E-Admission of Students:

E-Admission of Students:

- Students' admission: Strictly on the basis of merit point calculated from obtained number in best five and selected/ related subject for honours.
- > Admission Process: Purely ONLINE Admission (e-Admission) system
- > E-admission Information: Details regarding e-admission in the College Website
- > Counseling: E-counseling in different subjects through online system
- > Help Desk: Help line for Students' Admission mentioned in Admission/ Eligibility Criteria
- Procedure of e-counseling: Students for e-counseling and e-admission as per their merit, choice and opportunities.
- Admission Fees payment: Through Online Payment Gate Way from Net Banking / Debit card / Credit Card/Google Pay / Phone Pe / Pay Tm etc.

E-Admission Policy:

E-ADMISSION POLICY:

E-admission policy of Under-Graduate Degree Course in this College is framed by the Admission Committee on the basis of H.S. / Equivalent examination Passed and the guidelines of the Affiliating University. E-admission is made on merit basis to the fixed intake capacity scheduled by the Affiliating University. The seats are distributed among different categories of students as per Govt. rules.

- 1. E-admission to the College implies an undertaking by the students to the effect that the students shall try their utmost to enhance the reputation of the college and shall willingly abide by the rules and disciplines of the college.
 - On-line admission system has been launched from the session : 2015-2016 and also Online study has been started from the session 2019-20 through our college website.
 - Applications are to be submitted through online process only.
 - Candidates should log-on college website:www.bajkulcollege.org
 - Provisional and Final Merit lists will be published on the website as per scheduled.
 - Candidates must visit college website (<u>www.bajkulcollege.org</u>) regularly for taking eadmission and allied matters.
 - Documents will be verified on the day of class commencement or at the beginning of class or as per notification.
 - Applications Form for Women's Hostel Admission would be available after taking eadmission. Applicants must fill up and submit the Form through online system.
 - Hostel seats and name of selected candidates will be published online through proper selection procedure on the basis of the seats available.
 - Applicants can visit the Help-Desk cum Help Line through the menu bar "We Are Ready to Help You" in the college website admission portal for any query during this e-admission/ online admission procedure.
- 2. Application for e-admission is to be supported by the following documents -
 - Admit of MP and Admit and Mark Sheet of H.S. or equivalent Examination from relevant Board and Council must have to submit at the time of e-admission after getting admission link

- > Caste Certificate (If, applicable) at the time of online apply
- > Passport size photo and applicant's signature at the time of online apply

E-admission/ Online Admission related Important Information:

E-admission related Important Information:

- ▲ A student must have to follow the "subject bunching" in the selection of "Elective Subject" during filling up the application form.
- ▲ A student in General Course will have to take 3 elective subjects with compulsory English, Bengali and Environmental Studies.
- ▲ A student in Honours Course will have to take 2 elective subjects in addition to Honours subject with compulsory English, Bengali and Environmental Studies.

- A student will not be allowed to take more than one language as elective subject in B.A. course.
- ▲ Before applying, candidates must read carefully the Admission Scheduled, Eligible Criteria, Notice, Guide Line, Subject Combination etc.
- ▲ For B.A./B.Sc./B.Com. (Hons., Gen.& Major) curriculum, the new CBCS syllabus of Vidyasagar University for new 3-tier system would be followed.

Guidelines for the Online Admission-2020-'21:

Sl. No.	Guidelines for Admission to UG Course					
1	Admission of 1 st Year B.A. / B.Sc. (Honours, General and Major) classes will be made					
1.	according to the norms of Vidyasagar University and College.					
2	Application for admission to 1 st Year B.A. / B.Sc. (Honours and General) classes may be					
2.	made online.					
3.	Steps f	or Online Application -				
		Visit the College Website: http://www.bajkulcollege.org				
	(ii)	Click on the 'Online Admission UG				
	(iii)	Please read carefully for "Eligibility Criteria", "Application Procedure", "Subject Taught",				
		"Intake Capacity", "Important Dates" & also "Guidelines " etc.				
		Enter Online Admission UG , Select any on Course & Re-enter your choice based Course				
		Fill the requisite details in block letters for different parts of the form				
		Upload Passport Size scan Photo (Size : 5 – 25 Kb) and Signature (Size : 5 – 25 Kb) in the				
		space provided				
		Submit all data & do not leave any essential box empty				
		Please verify information before clicking the submit form button				
		Please confirm Date of Birth then submit your Application Form				
		Do not forget to take the printout of the receipt. You can also save a pdf version (not all the fields will be shown in the print out).				
		Enter Payment Status & Candidates have to re-enter their Application ID No. as User ID and				
4.		Date of Birth as Password then submit.				
		Print Duplicate Form				
		The candidate must put their signature (both Candidate & Guardian) in the space provided				
		You can apply 03 honours subjects in a single form.				
		In case of applying for more than three (03) honours subject at one sitting, click on " Online				
		Apply" button after the successful submission of one form and put the requisite data and				
		fees.				
		Do not submit any Printout or Fee at the College. The candidates must bring THE PRINTOUT				
		OF THE APPLICATION FORM, ORIGINAL & PHOTO COPIES OF ALL TESTIMONIALS on the day				
		of Commencement of Class or at the time of Verification which notifed latter.				
		Separate application form has to be filled in for each course (Hons. / Gen & Major.). You must pay the application fees through the "Make Payment Botton"				
		Merit lists of admission for each courses (Hons. / Gen. and Major) will be published in due				
		time in the college website. The listed candidates must get admission through admission				
		link within the scheduled day(s) mentioned; <i>otherwise</i> their candidature will be cancelled.				
		the second day (of mentioned, other who then canadadare will be cancened.				

Ŧ					
÷		Candidates who feel difficulty in applying online from outside may contact Student			
	5.	Support Cell/ Admission Help Desk " We Are Ready to Help You" during the Admission			
		period.			
	6.	Cancellation of admission as per rules			
÷	7	The guidelines and scheduled of Admission are subject to change in need as per the			
i li	7.	decision of College authority / V.U. / Govt			
	8.	If incomplete and wrong information provided in the applications will be cancelled.			

Important Documents to be uploaded or submitted during Online Application and Online Admission-2020:

SI. No.	Important Documents to be uploaded	For Online Application [Yes (√)/ No (X)]	For Online Admission [Yes (√)/ No (X)]	For Verification of Testimonials at the Beginning of Class as per Commencement (On Spot) [Yes ($$)/ No (X)]
1.	Admit Card of Secondary/ Equivalent Examination	X	\checkmark	\checkmark
2.	Admit Card of Higher Secondary/ Equivalent Examination	X	\checkmark	\checkmark
3.	Marksheet of Secondary/ Equivalent Examination	X	X	\checkmark
4.	Marksheet of Higher Secondary/ Equivalent Examination	\checkmark	\checkmark	\checkmark
5.	Caste Certificate (If, applicable)	\checkmark	X	\checkmark
6.	BPL Certificate (If, applicable)	X	X	X
7.	Passport Size Photo	\checkmark	X	\checkmark
8.	Applicant's Signature	\checkmark	X	\checkmark
9.	*Self Declaration & documents for previously having admission and form fill up in examination process	X	X	√*

*is acceptable in case of those candidates having H.S. passing year-2018 and 2019, who took the admission in any course in any college or institution under Vidyasagar University, but didn't form fill up for examination process, they must have to submit the declaration or proper documents against the fact during verification of all testimonials.

Sd/- P. K. Dandapath

Teacher-in-Charge