to deposit an advance amount as stated under :
- a. The initial payment for the Non- Hostel candidates is Rs. 40,000/-
 - b. The initial payment for the Hostel candidates is Rs. 50,000/-
 - c. The advance amount must be in the form of a Demand Draft favouring Principal, ATTC payable at SBI Bank, Majhitar, SBI, OR Principal, CCCT payable at SBI, Jorethang.
- 11) The DD/Cash receipt counterfoil will have to be produced at the respective Institutes Finance desk for acknowledgement and issue of a Bill reflecting the actual amount payable, advance received and balance amount. The balance amount has to be deposited in the respective Institute's account on a date as described on the Bill (Delay in payment may attract fine).
- 12) Provisional Admission will be completed after seat allocation, deposit of the advance amount and fulfilment of other formalities as announced during counselling.
- 13) **Admission Letter**: After fulfilling the formalities, candidates will be issued Provisional Admission Letter with guidelines for reporting for classes.
- 14) The information, documents etc., submitted are subject to verification from issuing authorities. If they are found to be false, even after commencement of classes, will lead to cancellation of Admission.
- 15) **Rope- In program**: The classes will commence from 11th July 2011 with a two - week "Rope- In Program" or as declared by respective institutions. All students must attend this program without fail in the prescribed uniform as briefed during admission.

By Order

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Principal, ATTC & CCCT