



D.M. COMMUNITY COLLEGE/DDU-KAUSHAL KENDRA  
D.M. COLLEGE OF SCIENCE  
DHANAMANJURI UNIVERSITY, MANIPUR

**INSTRUCTIONS FOR COUNSELLING AND ADMISSION PROCESS**

Imphal, the 22<sup>nd</sup> October, 2021

1. The candidates should bring all related documents in original along with self-attested photocopies, computer generated copy received at the time of online submission and 2 (two) latest colour passport photographs.
2. In case of incorrect information furnished at the time of submission of application forms through online portal (e.g. marks secured in Class XII, Category, etc.), the application will be cancelled summarily.
3. There will be 3 (three) times announcement of the names of candidates in order of merit to proceed counselling. Those candidates who have not responded/turned up during announcement will not be considered furthermore and chance will be given to the next candidate in the merit list.
4. Only candidates and parents/guardians are allowed at the counselling center.
5. In case of candidates who are in containment/micro-containment zone following COVID-19 or candidates who fail to come due to health problem, their parents/guardians can proceed for counselling along with related original documents.
6. The teachers-in-charge and subordinate staff involved in the counselling should carefully check the eligibility criteria mentioned at the time of advertisement and should verify all the documents.
7. Candidates who applied in specific courses but could not get admission may also proceed for counselling for admission to other courses if any vacancy arises.
8. The admission fees should be paid to the concerned bank through bank challan issued at the time of counselling and receipts from the bank should be submitted to the office of the Principal on or before 5<sup>th</sup> November, 2021.

(Dr. L. Hemchandra Singh)  
Nodal Officer/Director (i.c.)

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