

Admission to B.Sc. (Hons.) Agriculture, M.Sc. and M.Sc. (Ag) courses at RKMVERI, Narendrapur Campus for the academic session 2026-27

Instructions for Offline Counselling

Venue: RKMVERI, Narendrapur Campus
(Saturday)

Date: 25 July 2026

The offline counselling process will include **choice filling (*applicable to the candidates who have opted for multiple M.Sc. / M.Sc. (Ag) programmes*)**, **seat allotment**, **document verification**, and **online fee payment**, as detailed below:

1. The offline counselling will be conducted for merit-based waitlisted candidates, as published on the RKMVERI Website on **17 July 2026 (Friday)**.
2. The list of available vacant seats for each programme, based on the approved intake capacity and vacant seats available after the admission process of selected candidates, will be displayed on the RKMVERI, Narendrapur Campus Notice Board on **25 July 2026 (Saturday)**.
3. Registration for the counselling is scheduled from **10:00 AM** and will continue up to **11:30 AM**. The final counselling will start at **12.00 NOON**.

Note: Only candidates who register during this stipulated time and meet the prescribed eligibility criteria for admission will be permitted to participate in the counselling process. **No requests for late registration will be entertained under any circumstances.**

4. **Seat Allotment Procedure:** Candidates will be allowed to choose their preferred programme based on their rank in the merit list and the availability of seats at the time of counselling.
5. **Seat Refusal Protocol:** If a candidate is offered a vacant seat based on their merit and chooses not to take admission, the seat will be immediately offered to the next eligible candidate (as per the merit list) who has registered for counselling and is present at that moment. Furthermore, if a candidate fails to pay the admission fees online within the stipulated time, the seat will likewise be offered to the next eligible candidate under the same conditions. If a candidate refuses to take admission at the time of counselling, he/she will not get a chance further for the particular programme.

6. The reservation policy, as per Government of India norms, will be strictly adhered to during the counselling process. Candidates are advised to refer to the latest eligibility and reservation norms available at [UGC Guidelines](#).
7. Candidates whose choices are confirmed during the counselling session will be required to undergo **document verification** (*Library room*) immediately on the same day of physical counselling, i.e., **25 July 2026 (Saturday)**.
8. To secure admission, candidates must pay the requisite admission fees **within one hour on the same day of counselling through ONLINE MODE ONLY (NO CASH PAYMENTS)**. *Therefore, candidates are advised to be mentally prepared and make necessary arrangements in advance to ensure timely online payment of the admission fees.* Fee details for admission are available on the official website: <https://narendrapur.rkmvu.ac.in>.

N.B.: Candidates must carry all the specified documents (Annexure-I) and the admission fees to ensure the successful completion of the admission process.

All candidates are encouraged to remain present till the counselling is over.

If any seat(s) become vacant at a later stage, only those candidates who attended the counselling on 25 July 2026 (Saturday) shall be considered for allotment against the vacant seat(s).

The University reserves the right to decide on the counselling procedure, seat allocation, and seat conversion as applicable during the counselling session.

The detailed procedure will be briefed before the commencement of counselling.

Annexure-I

1. **The admission process will start immediately after the seat allotment and document verification on the same day, 25 July 2026 (Saturday). Candidates selected for admission should get admitted by paying the requisite fees online.**
(Apart from the Semester fee at the beginning of every semester for each programme as mentioned above, fee/charges for the field-work related activities, visits, etc. would be charged separately for field-work based activities (applicable for both UG and PG programmes) as and when applicable; Fee/Charges for Dissertation/Project work if any especially for lab based P.G. programmes and/or other programmes would be charged separately as and when applicable).
2. **Documents to be submitted at the time of admission:** Candidates are required to bring all original certificates for verification, along with photocopies (Xerox) of all necessary documents for submission at the RKMVERI Narendrapur office. The required documents are as follows:
 - Duly filled and signed [**Admission-Cum-Registration form**](#), along with the applicable supporting documents/certificates mentioned below.
 - Certificate and Marksheet of Madhyamik Examination (Class 10) and Higher Secondary (Class 12/plus two) or equivalent examination;
 - Marksheet of B.Sc. final examination (or up to the exam so far held for those who have not yet received the results of the final exam, which they should submit as soon as their results are out) (*Applicable to the candidates who will be admitted to various M.Sc. and M.Sc. (Ag) programmes*);
 - SC/ST/OBC certificate (if applicable);
 - Migration Certificate (if immediately available, or later when available);
 - Transfer Certificate of the previous School / Institution attended must be submitted at the time of taking admission or within three months of taking admission (*Applicable to the candidates who will be admitted to B.Sc. (Hons.) Agriculture programme*);
 - Physical fitness certificate from a registered medical practitioner;
 - Income certificate of parent/guardian;
 - Copy of Aadhaar card.
3. Obtain a Physical Fitness certificate from a Physician and submit it along with the other certificates within one week of the admission. A sample Physical Fitness form is given here: [**Download the Physical Fitness Certificate form**](#)