



Ph.D Admission Counselling :
Information & Instructions for Candidates on the Counselling Process

1. Reporting & Attendance: Centre for Integrated Studies Building Lobby

- All the candidates called for admission counselling have to sign the attendance register at the counters set up in front of the CIS building.
- Candidates appearing in the merit list of more than one category will have to sign on all the attendance sheets wherever their names are appearing.
- Candidates shortlisted for admission counselling of more than one program have sign on the attendance sheets of all the programs wherever they have been shortlisted.
- The classes for Ph.D. students will commence from the next (working) day of their admission.

2. Counselling Desk:

- Candidates who have signed the attendance will be called for admission counselling in the order of their merit.
- Candidates those who are offered a seat will be issued an Admission Counselling slip mentioning the seat allotment.
- Candidates will proceed to the document verification desk in room no 119/121 on receipt of the Admission Counselling slip.
- Candidates those who have been shortlisted for more than one program may wait till the counselling of the program of their choice is over, to complete the admission formalities.

3. Verification Desk:

- Candidates have to report to the Counseling/Admission desk as per the instructions of the Officials.
- All the documents as in the Check list (Annexure I) will be verified and collected accordingly.
- Candidates offered admission after the document verification will be shortlisted for admission in Samarth Portal and they will receive a link over email for payment of fee.
- Admission fee can be through the Samarth Login in the IT LAB opposite to the Verification desk.

4. Payment of Admission fee and Issue of Conditional Admit Card: IT LAB

After completing all the formalities at the admission desk and payment of fee the candidates those who are offered admission will remain seated in the IT LAB or Lobby as will be instructed by the officials. On completion of the office formalities, Admit Card will be issued.

5. Hostel Admission: Office of Chief Warden, IT LAB

After completing all the admission formalities and receipt of Conditional Admit Card, students seeking hostel admission should report to Hostel Admission Desk in IT LAB.

6. General Information and Instruction to the Candidates:

- a) It shall be the responsibility of the candidate to establish their minimum eligibility as per the prospectus/Admission Notification(s)
- b) Instructions will be given from time to time by the concerned officials at the counselling venue. In case of any doubt or clarifications, candidates may freely interact with the officials at the venue.
- c) Only candidates are allowed inside the counselling venue. Parents of the candidates who are offered a seat in the order of merit will be permitted to the venue after the counselling process to complete the admission formalities, if required.
- d) Candidates cannot leave the venue till counseling process is over. If a candidate who has signed the attendance is not available at the time of counseling he/she will be marked as “ABSENT” and the seat will be offered to the next candidate.
- e) If the candidates shortlisted for more than one program is offered a seat in one Program after counseling and wishes to not to take admission in that Program, He/ She will have to forfeit the seat and wait for counselling of the Program of His/ Her choice. The seat will be offered to the next signed candidate in their order of merit.
- f) Candidates reaching the venue after the closing of attendance will not be allowed to sign and appear for the counselling.
- g) In addition to the above, all the instructions in the [Admission Counselling Notifications](#) and [General Instructions](#) may be strictly followed.

7. Tentative Schedule: Order of Counselling

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| Reporting for counseling (All Programs) | 09:30 Hrs |
| Attendance (All Programs) | 09:30 to 10:00 Hrs |
| Closing of Attendance (All Programs) | 10:00 Hrs |
| Pre-counselling instructions and general briefing of counseling process | 10:00 Hrs -10:15 Hrs |
| Counselling start from: | 10:15 Hrs. |

30-12-2024 :

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| * Electronics Science & Engineering |
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03-01-2025:

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| * Optometry |
| * Materials Engineering |
| * Nano Science & Technology |
| * English |
| * Telugu |
| * Urdu |
| * Applied Linguistics |
| * Translation Studies |
| * English Language Studies |
| * History |
| * Political Science |
| * Sociology |
| * Anthropology |
| * Education |
| * Regional Studies |
| * Social Excl.& Incl. Policy |
| * Indian Diaspora |
| * Gender Studies |
| * Economics |
| * Dance |
| * Communication |

29--01-2025:

- * [Mathematics](#)
- * [Applied Mathematics](#)
- * [Computer Science](#)
- * [Physics](#)
- * [Earth, Ocean & Atmospheric Sciences](#)
- * [Chemistry](#)
- * [Biochemistry](#)
- * [Plant Sciences](#)
- * [Animal Biology](#)
- * [Biotechnology](#)
- * [Systems & Computational Biology](#)
- * [Biomedical Sciences](#)
- * [Psychology](#)
- * [Cognitive Science](#)
- * [Philosophy](#)
- * [Hindi](#)
- * [Comparative Literature](#)
- * [Sanskrit Studies](#)
- * [Management Studies](#)

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Controller of Exams