

Admission Rule (Under Graduate Studies) 2018

Prabhu Jagatbandhu College

Please read this document before you proceed to fill up the form.

1. Visit college website www.prabhu Jagatbandhu college.edu.in and click on "Online Admission".

2. Please note all the date and time given in the notice

3. Please note: **You cannot choose a subject honours or general in which you have failed in H.S. Exam.**

4. Take print out of the following 3 items:

i) Filled up form.

ii) Money receipt for submission of admission fee (3copies).

iii) Blank Counselling form.

5. After admission, students must fill up two anti-ragging forms online, one for the student another for parents. **THIS MUST BE DONE WITHIN 15 DAYS OF THE ADMISSION.** Kindly, note that this is mandatory.

http://www.antiragging.in/Site/Affidavits_Registration.aspx

6. Money receipt for final admission can be printed out only after publication of Final Merit List. Only those candidates will be able to print out final challan, whose serial numbers are mentioned in the challan notice, available online. If a candidate fails to print final challan and deposit admission fee within the stipulated date and time, their candidature will be automatically cancelled.

7. Taking print out of the 3 money receipts (Bank Copy, College Copy and Candidate's copy) does not ensure admission. Fee must be paid to get valid (stamped) receipt.

8. Admission for the candidates with serial number (in the merit list) exceeding the number of total vacant seat is not ensured.

Admission in any subject will be stopped as soon as the vacancy is filled up. College will strictly follow the rules of University of Calcutta and Higher Education Directorate, Govt. of West Bengal in this respect.

If any candidate prints challan (money receipt), submits the fee in the bank, but finds that vacancy has been already filled up, their submitted admission fee will be reimbursed as per UGC Rule.

9. Go to Axis Bank, Andul Branch (near Andul Bus stand) with money receipt for application fee only, Please follow correct date and time given in "Notice". Bank will keep 'Bank Copy' and 'College Copy' and give back the 'candidate's copy' of the application fee receipt after stamping it.

10. Keep 'candidate's copy' of application fee receipt. You will need it on the document verification day.

Please bring the exact amount of admission fee as mentioned in money receipt.

The candidate would arrive at the college for Document verification and counselling **on the same date of submission of his/her admission Fee in the Bank.**

11. In case of failing any one above-mentioned instruction, the candidature of the applicant is liable to be cancelled, and the college would follow up the process of filling up the seat considering it vacant.

Please arrive at the college at the exact time on the date of your counselling and final admission given in the Final Merit List.

12. On your verification day please bring with you following items:

i) Stamped application fee receipt.

ii) Stamped admission fee receipt

iii) Print out of filled up form with your photo pasted on it and with your signature at the bottom.

iv) Your 4 coloured passport size photographs.

v) Your original H.S./equivalent mark sheet.

vi) Original admit card or certificate of Madhyamik Examination.

vii) Original mark sheet of Madhyamik or equivalent examination.

viii) Original S.C. /S.T /P.H. / OBC A / OBC B certificate in the name of candidate from the competent authority, if applicable.

ix) Duly filled and signed Counselling form.

x) Original Adhhar Card

13. Attach the following items with the form:

(a) **Self attested photocopy** of mark sheet of H.S. or equivalent examination

(b) **Self attested photocopy** of mark sheet of Madhyamik or equivalent examination

(c) **Self attested photocopy** of the admit card or certificate of Madhyamik Examination as a proof of age

(d) **Self attested photocopy** of the S.C. / S.T / P.H. / OBC A / OBC B certificate in the name of candidate from the competent authority, if applicable.

(e) **Self attested photocopy** of the Adhaar Card

14. If a reserved candidate does not possess the reserved certificate in his / her name, he/she should not be considered in reserved category.

15. Candidates who do not click the reserved category in the online form and/ or do not submit relevant documents with the printed form will not be considered as reserved candidate by the college. Any further request in this regard will not be considered or entertained by the college. This rule will be strictly followed in case of SC, ST, OBC A, OBC B and PH candidates. The reservation facility will be available to the candidates according to the "Domicile Act".

16. If any candidate of reserved category submits documents issued from competent authority of any states other than West Bengal, he / she must submit duly filled up Domicile Certificate. Otherwise they will not be considered as reserved candidate. The rules and pro-forma of the said certificate is available in our website (under CU Rules link) and also in the official website of Higher Education Department, Govt. of West Bengal.

17. Forms with **incomplete documents and /or incorrect information** will be rejected and candidature will be cancelled.