

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 **USER ID AND PASSWORD** in your mobile.
- D. Click on “**APPLY ONLINE**” menu and log in using **USER ID and PASSWORD (to be sent to your mobile no. and keep it for future use)** and select Hons & General course for application.
- E. Modify personal & academic details if necessary and apply in your desired courses, upload scan copy of Caste /PH certificate (for SC/ST/OBC-A&B/PH candidate) (within 200 KB) and HS mark sheet (within 200 KB) and finally submit the data.
- F. **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**). You will get SMS of fees payment after 2-3 working days of your payment.
- G. Please take print out of application payment receipt and preserve it for future references.
- H. If you need any correction in the submitted form, please click on “**CORRECTION OF SUBMITTED FORMS**” menu and correct & apply.
- I. **Candidates are not required to submit any documents to the college.**
- J. Candidates applied for Honours/General Courses are requested to wait for publication of Merit in college website and college notice board.

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

- a) 1st Merit Lists along with list of entire applicants will be displayed on College Notice Board and Website on the date notified.
- b) Only Selected candidate in the 1st merit list will click on the link of admission fees payment to pay admission fees within stipulated date. Using **USER ID, APPLICATION ID and PASSWORD**, candidate will have to log in and Pay admission fees by online mode only within stipulated date. (See **Online Counseling** for details).
- c) 2nd Merit list will be published on College Notice Board and Website on the notified date.
- d) Only Selected candidate in the 2nd merit list will click on the link of admission fees payment to pay admission fees within stipulated date. Using **USER ID, APPLICATION ID and PASSWORD**, candidate will have to log in and Pay admission fees by online mode only within stipulated date.
- e) **This process will continue until all seats are filled up and if any candidate fails to pay his/her admission fees within stipulated date and time; his or her candidature will be cancelled.**

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 **USER ID, APPLICATION ID and PASSWORD** and upload your **photo, signature and HS admit card**. 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 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.**

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 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) As per Calcutta University rules, degree of the Candidates who are taking Economics and Geography as combination subjects will be treated as B.Sc. (General).
- h) **50% concession of fees will be given to the person who are efficient in Cultural activities (having certificate from Govt. approved Academy) and Sports activities (having certificate of participation/medallist in District/State/National level).**

FOR ANY QUERY, VISIT ADMISSION HELP DESK or USE WHATSAPP NO: 9735156355 (12 Noon to 3.00 P.M.)

Members of Admission Committee:

Dr. Debasish Pal (Chairman), Dr. Aditi Bhattacharya (Member), Dr. Dipak Hazra (Member), Dr. Shibsankar Das (Coordinator) , Sumitra Ghosal (Member), Satyajit Majumder (Member).