



Physical Verification of Documents Schedule

Date	Time	Name of the Department	Course	Venue
08-09-2025	10:00 AM	Department of Education	M.A in Education (NON-CUET)	Department of Education



**ADMISSION COORDINATION CELL
VISVA-BHARATI
SANTINIKETAN**

List of the following documents (original & photocopy) that are required to be produced by the student during physical verification:

- Valid ID Card (Govt. Issued).
- All available UG semesters' marksheets.
- Caste certificate (for OBC-NCL, SC, ST & EWS) in the name of candidate.
- Category Certificates: PWD, Staff Quota, Child/Widow, Kashmiri Migrant (if applicable).
- VB Application form.
- Medical fitness certificate (not older than 2 months) by a registered medical practitioner.
- Blood group report.
- Duly filled declaration, rules of conduct and affidavit.



VISVA-BHARATI SANTINIKETAN

Declaration

Student who has been enrolling at the Post Graduate course under Visva-Bharati for the Academic Session 2025-26 is hereby informed that he/she has to attend classes regularly. At least **75% attendance** is required to appear in all Semester Examinations. Students, who have attendance above 60% but less than 75% have to pay **Rs. 500.00 (Five Hundred)** as fine to enable them to appear in the Examinations. Students failing to have less than 60% attendance will not be allowed to appear in the Semester Examinations under any circumstances. In such cases, those students have to repeat the course in any Semester once again.

It is mandatory for all admitted students to be present in the class at least for 70% of first 10 working days from the day of commencement of class. Otherwise, his/her admission is liable to be cancelled and candidates from the waiting list will be considered for admission.

We have carefully gone through the above and promise to abide by these rules.

[Signature of the Student]

Name:

Date:

Course:

[Signature of Father / Mother / Guardian of the student]

Name:

Date:



AFFIDAVIT FOR PROVISIONAL ADMISSION

(For students yet to get the final marksheet)

I, _____ [Student's Full Name], son/daughter of
_____ [Father's Name], residing at _____

[Student's Full Address], solemnly affirm and state as follows:

1. That I am a Bonafide applicant for provisional admission to _____ [Name of Course/Program] at _____ [Name of Department], Visva-Bharati.
2. That I have applied for provisional admission based on my academic performance in CUET PG 2025.
3. That I undertake to submit my final marksheet of the [Previous Examination] by **October 31, 2025**.
4. That I understand and agree that if I fail to produce the said final marksheet by the stipulated date, or if my final marks do not meet the departmental admission criteria for [Name of Course], my provisional admission will stand automatically cancelled without further notice.
5. That I understand that in such a case, any fees paid for this provisional admission may be forfeited as per the institution's rules.
- 6.

Anti-Ragging reference no.	
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[To get anti-ragging reference no. the student needs to fill up the form available at https://www.antiragging.in/affidavit_university_form.php. After successful submission of the undertaking, a reference no. will be generated.]

7. If it is discovered at any stage that eligibility criteria are not met, admission, if granted, will be automatically cancelled. The university will not refund fees in such cases.
8. I have not taken migration from Visva-Bharati (applicable for internal students only).
9. That the statements made herein are true to the best of my knowledge and belief.

DEPONENT (Student)

[Student's Signature]

[Student's Name]

I, _____ **[Guardian's Full Name]**, _____

son/daughter/wife of [Father's/Mother's Name], residing at _____

[Guardian's Full Address], solemnly affirm and state as follows:

1. That I am the lawful guardian of _____ [Student's Full Name], the deponent above.
2. That I have read and understood the contents of the above affidavit and concur with the undertakings made by my ward.
3. That I acknowledge and agree to the terms and conditions stated, particularly concerning the submission of the final marksheet by October 31, 2025, and the cancellation of provisional admission if the conditions are not met and no refund will be processed in such cases.
4. That the statements made herein are true to the best of my knowledge and belief.

DEPONENT (Guardian)

[Guardian's Signature]

[Guardian's Name]



AFFIDAVIT FOR PROVISIONAL ADMISSION

(For candidates who have received final year marksheet)

I, _____ [Student's Full Name], son/daughter of
_____ [Father's Name], residing at _____

[Student's Full Address], solemnly affirm and state as follows:

1. That I am a Bonafide applicant for provisional admission to _____ [Name of Course/Program] at _____ [Name of Department], Visva-Bharati.
2. That I have applied for provisional admission based on my academic performance in CUET PG 2025.
- 3.

Anti-Ragging reference no.	
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[To get anti-ragging reference no. the student needs to fill up the form available at https://www.antiragging.in/affidavit_university_form.php. After successful submission of the undertaking, a reference no. will be generated.]

4. If it is discovered at any stage that eligibility criteria are not met, admission, if granted, will be automatically cancelled. The university will not refund fees in such cases.
5. I have not taken migration from Visva-Bharati (applicable for internal students only).
6. That the statements made herein are true to the best of my knowledge and belief.

