

Important Dates

Online Application Date	01.06.17. to 13.06.17 at 4 p.m.
Last date of submission of application fees	14.06.17
Publication of Final Merit List	15.06.17 at 2 pm
Publication of 1 st Merit list	16.06.17 at 2 pm
Admission against 1 st Merit list	21.06.2017 (from 9 a.m.) to 23.06.2017 (upto 12 Noon)
Submission of course fees	21.06.2017 to 23.06.2017
Verification of documents against after admission against first list.	22.6.17, 23.06.17 & 24.06.2017, (12 a.m. to 3 p.m.)
Publication of 2 nd merit list (if necessary)	25.06.17 2 p.m.

IMPORTANT INSTRUCTIONS AND INFORMATION

- Read carefully all the admission related information provided in the admission web-portal.
- Read carefully all the available courses and elective subject combinations for Honours and General courses for the session 2017-2018.
- A candidate can apply only **ONE** course in a single application form.
- Candidates who passed 10 + 2 or equivalent examination in **2012** to **2017** with minimum five approved subjects (each of 100 as Full Marks and prescribed pass marks) [at least 1 subject english with full marks 100] only are allowed to apply for admission, provided '**Course-wise Eligibility Criteria**' are fulfilled.
- Aggregate is taken as total marks of **BEST FOUR SUBJECTS** excluding **Environment Studies**.
- Applicants with **Vocational courses** in 10+2 level may apply for admission in **B.A (General) only**. However, the candidates passed **Higher Secondary (10+2) Vocational Examination in Business & Commerce conducted by the West Bengal State Council of Vocational Education and Training** can apply only in **B.Com (General) Courses** in 3 years 6 semester system.
- All the admission will be provisional subject to the fulfillment of University Registration criteria.
- Candidature of an applicant will outright be cancelled (at any stage) if the data given in the On-Line Application Form are found false.
- Application Fees: **Rs. 150/-** for one course.
- Amount can be submitted to **Bank of Baroda (any branch)** as on date mentioned on the challan and through net banking, Debit/Credit card or Paytm.
- Application fees once deposited cannot be refunded.
- After publication of Merit List the **student can take the admission through the web portal**.
- He/She can hit the button admission and generate corresponding challan to pay the course fee.

After submission of the course fee within the stipulated date his provisional admission will be completed.

- In no situation student will be allowed to take the admission if he/she failed to pay within the date.
- Student must report to the college on the specified date for verification after deposition of the fees in the bank and **admission will be strictly on First come First serve basis**. If the student failed to report within the dates mentioned for the verification his/her candidature will be cancelled even if he/she paid the amount in the bank.
- After the physical verification the admission process will be completed where college will give a stamp on the back side of the mark sheet and a roll number will be generated from the system and conveyed to the registered mobile number of the student within 24 hours after verification.
- After the completion of the first merit list subsequent merit lists will be published according to the availability of the seats. The date of publication of such lists will be informed in the web portal.
- The name of the candidates appeared in the previous list but failed to take the admission within the given date will be deleted and in no situation they will be allowed to take admission in future.
- All the fields in the on-line application are to be filled with correct data **CAUTIOUSLY** because the scope of correction of data will be ceased once the application is submitted. ***If the student had found with wrong data, after admission his/her admission will be cancelled at the time of verification with original documents.***
- For verification students must bring the following documents in original:
 - (i) Admit card of Madhyamik Examination/Certificate of Madhyamik Examination (for verification of date of birth)
 - (ii) Mark Sheet of Higher Secondary (10+2) Examination
 - (iii) The cast certificate (SC/ST/OBC A/OBC B) if applicable.
 - (iv) The certificate of physically challenged if applicable.
 - (v) The student copy of the challan of the bank deposit.
 - (vi) Two copies of recent coloured photo of the student (passport size).
- The College reserves the right to modify the above criteria as and when necessary. Please keep vigil over the **Admission and College web-Portal** for the latest information constantly.
- **Do not make any call at any phone number of the college**. Any further query will be addressed in the line number: 8420665053 (From 9 A.M to 7 P.M).