

Admission Procedure:

Read and follow the following instructions before starting your online application

Step 1: Apply Online

- A. A candidate may apply for **three** Hons subjects and **two** General courses depending upon his/her eligibility. Please see **Eligibility** criteria before applying courses.
- B. **First, click on “ONLINE REGISTRATION” menu and fill up your personal information & academic details.**
- C. Get your **REGISTRATION ID AND PASSWORD** on your mobile.
- D. Click on “**APPLY ONLINE**” menu and log in using **REGISTRATION ID and PASSWORD (to be sent to your mobile no. and keep it for future use)** and select Hons & General courses for application.
- E. Modify personal & academic details if necessary and apply in your desired courses.
- F. Upload **self-attested** scan copies of the following documents (**JPG/JPEG** **FORMAT ONLY**):
 - (i) **Caste / PH / General (EWS) certificate** (for SC/ST/OBC-A&B/PWD/General (EWS) candidate) (within 100 KB)
 - (ii) **HS mark sheet** (within 150 KB)
 - (iii) **Madhyamik Admit/ Certificate for Age proof** (within 150 KB)
 - (iv) **BPL certificate** (for BPL candidate) (within 100 KB)
 - (v) **Migration certificate** (if candidates passed from **BOARD** other than WBCHSE/WBBME/ISC/CBSE/NIOS/RABINRA MUKTA VIDYALAYA) (within 100 KB)
 - (vi) **Calcutta University Registration Certificate (if already registered)** (within 100 KB)
 - (vii) **Photograph** (within 50 KB)
 - (viii) **Signature** (within 50 KB)And finally, submit the data.
- G. **To Pay Application Fees (Rs. 200/- for Hons and Rs. 100/- for General course)**

Pay online at any time using Debit/Credit cards, Net banking, wallets, IMPS within specified dates (see **Important Dates**).
- H. Please **take a print out of application, payment receipt** and preserve it for future references.
- I. If you need any correction in the submitted form, please click on “**CORRECTION OF SUBMITTED FORMS**” to change yourself or write us in **COMPLAIN BOX**”. **Please note that you can’t make any changes in the**

application form after last date of application. So check your details before submitting your application.

- J. **Candidates are not required to submit any documents to the college.**
- K. Candidates applied for Honours/General Courses are requested to wait for publication of Merit in college website.

Step 2: Steps to be followed after publication of Merit List

- a) Final Merit Lists along will be displayed on the College Website on the date notified.
- b) See **Online Counseling** details.
- c) **Candidates selected in allotment list, are required to pay admission fees within stipulated date as mentioned in Important Dates (Hons/General). Otherwise his/her candidature will be cancelled (see detailed instructions for payment of admission fees at the time of publication Allotment list).**

Step 3: What to do after payment of admission fees (Date of Activation of link for downloading Registration form will be notified later)

- a) Log in using **APPLICATION ID and PASSWORD** and take print out of your application form and registration form.
- b) Printed Registration Form and Application Form (consisting Photo and signature of the candidate) with other requisite documents are to be submitted in the college office on the stipulated date to get the **Roll No. with Fees Book, Temporary Library Card and Identity Card.**
- c) **Taking Roll no. on stipulated date is mandatory failing of which the candidature will be cancelled.**
- d) **Students, already enrolled in another College, should get their Admission cancelled from the previous college, before getting Admission (See Verification for details).**

N.B.

- a) **The admission is provisional, subject to scrutiny and verification of the documents submitted.** The provisional admission is liable to be cancelled if the student fails to submit documents required by the University. If admission of any such student is not approved by the University, she/he will not be entitled to any refund of fees.
- b) **Selection will be strictly on the basis of merit.**
- c) **It is assumed that the information furnished in the application is true to the best of the knowledge of the applicant. In case of any false / misleading information, the application will be summarily rejected.**

- d) **It is also assumed that the applicant is applying voluntarily on his / her own discretion without being influenced by any third party.**
- e) **The college authority reserves the rights of admission / rejection of any applicant without assigning any reason whatsoever.**
- f) **In case of fraudulent activities / misconduct, observed even at a later stage, a candidate / student may be debarred from the college at the sole discretion of the College Authority and legal action may be initiated.**
- g) **50% (maximum) of fees (after admission) will be reimbursed to the person who are efficient in Cultural activities (having a certificate from Govt. Approved Academy) and, Sports activities (having a certificate of participation/medallist in Subdivision /District /State /National / International level).**
- h) **25% (maximum) of fees (after admission) will be reimbursed to the person who will participate in NCC and NSS.**
- i) **Classes for all female students admitted in 1st Year B.A. (General) course will be held in morning shift (from 8.00 A.M. onwards) and classes for all male students admitted in 1st Year B.A. (General) course will be held in the afternoon shift (from 1.00 P.M. onwards) and remaining Honours and General course student should attend class in day shift (10.00 A.M. onwards).**
- j) **General Candidates who are eligible for General (EWS) category, are required to upload Annexure-C as per West Bengal Govt. Order No.: 325-PAR(AR)/3P-1/2019 dated 09/07/2019.**
- k) **FOR ANY QUERY, LIVE CHAT or SUBMIT ONLINE IN COMPLAINT BOX.**