

Essential Information regarding ONLINE ADMISSION 2017-18

Instructions for submission of online application

1. Applicants must have a personal Email ID in order to apply. Otherwise online application form will not be accepted by software for application.
2. Only ONLINE applications will be accepted for admission during **2017-18 session**.
3. ONLINE Application forms will be available only from College Website.
4. College Website : www.krishnagargovtcollege.org
5. Click on '**Click here for online submission of application form**'.
6. Application for maximum three Honours courses can be submitted through one application form.
7. For admission in general courses (Arts, Pure Science and Bioscience) separate applications need to be submitted for individual courses.
8. Cost for application form: **Honours:** Rs. 150(Rupees One hundred and fifty only) for 2 Subjects and Rs 200(Two hundred only) for 3 subjects; **General:** Rs.100 (Rupees One hundred only). Money will be deposited to different branches of **United Bank of India** (UBI Bank) or may be paid online through Debit/ Credit cards/ Net banking. Bank Charges Extra.
9. Three copies of challan will be attached with the Application Form. The three prints of the challan are to be submitted to the branches of during deposition of money in the bank.
10. In case of online payment through Debit/ Credit cards/ Net banking receipts will be generated online.
11. The college copy of stamped challan will have to be submitted to the college at the time of verification.
12. Two copies of print out of submitted application form must be brought during **VERIFICATION**.

N.B. Provisional Merit List will be displayed in the College Website and College Notice Board on the specified date. If there is any mistake, the incumbent should bring to the notice of the College Authority with necessary proof within specified time-limit. Any application towards correction of mistakes will not be entertained after the specified time.

If seats are remained vacant after 3rd phase of admission of Honours, waiting box will be opened. Candidates are requested to follow further notification.

Procedure for online admission

1. Final first list will consist of names of candidates according to merit required to fill up the given number of seats in each subject.
2. The challans for deposition of admission fees in banks with the amount to be deposited for each course will be sent to the candidates in the first list by email.
3. The candidate will have to deposit the fees printed on the challan to any branch of UBI Bank or may submit the fee online with Debit/ Credit cards/ Net banking (online payment mode is preferable).
4. The candidate will then have to submit a college copy of admission challan or online receipt and a print of the application form along with other necessary documents to the college on dates specified by the college for '**VERIFICATION**'
5. After the first phase of verification the names of candidates for the vacant seats (if any) will be uploaded on the specified date and the challan will be sent to the candidates whose names are present in this second list.
6. Admission fees will have to be deposited in the bank either through offline challan payment or online payment as given above.
7. Documents will have to be submitted for verification on the specified date.

8. If a candidate who has already taken admission in the first phase wishes to take admission in another subject whose name has been uploaded in the merit list in the second phase then the candidate has to submit a request for cancelling earlier admission. The signed letter of request has to be submitted with the papers of verification for the second subject on the specified date. Admission fees for the second subject will have to be submitted to the bank again.
9. **The admission fees submitted in the bank for the first subject will not be refunded or adjusted.**
10. Documents for verification will have to be submitted separately for admission to each subject.
11. If seats remain vacant for any subject the same procedure will be continued.
12. All candidates must check the college website after each date of **VERIFICATION**.

Document to be submitted for VERIFICATION after the submission of admission fees in the banks

1. *A printout of application form submitted through online with a passport size color photo attached at proper place and a loose of stamp size photo*
2. *The Print out of the Application form must be signed by the candidate and the respective guardian.*
3. *Self attested copy of Mark sheet of Higher Secondary or its equivalent along with its self attested copy must be submitted.*
4. *Self attested copy of date of birth such as admit card must be submitted.*
5. *All the above original document must be brought during the time of VERIFICATION in the college.*
6. *In case of SC, ST, OBC A and OBC B candidates, original certificate should be issued from SDO or DM and for physically handicapped as well as candidates for sports quota must bring the certificates from the concerned authorities. All the original certificates must be brought and self attested copy must be submitted during the time of VERIFICATION in the college.*
7. *Original certificates for Family income along with its attested copy must be brought during the time of VERIFICATION in the college.*
8. *Information regarding Fees is given later.*
9. *Stamped college copies of Challans of a) application and b) admission by UBI Bank.*

IF ANY ERROR IS FOUND AT TIME OF VERIFICATION THE ADMISSION OF THE CANDIDATE WILL BE CANCELLED WITHOUT REFUND OF MONEY AND SEAT WILL BE RELEASED AS A VACANT SEAT.

Helpline
033-40070952 (Website)
E-mail:admission.kgc1846@gmail.com