RULES FOR ADMISSION

Admission commences after the publication of Class XII results by the West Bengal Council for Higher Secondary and other Boards. The College frames rules for admission every year in accordance with University norms. Admission is provisional and it is confirmed only after verification of mark sheets and testimonials by the College and the University. **The students passed H. S. with Vocational courses are not eligible for admission, as per University Rules.**

Students seeking admission are advised to fill up the online application forms correctly and comply with all formalities laid down for admission. Students selected by the college for admission must deposit the necessary fees as directed by the College failing which their admission will stand cancelled. After taking admission on payment of fees through online portal, the following documents should be submitted along with the printout of the application form **on the date(s) notified later on**:

Self -Attested documents of:

- Admit Card of the previous Examination for verification of the date of birth.
- Mark sheets of all previous examinations.
- Registration Certificate (if any)
- Migration Certificate (if the student is from any Education Board other than Higher Secondary Council, West Bengal)
- SC /ST / OBC-A/OBC-B/PwD Certificate wherever applicable.

All mark sheets, certificates and documents have to be provided **in original for scrutiny. (Original Documents will be returned after scrutiny)**

In addition to the above documents **a letter from the parent / legal guardian** appointing a local guardian (if the student resides separately from parents or legal guardian) is also required. No application for admission will be considered unless it is **countersigned by the parent/legal guardian/local guardian of the candidate.**

The number of students to be admitted in each subject is strictly according to the rules prescribed by the University. Seats for SC, ST and OBC candidates are reserved according to the Government rules.

Modalities of Admission

1. Application form is to be submitted online (www.bkccollegebonhooghlyadmissions.org).

2. After online submission of the application, the copy of the application is to be downloaded and printed copy of the downloaded application along with relevant supporting documents self – attested by the candidate are to be preserved and submitted to the students section of College with the documentary evidence of the payment of application fee for admission if selected.

3. Admission will be taken between 11.30 A.M to 3.00 P.M. on all working days as per notification displayed on College Notice Board and website from time to time.

4. **Mode of payment** : Application Fee **Rs. 200/-** for each application.

Candidates has to use the Payment gateway facility on Multi option payment system (MOPS) (i) Internet Banking of all Banks

 (ii) ATM – cum – Debit /Credit Card of all Banks

Copy of the fee deposition slip (e-receipt) is to be attached with the printed copy of the application.

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5. Self – attested copies of mark sheets (Madhyamik and Higher Secondary) and other testimonials should be attached with the application from.

6. Persons with Disability (PwD) candidates must mention the words "PwD" on the top of the application form and must attach a certificate from the Competent Authority.

7. OBC – A or OBC – B candidates should write "OBC – A" or "OBC – B" on the top of the application form and they must attach self – attested copy of OBC certificate issued by the office of the S.D.O.

8. List of the selected candidates will be displayed on the Notice Board and website.

9. No personal communication will be made with the selected candidates.