

## **ADMISSION PROCEDURE TO 1<sup>st</sup> year B.A./B.Sc. COURSES: 2017**

Admission to different B.A/B.Sc courses will be made only through ONLINE applications: link available in the college website: [www.bgc.org.in](http://www.bgc.org.in). during the stipulated period:

### **ONLINE REGISTRATION:**

After registration for filling up the online form, an unique log in ID and password will be generated. Using this ID, the application form can be **modified** and one can include more than one choice of course in a **single application** and finally proceed to the **Payment option**. **After payment no further modifications of any kind can be made.** However, one may register again at any time after payment of registration fees within dead line as per schedule published.

**All payments will be made Online using Credit/Debit Cards/ NET Banking through Bill Desk. The system does not allow any Bank Challan for cash payments at any phase of Admission. However a nominal amount will be charged by bank/billdesk for on line payments.**

**Registration Charges:** For application to first two choices of courses/subjects the charge will be Rs. 50 and for application to each additional choice of courses/subjects, if desire, Rs 10 will be charged. A candidate may apply for any number of courses for which he/she is eligible for as per our eligibility criteria (see website)

**No modification/ payment can be made after the closing date: 17.06. 2017 (Midnight 11.59PM)**  
It is always advisable not to wait for the last day.

**Collection of U.G. Prospectus-2017:** On all working days From 7<sup>th</sup> June, 2017 onwards till 19<sup>th</sup> June, 2017 Prospectus can be collected from the **College gate** on production of completed Registration form.

### **2-step Online Admission :**

#### **First step:**

Admission will be made strictly on the basis of merit according to the Rank list for individual course. To fill up the existing vacancies the college will prepare Admission LIST from time to time in different phases based on intake capacity On the basis of merit list selected as per seats intending candidate in each such list (course wise) will have to submit the college admission fees (for one year) ONLINE within stipulated days , **beyond which there will be no scope for this phase/ list.** Next list will be published on the basis of residual vacancies. A payment receipt will be sent to the unique login account of the listed candidate after the successful payment of college fees ONLINE within the stipulated period. An SMS will also be sent to their respective mobile number.

**Money once paid, cannot be refunded at any circumstances.** However adjustment of fees is permissible for admission to different courses by cancelling the previous one within the stipulated time.

No change of courses is allowable after the completion of on- line admission. All the admission is provisional. The college authority has the right to cancel the admission if any adverse report is found/received at any stage or breach of rule or in case of producing any fake records etc. To complete the admission proceed to next step positively otherwise the payment of fees will be forfeited.

## **Second Step:**

### **Documents Verification / Allotment of Roll No./ Identity Card Form fill up / University Registration at College**

Admission will be completed after this step;

(A) The Applicants/Guardians after payment of admission fees will have to be present at the college on date as per respective schedule along with following documents:

- (1) A copy of printed online Admission form + payment receipt
- (2) 10 +2 Mark sheet (original) + one photo copy
- (3) 10 (Secondary) admit card (Original)/ Birth Certificate + One photo copy
- (4) SC/ST/OBC/PH certificates (issued by proper authority) in original (if mentioned at the time of registration) + photo copy
- (5) Two stamped size recent colour photographs.

(B) Collect Roll No. and University Registration Form/rules/ Identity card form

Failing which **admission will not be completed** .