

Admission Procedure:

Read and follow the following instructions before starting your online application

Step 1: Apply Online

- A. A candidate may apply as many as Hons subjects & General courses depending upon his/her eligibility. Please see **Eligibility** criteria before applying courses.
- B. **First, click on “APPLY NOW FOR NEW APPLICANT” menu and fill up your personal information. PLEASE REMEMBER - THE MOBILE NUMBER SHOULD BELONG TO 1. EITHER THE APPLICANT 2. OR HIS/HER FATHER OR MOTHER. THE MOBILE NUMBER OF THE CYBER CAFÉ OR ANY OTHER PERSON WILL NOT BE ALLOWED.**
- C. Get your **ACKNOWLEDGEMENT NUMBER** on your mobile. **THE ACKNOWLEDGEMENT NUMBER SHOULD BE PRESERVED FOR ALL FUTURE LOG IN.**
- D. Login using your **ACKNOWLEDGEMENT NUMBER** and **Date of Birth.**
- E. Type your personal & academic details and select Hons / General courses for your desired courses. **BEFORE FINAL SUBMISSION, PLEASE PREVIEW YOUR APPLICATION FORM FOR ANY NECESSARY CORRECTION AND EDIT ALL MISTAKES (REMEMBER - NO FURTHER EDIT OPTION WILL BE GIVEN EXCEPT DOCUMENTS)**
- F. Upload **ORIGINAL** scan copies of the following documents (**JPG FORMAT ONLY**):

Document	Type	Resolution	File Size
> Recent Passport size Applicant Photograph	.jpg	100 DPI	< 100 kb
> Applicant Signature	.jpg	100 DPI	< 100 kb
> Class 12 Marksheet	.jpg	150 DPI	< 250 kb
> Age Proof Document (Class X Admit Card / Birth Certificate / Certificate of Madhyamik or Equivalent Examination)	.jpg	150 DPI	< 250 kb
> Caste Certificate (<i>if applicable</i>)	.jpg	100 DPI	< 250 kb
> PH Certificate (<i>if applicable</i>)	.jpg	100 DPI	< 250 kb
> BPL Certificate (<i>if applicable</i>)	.jpg	100 DPI	< 250 kb
> Migration certificate (<i>if applicable</i>)	.jpg	100 DPI	< 250 kb

- (i) All the documents (except Photograph & Signature) must be **Original Scanned Copy**.
- (ii) The file type extension must be in **.jpg** only.
- (iii) The dimension of the Photograph should be **140px X 162px** (i.e. 140px in Width and 162px in Height)
- (iv) The dimension of the Signature should be **150px X 50px** (i.e. 150px in Width and 50px in Height)

G. NO APPLICATION FEES TO BE PAID FOR HONS AND GENERAL COURSE.

H. PLEASE REMEMBER, IF YOU APPLY MULTIPLE APPLICATIONS FOR SAME COURSE, YOUR LAST APPLICATION WILL BE ACCEPTED AND PREVIOUS APPLICATION(S) WILL BE DELETED.

- I. Please **take a print out of application form** and preserve it for future references.
- 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** for 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 **ACKNOWLEDGEMENT NUMBER** and **Date of Birth** 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).**

Note.

- 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/medalist 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 2.00 P.M. onwards) and remaining Honours and General course student should attend class in day shift (11.00 A.M. onwards).**
- j) **FOR ANY QUERY, LIVE CHAT or SUBMIT ONLINE IN COMPLAINT BOX.**