Bajkul Milani Mahavidyalaya

[Govt. Sponsored]

Estd. – 1964

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

Web: www.bajkulcollege.org

E-mail: bajkul_college@rediffmail.com

Admission Procedure for UG e-Admission-2021-'22

E-Admission of Students-2021-21'

➢ **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 way from Net Banking and Debit/ Credit Card, IMPS, Phone Pay, Google Pay etc.

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 Results 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).

   ✪ 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" button.

   ✪ Provisional and Final Merit lists will be published on the website on the due date.

   ✪ Selected candidates must visit college websites regularly on the particular dates of e-counseling and online admission as per admission schedule to take e-admission.

   ✪ Documents will be verified on the day of class commencement or at the beginning of class.

   ✪ Applications Form for Women's Hostel Admission would be available after taking e-admission. 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" in the college website for any query during this e-admission/ online admission procedure.

2. Application for e-admission 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 application.
- ➢ Caste Certificate (If, applicable) and
- ➢ Passport size photo and applicant's signature

Online Admission/ E-Admission related Important Information:

- ♠ A student must have to follow the "subject bunching" or "subject combination" 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/ Major 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.
- ♠ 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.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-2021-'22:

Sl. No.	Guidelines for Admission to UG Course	
1.	Admission of 1st Semester B.A. / B.Sc. (Honours, General and Major) classes will be made according to the norms of Vidyasagar University and College.	
2.	Application for admission to 1st Semester B.A. / B.Sc. (Honours, Major and General) classes may be made online.	
3.	Steps for Online Application -	
4.	(i)	Visit the College Website: http://www.bajkulcollege.org
	(ii)	Click on the 'Online Admission Portal'
	(iii)	You can avail the prospectus, guidelines for filling up online application forms, eligibility criteria, intake capacity, subject combination, fee structure and important dates.
	(iv)	Please check "Eligibility Criteria", "Application Procedure", "Subject Taught", "Intake Capacity", "Important Dates" & also "Guidelines "carefully
	(v)	Enter Online Admission, Select any on Course & Re-enter your choice based Course
	(vi)	Fill the requisite details in block letters for different parts of the form
	(vii)	Upload Passport Size scan Photo and Signature.
	(viii)	Submit all data & do not leave any essential box empty
	(ix)	Please verify information before clicking the submit form button
	(x)	Please confirm Date of Birth then submit your Application Form
	(xi)	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).
	(xii)	Enter Payment Status & Candidates have to re-enter their Application ID No. as User ID and Date of Birth as Password then submit.
	(xiii)	Print Duplicate Form & Bank Challan
	(xiv)	The candidate must put their signature in the space provided
	(xv)	Please enclose following documents - Given below.
	(xvi)	In case of applying for more than one subject at one sitting, click on "APPLY ANOTHER"button after the successful submission of one form and put the requisite data.
	(xvii)	Do not submit any Printout or Fee at the College.
	(xviii)	Separate application form has to be filled in for each course (Hons. / Gen.).
	(xix)	Merit lists of admission for each course (Hons. / Gen.) will be published in due time in college

		notice boards as well as in college website. The listed candidates must get admission within the scheduled day(s) mentioned; *otherwise* their candidature will be cancelled.
5.		Students who feel difficulty in applying online from outside may visit the college and contact Student Support Cell/ Admission Help Desk during the application period. Technical help will be provided in the application process.
6.		At the time of admission, the production of the original copies of the submitted PRINTED APPLICATION FORM (as in Point 4) is mandatory; *otherwise* there will be no admission.
7.		Fees once submitted will not be refundable.
8.		The guidelines said above are subject to change in need as per the decision of College Authority.
9.		Incomplete applications will be cancelled.
10.		The guidelines said above are subject to change at the discretion of College Authority.

📖 Important Documents to be uploaded or submitted during Online Application and Online Admission-2021-'22:

Sl. 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	√	√
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 (If, applicable)	√	X	√
6.	BPL Certificate (If, applicable)	X	X	X
7.	Passport Size Photo	√	X	√
8.	Applicant's Signature	√	X	√
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-2019 and 2020, 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.

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