

Bajkul Milani Mahavidyalaya

[Govt. Sponsored]

Estd. - 1964

P.O.-Kismat Bajkul●Dist.-Purba Medinipur●Pin Code-721655

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Admission Procedure for UG e-Admission-2023-'24

E-Admission of Students-2023-'24

- **Students' admission: with single major (Hons.):** Strictly on the basis of merit point calculated from 10% of best five obtained number and total number obtained in the Major Discipline or related subject.
- **Admission Process:** Purely ONLINE Admission system
- **E-admission Information:** Details regarding e-admission will be found in our College Website by clicking "**Online Admission U.G.**" button
- **Counseling:** E-counseling in different subjects / discipline / programme through online system as per schedule given.
- **Help Desk:** Applicants (for the purposes of Admission/ Eligibility Criteria etc.) may contact with provided Ph.No / mobile no. which has mentioned in "**We are Ready to Help You**" button of our admission portal.
- **Procedure of e-counseling:** Students for e-counseling and e-admission as per their merit, choice and opportunities.
- **Admission Fees payment:** Through Online mode from Net Banking and Debit/ Credit Card, IMPS, Phone Pay, Google Pay etc.

E-ADMISSION POLICY:

E-admission policy of Under-Graduate Degree Course is framed by the Admission Committee of our college on the basis of H.S. / Equivalent examination Results and the guidelines of the Higher education Department, Govt. of West Bengal and Affiliating University maintaining the National Education Policy 2020. Final list for E-admission is made on merit basis to the respect of fixed intake capacity scheduled by the Affiliating University. The seats are distributed among different categories as per prescribed fixation of intake capacity of seats by Vidyasagar University.

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).
 - ❖ Applications are to be submitted through online process only.
 - ❖ Candidates should log-on college website: www.bajkulcollege.org
 - ❖ Guidelines for submissions of online applications are given on the website under "**online admission U.G.**" button.
 - ❖ Provisional and Final Merit lists will be published on the website on the due date as per scheduled given.
 - ❖ Selected candidates must visit college websites regularly on the particular dates of e-counseling

through online admission portal as per admission scheduled to take e-admission.

- ❖ Documents / testimonials will be verified on the day of class commencement (Verification's Schedule will be informed in due time in the college website.)
- ❖ Applications Form for Admission in Women's' Hostel will be available after taking e-admission. In this regards contact with college office.
- ❖ Hostel seats and name of selected candidates will be published at Office Notice Board.
- ❖ Applicants can visit the **"We are Ready to Help you"** in the Admission Portal of our college website for any query during this online admission procedure.

2. Online Admission and Physical verification is to be supported by the following documents -

- Mark Sheet of H.S. or equivalent Examination from relevant Board and Council must have to submit at the time of Admission.
- Caste Certificate/PWD / EWS certificate (If, applicable) as per Govt. rules of W.B. and
- Passport size photograph and applicant's signature seperately.

Online Admission/ E-Admission related Important Information:

- ♣ An Applicant must have to follow the "subject bunching" or "subject combination" in the selection of Subject during filling up the application form as per prescribed UG programmes.
- ♣ A student in different programmes will have to take subjects as per subject bounded which has mentioned in the application form.
- ♣ A student of B.A. /B. Sc / B. S. in Single Major Programme will have to take one major subject, two minor subjects along with AECC, VAC and MDC.
- ♣ A candidate who appeared at the H.S. examination (or equivalent) but could not obtain pass marks in that subject will not be allowed to take up that subject in the Degree Course.
- ♣ For B.A./B.Sc./B.S. (Single Major / Multidisciplinary Programmes) i.e. CCFUP based on NEP -2020 syllabus of Vidyasagar University would be followed.

Guidelines for the Online Admission-2023-'24:

Sl. No.	Guidelines for Admission to UG Course
1.	Admission of 1 st Semester B.A. / B.Sc. / B.S. (Single Major / Multidisciplinary Programmes) classes will be made according to the norms of Vidyasagar University and College.
2.	Application for admission to 1 st Semester B.A. / B.Sc. / B.S. (Single Major / Multidisciplinary Programmes) classes to be made online.
3.	Steps for Online Application -
4.	(i) Visit the College Website: http://www.bajkulcollege.org
	(ii) Click on the ' Online Admission U.G. '
	(iii) You can avail the admission procedure, eligibility criteria, intake capacity, subject combination, fees structure and important dates for admission in our college admission portal (First Click : www.bajkulcollege.org then click on " Online Admission U.G " button) for filling up the application form for admission.
	(iv) Please check/ read the "Eligibility Criteria", "Admission / application Procedure", "Subject Taught", "Intake Capacity", "Important Dates" & also "Guidelines" etc. carefully
	(v) Enter Online Admission; Select any one Course/Programme as per your choice.
	(vi) Fill the requisite details in block letters for different parts of the form
	(vii) Upload Passport Size scan Photo (10 K.B. to 30K.B.) and Signature (10 K.B. to 30 K.B.).
	(viii) Submit all data & do not leave any mandatory box empty.
	(ix) Please verify given information before clicking the submit form button
	(x) Please confirm <u>Date of Birth</u> i.e. DD/MM/YYYY (Which will be treated as the password for further communication) then submit your Application Form
	(xi) Do not forget to take the printout of the Application Form before verification of documents because it must be submitted at the time of Verification.
	(xii) Without order of the authority, it is not necessary to submit any Printout or Fees payment receipt during admission procedure at the College office.
	(xiii) Separate application form has to be filled for each course / Programmes.
	(xiv) The Final listed candidates who have given the admission link, they must take e- admission within the mentioned scheduled day(s) and time; <i>otherwise</i> their candidature will be cancelled.

5.	Students who feel difficulty to applying online may contact college provided help line number which has been provided in our admission portal under college website by first click 'online Admission UG' and then click "We Are Ready To Help You" button.
6.	No need to pay any application fees.

📖 Important Documents to be uploaded or submitted during Online Application, Online E-Admission and Verification-2023-'24:

Sl. No.	Important Documents to be uploaded	For Online Application [Yes (√)/ No (X)]	For Online Admission [Yes (√)/ No (X)]	For Verification of Testimonials(Original) at the Beginning of Class as per Commencement (On Spot) [Yes (√)/ No (X)]
1.	Admit Card of Secondary/ Equivalent Examination	X	√	√
2.	Admit Card of Higher Secondary/ Equivalent Examination	X	√	√
3.	Marksheet of Secondary/ Equivalent Examination	X	X	√
4.	Marksheet of Higher Secondary/ Equivalent Examination	√	√	√
5.	Caste Certificate/PWD (If, applicable)	√	X	√
6.	Passport Size Photo (10K.B.-30K.B.)	√	X	√
7.	Applicant's Signature (10K.B.-30K.B.)	√	X	√
8.	*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-2021 and 2022, 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.*

