

**Office of the Principal
Krishnagar Government College
Krishnagar, Nadia**

Essential Information regarding ONLINE ADMISSION 2021-22

Instructions for submission of online application

1. Applicants must have a personal Email ID and mobile number (active) in order to apply for admission. Otherwise, online application form will not be accepted by software for application.
2. Only ONLINE applications will be accepted for admission during **2021-22 sessions**.
3. ONLINE Application forms will be available only from College Website.
4. College Website: www.krishnagargovtcollege.org
5. Click on 'Admission' button, then 'Click here for online submission of application form'.
6. Two copies of print out of submitted application form must be produced during **VERIFICATION**.

N.B. Provisional Merit List will be displayed on the College Website on the specified date. If there is any mistake, the applicant should bring to the notice of the College Authority with necessary attachments within specified time-limit through email at admission.kgc1846@gmail.com, email to any other email of the College will not be answered. Any application towards correction of mistakes will not be entertained after the specified time.

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 candidate will have to deposit the fees through online using **Debit Card / UPI/ Net banking etc..**
3. After the first phase of admission the names of candidates for the vacant seats (if any) will be uploaded on the specified date.
4. Admission fees will have to be deposited through online payment as given above.
5. Candidate will have to submit a print of the online receipt and two copies of application form along with other necessary documents to the college on date specified by the college for '**VERIFICATION**'.

6. **Verification** of documents will be done only when the **students report for classes** in due course. **Admission will be cancelled if the documents are found not in conformity with the declaration in the forms submitted on-line.** This is according to the rule of the Government of West Bengal and the University of Kalyani
7. If seats remain vacant for any subject the same procedure will continue.
8. All candidates must check the college website regularly after each date of **Admission.**

Documentsto be submitted for VERIFICATION

1. A print out of the application form submitted through online with a passport size colour photo attached at proper place and three copies of loose stamp size colour photo.
2. The Printout of the Application form must be signed by the candidate and the respective guardian.
3. Self attested copy of proof of date of birth such as admit card/birth certificate must be submitted.
4. Self attested copy of Mark sheet of the last exam passed (B.A/B.ScHons.) or its equivalent along with its self attested copy must be submitted.
5. All the above original documents must be brought during the time of VERIFICATION in the college.

In case of SC, ST, OBC-A and OBC-B candidates, original certificate issued only by appropriate authority of the Government of West Bengal and for physically handicapped as well as candidates for sports quota (district or higher level) 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

6. Original certificates for Family income along with its attested copy must be brought during the time of VERIFICATION in the college.
7. ***Online payment receipt of admission fees***

IF ANY ERROR IS FOUND AT TIME OF VERIFICATION ADMISSION WILL BE CANCELLED WITHOUT REFUND OF MONEY AND SEAT WILL BE RELEASED FOR FURTHER ADMISSION.

Helpline
E-mail: admission.kgc1846@gmail.com