

ADMISSION PROCEDURE TO 1st year B.A./B.Sc. COURSES: 2020

Admission to different B.A/B.Sc. courses will be made only through ONLINE applications: Link available in the college website: www.bgc.org.in during the stipulated period:

All applicants seeking admission in different B.A. / B.Sc. Hons. and general courses- 2020 are hereby specifically advised not to be entertained by any outsider as the entire online admission process is totally computerised. Personal intervention can't regulate this process.

1. ONLINE REGISTRATION TO ADMISSION PORTAL

All are required to register in the admission portal of the college before filling up the application form online. After registration a **unique application number and password** will be generated and sent to the designated mobile number. **Candidates are required to provide their own valid mobile numbers.** There is no need to fill the form in a single go. Using this **Application number**, the application form can be **modified** and one can apply for any number of courses as per his/her wish in a **single form**. **Before proceeding to payment option, check carefully all the data of the application form. After payment no further modification will be allowed.**

This is to be noted that applicants are required to register in the admission portal using his/her **own mobile number only** as the entire life cycle of an admitted student will be regulated and recorded in the student management portal of the college and at different times OTP sent on their registered mobile will be their gate pass to the system. Also any information during pre-admission period may be shared over the registered mobile SIM as before commencement of classes, none will be allowed to enter college premises as per order of the Higher Education Department, Govt. of West Bengal.

All payments will be made Online using Credit/Debit Cards/ NET Banking through Bill Desk. The system does not allow any Bank Challan for cash payments at any phase of admission. For online transactions admissible transaction charge will apply.

Charge of Registration to the College admission Portal

For application to each of the different choices of courses/subjects, the charge will be Rs. 50/-. There is **no upper limit of number of choices** provided the candidate satisfies the eligibility criteria for admission (see college website)

No modification/ payment can be made after the closing date as specified by the order of the West Bengal State University. It is always advisable not to wait for the last day.

2. Online Admission

Admission will be made strictly on the basis of merit according to the Rank List for individual courses. In case of tie of merit marks, the tie will be broken by considering the subject marks at first. If the tie still remains unbroken then the marks of English may be compared for breaking the tie. In the event of failure in the foregoing two attempts the date of birth will be considered and the person with earlier date of birth will be preferred over the others. However this exercise is subject to availability of seats. To fill up the existing vacancies the college will prepare Admission LIST from time to time in different phases based on intake capacity. Candidate in each such admission list (course wise) are allowed to submit the college admission fees ONLINE within stipulated date and

time to **secure their seats**, failing which the chance for admission may be lost forever in this year, unless vacancy exists even after the entire merit list get exhausted. Next list will be published on the basis of residual vacancies. A payment link/receipt will be sent to the unique login account of the listed candidate and after the successful payment of college fees ONLINE within the stipulated period. **An SMS will also be sent to their respective registered mobile numbers** (if selected for admission). **It is also advised that every candidate willing to take admission must follow the College Website regularly during the entire admission period to check the admission list; as non receipt of SMS will not be considered as an excuse for failing to take admission within stipulated time.**

Uploading of Scanned Documents

At the time of submission of **admission fees**, the selected candidates are requested to **upload the scanned copies of the following documents:** IN (JPEG/PNG) FORMAT

- (1) +2 mark sheet (file size within 100 KB)
- (2) Secondary Admit card / Birth Certificate (for verification of Date of Birth) (within 100KB)
- (3) Recent photo (preferably coloured) (File size within 50KB)
- (4) SC/ST/OBC/PH certificates (issued by proper authority) (If mentioned in application form) (File size within 100KB)

3. Transfer from one course to another

After taking admission in one course, If a candidate is selected for admission to some other course (applied earlier), he/she are allowed to take a transfer. However adjustment of fees for admission to different courses by transferring the previous one is permissible only within the stipulated time to be fixed by the college.

No change of courses is allowable after the closing of on-line admission process. **All the admissions are provisional.** The college authority has the right to cancel the admission at if any adverse report is found/received at any stage or in case of producing any record that does not match with the claimed merit resulting in wrong selection of the candidate.

4. Cancellation and Refund

Cancellation of admission can be processed On-line. Course fees, caution money, University registration fees , identity card charge, charge for student health home, students' union fee and sports fees may be refunded if the candidate cancel his/her admission latest by three days before the admission closing date (as specified by WBSU).

To complete the admission process the students are advised to proceed to the following steps positively otherwise the payment of fees may be forfeited.

After starting of the 1st semester classes admitted students are advised to get their documents verified the admission process will be completed only after this verification

5. Document Verification / Allotment of Roll No./ Identity Card Form fill up / University Registration at College

- (A) The Applicants/Guardians after payment of admission fees are required to be present at the college on date as per respective schedule along with following documents:
- A copy of printed online Admission form + payment receipt
 - 10 +2 Mark sheet (original) + one photo copy
 - 10 (Secondary) admit card (Original)/ Birth Certificate + One photo copy
 - SC/ST/OBC/PH certificates (issued by competent authority) in original (if mentioned at the time of registration) + photo copy
 - Two stamped size recent colour photographs
- (B) Applicants are advised to collect roll numbers, college identity cards and routines after document verification. Students are also advised to download a digital copy of provisional college identity card and keep it in their mobile, if possible.
- (C) The Registration of the students to the affiliating university is an essential part of admission. The registration of West Bengal State University will be processed online through the university registration portal during the period as notified by the university. Failure to complete registration with the affiliating university will automatically cancel the college admission.