

OFFICE OF THE PRINCIPAL
SWAMI VIVEKANANDA MAHAVIDYALAYA
Mohanpur, West Tripura, India

No.F.3 (12)/SVM-MNP-GN/22

Dated, Mohanpur, the 15th June, 2023

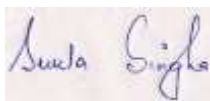
NOTICE REGARDING NEW ADMISSION 2023-24

All faculty members are hereby notified that the admission process of First Semester (B.Com/B.Sc./B.A Programs) is scheduled from 16th June to 21st July, 2023. For the smooth conduct of the admission process, the following teams are hereby constituted:

Sl.	Task	Team Members	Date & Time	Venue	
1.	Admission Form & Prospectus Distribution	1. Smt. Mousumi Choudhuri 2. Shri Arjun Das	16 th - 22 nd June, 2023 10:30 am to 4 p.m.	New Exam Section (1st Floor / for GIRLS)	
		1. Shri Indrajit Das 2. Shri Gautam Nag	16 th - 22 nd June, 2023 10:30 am to 4 p.m.	Dept. of Geography (2nd Floor / for BOYS)	
Scrutiny & Receipt of Forms (16th June- 22nd June, 2023 / 10:30 am to 4 p.m. on all working days)					
Sl.	Major Course	Team Members	Venue	Responsibilities	
1.	Botany	Shri Abhijit Bhattacharjee Dr. Sikha Banik	Dept. of Physical Education (1st Floor)	1. Scrutiny of Forms received 2. Sorting of Forms (ST/SC/Gen) 3. Category-wise Preparation of 1st Merit List	
2.	Zoology	Smt. Sudipta Debbarma Dr. S.K.S. Jamatia			
3.	Human Physiology	Dr. Prasanta Deb			
4.	Commerce	Shri Sibram Debnath			
5.	Political Science	Smt. Rojina Debbarma Smt. Laxmi Rani Das	Conference Hall (Table 1)		
6.	Geography	Dr. Chandrani Debbarma	Conference Hall (Table 2)		
7.	Bengali	Dr. Sutapa Das Smt. Papri Sarkar			
8.	Economics	Smt. Sumita Chakraborty Shri Rathindra Debnath			
9.	English	Smt. Ivy Das Dr. Manas Das	Conf. Hall (Table 3)		
10.	History	Smt. Anita Majumder Shri Krishnadhan Sarkar Smt, Jhuma Chakraborty	Conference Hall (Table 4)		
11.	Philosophy	Dr. Achhiya Begam	Conference Hall (Table 5)		
12.	Education	Dr. Mallika Das Smt. Paramita Dutta (Roy)			
13.	Kokborok	Smt. Annamala Debbarma Shri Subhas Debnath			
14.	Awareness Program	Dr. S.K.S. Jamatia Shri Abhijit Bhattacharjee	Seminar Hall		Providing proper guidance and support to students
15.	Help Desk 1	Shri Mantu Das	Ground floor		-do-
16.	Help Desk 2	Alumni Association (Rakesh Deb & team)	Ground floor		-do-
17.	Help Desk 3	6 th Semester Students (Gopal K. Banik & team)	Ground floor		-do-

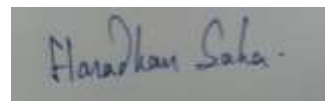
1. All HoDs are hereby requested to:

- a. ensure proper verification and scrutiny of admission forms (**please see the last page of the prospectus for document list**)
 - b. ensure correct entry of inputs in the excel sheet (**to be provided by Smt. Seuli Das**)
 - c. prepare the first merit list (Category-wise) as per DHE, Govt. of Tripura, guidelines within stipulated time
 - d. update the Admission Committee on the status of Forms distributed and received on all days
2. **Convenor, Admission Committee**, shall be responsible for providing requisite logistics to the teams (File Cover, Pen, A4 Paper etc.)
 3. **Smt. Seuli Das**, Nodal Officer, Admission Committee, shall prepare/circulate the Format of Merit List Publication and provide all kinds of technical support to faculty members as and when required.
 4. **Dr. Chandrani Debbarma** and **Ms. Falguni Sarkar** shall provide technical support to the Nodal Officer.
 5. **Shri Debabrata Roy** and **Shri Gopal Das** shall act as Flying Squad and assist the teams when required.
 6. **Awareness-cum-Counselling** shall be provided to new students regarding the admission process.
 7. **NCC Student Volunteers** shall assist the teachers in the admission process.
 8. **Seating arrangement for Parents/Guardians** shall be made in the Ground Floor. (**Action: Gopal Das**)
 9. **Proper Drinking Water & Cleaning of the college campus** shall be arranged. (**Action: Gopal Das**)
 10. **Other guidelines regarding admission 2023-24** shall be notified as and when required.
 11. **Regular Classes of 2nd, 4th and 6th Semesters** shall continue as usual.
 12. **All Faculty Members** should remain present in the college from 10.30 a.m. to 4:30 p.m.



Dr. Sukla Singha

Convenor, Admission Committee
Swami Vivekananda Mahavidyalaya
Mohanpur, West Tripura



Dr. Haradhan Saha
Principal

Swami Vivekananda Mahavidyalaya
Mohanpur, West Tripura

Copy to:

1. Notice Boards 1 & 2
2. College Website
3. All Faculty members for information & compliance