DEPONENT (Student)

[Student's Signature]

[Student's Name]

I, _____ **[Guardian's Full Name]**, _____

son/daughter/wife of [Father's/Mother's Name], residing at _____

[Guardian's Full Address], solemnly affirm and state as follows:

1. That I am the lawful guardian of _____ [Student's Full Name], the deponent above.
2. That I have read and understood the contents of the above affidavit and concur with the undertakings made by my ward.
3. That the statements made herein are true to the best of my knowledge and belief.

DEPONENT (Guardian)

[Guardian's Signature]

[Guardian's Name]



RULES OF CONDUCT FOR STUDENTS

1. All students are to attend the congregational service at the Mandir of Wednesday morning.
2. All students are to participate in the various co-curricular activities of the institution and actively share in the corporate community life of the Ashrama. All students must attend the different functions and festivals of the University.
3. There are mess facilities available in hostels of the university. Enrolling in the mess facility of the university is mandatory for all the boarders wherever it is available.
4. Resident students, except foreign students who are permitted to take meals in the University Kitchen, must take their meals- principal and light meals- in the Refectory at appointed hours, perform the duties allotted to them by the Refectory Committee and observe general rules of courtesy and discipline in the Refectory.
5. Resident students must take care to keep their respective rooms clean and tidy.
6. They must not cause any damage to any University property and must not tamper with electric installations in their hostels. Any wilful damage of university property will be charged against the student concerned. Use of unauthorized fans, heaters, electric stoves etc. is forbidden.
7. All students must return to their respective rooms after the last retiring bell and observe silence. They are not to go into the rooms of other students after the last retiring bell. None will be allowed to go out of the premise after the last retiring bell without the permission of the Adhyaksha / Proctor / Warden / Hostel Paridarsika / Foreign Students' Advisor.
8. Students returning to the hostels beyond the last retiring bell must sign the gate book with the Supdt. / Warden / Hostel Paridarsika and must answer satisfactorily all queries by the Adhyaksha / Proctor / Warden / Hostel Paridarsika / Foreign Students' Advisor.
9. No outsider or day-scholar or resident of a different hostel will be allowed to visit the boarders of a dormitory outside specified hours to be notified by the Adhyaksha / Proctor / Warden / Hostel Paridarsika / Foreign Students' Advisor. In particular, no male student/ visitor is allowed to remain within the premises of girls' hostels after the evening Upasana.
10. Students are to take permission of the Warden /Hostel Paridarsika / Adhyaksha while going out of the campus of the University and must obtain leave before they go out station.
11. Students desirous of leaving station will be required to apply for leave in the prescribed form. All leave applications are to be submitted through the Warden / Hostel Paridarsika to the Adhyaksha / Foreign Students' Advisor. No student will leave station before the leave prayed for is granted in writing.
12. Students are required to maintain required minimum percentage of attendance in classes to be eligible to sit for any examination under the semester or annual system.
13. Following the order of the Honourable Supreme Court of India on curbing ragging in the University, it has been decided that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him / her from the University.

I have carefully gone through the above rules and I promise to abide by them.

Signature of the Student

Date:

Countersigned

Father / Mother / Guardian of the Student

Date:

ADDITIONAL RULES FOR FEMALE STUDENTS

1. Boarders of Girls' Hostel with annexes must return straightway to their hostels after the evening Upasana and also after taking meals in the Refectory.
2. Except in the Sangit-Bhavana Block, music and dance are strictly forbidden during the study period.
3. a. On Wednesday and notified University holidays visiting hours at the girls' hostels will be observed from 08-30 a.m. to 10.-00 a.m. and from 04-00 p.m. to 07-00 p.m.
b. On other days visiting hours will be specified by the respective controlling officer of the Hostels.
4. No outsider or day-scholar or resident male student will be allowed to visit girl boarders in the hostels outside the hours as indicated above.
5. The girl students will take permission of the Paridarsika while going out of the campus of the University and must obtain leave in writing before they go out of station.
6. Only such person as have been approved of by the natural guardians of students at the time of admission will be allowed to visit the boarders of the Girls Hostels at appointed hours as mentioned in rule No. 4 above except that in case of emergency, special permission may be granted by the Paridarsika to any person to see the boarder concerned at any time. Visitors are not allowed to visit Girls' Hostels ordinarily after 8 p.m.
7. Boarders wishing to call at the house of their local guardians may be permitted to go and stay with their local guardians on Wednesday and on university holidays on production of a letter of request from the local guardian to that effect.
8. Girl students shall not be allowed to meet visitors at the Guest House without previous permission of the Paridarsika. Girl students shall not be allowed to go anywhere outside the Ashrama area without proper escorts' authorized by the Paridarsika or the Adhyaksha of the Bhavana concerned.

Permission of the Paridarsika will be required for keeping guests.

I have carefully gone through the above rules and I promise to abide by them.

Signature of the Student

Date:

Countersigned

Father / Mother / Guardian of the Student

Date: