

# Application procedure

---

## Application charges

**Cost of applying on-line: Rs. 100.00 (Rupees One Hundred only)**

to be paid at **Moyna branch** of **Tamluk Ghatal Central Co-operative Bank (TGCC Bank)** using the challan generated while applying on-line. **Fees once paid cannot be refunded.**

## Important dates

- ❖ Commencement of on-line form fill-up: 02.06.2017
- ❖ Last date for uploading application form: 12.06.2017
- ❖ Last date for paying application fees: 12.06.2017
- ❖ Last date for editing / correcting application form: 12.06.2017
- ❖ Last date for printing application form and bank challan: 12.06.2017
- ❖ Date of publication of Provisional Merit List: 16.06.2017, 3.00 pm
- ❖ Commencement of submission of objections to Provisional Merit List: 17.06.2017
- ❖ Last date of submission of objections to Provisional Merit List: 19.06.2017
- ❖ Date of publication of Final Merit List: 20.06.2017, 3.00 pm
- ❖ Date of counseling and admission will be notified later

## Eligibility criterion

For Honours: 45% marks in Aggregate OR 50% marks in the subject in which Honours is sought.

For General: Pass in H.S. examination or equivalent.

The candidate should have passed H.S. examination or equivalent not before 2015.

A relaxation of two years may be given (ie upto 2013) to those candidates who have special permission from Vidyasagar University. As per instructions of Vidyasagar University, special permission will be granted only to those candidates who have been unsuccessful in V.U. Part – I in the previous two terms and have lost all the chances to take the Part – I

examination. Application for special permission may be made to Secretary, Undergraduate Council, Vidyasagar University, within 06.06.2017 to 12.06.2017.

## **Step by step application process**

### **STEP 1**

Select whether you want to apply in Honours, General or B.Sc (Major).

### **STEP 2**

Fill up the form carefully. All fields are compulsory. Incomplete forms will be treated as cancelled.

### **STEP 3**

Applicant's passport size photo (less than 100 kb) will have to be uploaded. So please have a scanned copy ready while applying. Confirm your entries by clicking the CONFIRM button.

### **STEP 4**

Print Challan. Your challan is in three parts and contains your auto-generated application number. The bank will hand over the student's part to you after you have made your payment. Your application will not be complete until you pay the application fees.

### **STEP 5**

Print a copy of your application form. This has to be submitted at the time of verification. Do not send anything to the college.

### **STEP 6**

Check for the status of your payment after two days of making payment. Please contact the college if you payment status does not show PAID even after two days.

### **STEP 7**

Check the Merit List on the stipulated date on the college website.

## **Other information**

### *Print duplicate application form & bank challan*

Applicants may take print out of Duplicate Application Form and Bank Challan through "PRINT DUPLICATE APPLICATION FORM & BANK CHALLAN" button by using their **Application ID No. as User ID** and **Date of Birth as Password** even after Form Submission within 12.06.2017 by 3.00.p.m.

### *Form correction*

Applicants may edit/correct their Forms (Except Date of Birth) through “FORM CORRECTION” button by using their **Application ID No. as User ID** and **Date of Birth as Password** in any time within 12.06.2017. They have to print the edited/corrected Application Form and submit it to the college office at the time of admission.

### *Merit point calculation formula*

As per Vidyasagar University norms.

## **Important points to note**

The college will publish one Comprehensive Merit List for Counseling / Admission.

If the name of the candidate is on the Merit List for Admission, he/she will have to deposit requisite fees (to be notified later) at the Moyna branch of TGCC Bank to obtain a PROVISIONAL admission into the college.

After verification of mark sheets and other documents, the candidate will be granted final admission into the college, if all claims made by the candidate are found to be true.

If any claim made by the candidate is found to be false, his / her admission will be cancelled and the provisional Admission fee will be forfeited.

## **Documents to be produced at the time of verification**

- ✓ A printout of the application form duly signed
- ✓ Age proof (Admit card of Secondary examination or any other)
- ✓ Scheduled Caste/Scheduled Tribe/Other Backward Classes Certificate (if applicable)
- ✓ Address proof Distance from residence certificate (for those desirous of availing hostel facility)
- ✓ Family income certificate. If guardian is salaried, income certificate from employer
- ✓ BPL Certificate (if applicable)
- ✓ Biri Worker Certificate (if applicable) Disability Certificate (if applicable)
- ✓ Photocopies of Secondary (or equivalent) and Higher Secondary (or equivalent) examination marksheets
- ✓ Result of thalassemia test. This has been made compulsory as per the guidelines of Vidyasagar University