

Admission Notice (2018-19)

Khejuri College

Read the following instructions and be sure of the eligibility for applying in different courses [see Eligibility Criteria (at a glance), Admission Notice, Subject Combination Table and Admission portal] very carefully before submission of Application Form.

APPLICATION CHARGE :

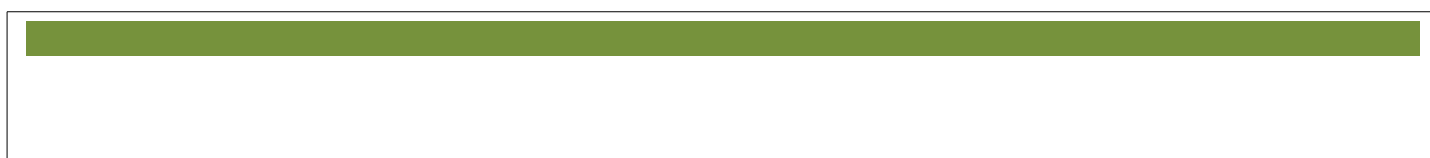
Rs. 150.00 for a Single Honours Form (Excluding Bank Charge).

Rs. 100.00 for a Signal General Form (Excluding Bank Charge).

BANK CHARGE :

i) Payment made through online payment.

NOTE : * Fees once paid will not be refunded.



APPLY IN DIFFERENT COURSES :

Apply in Honours Course : The applicants, who are willing to apply in Honours Course, have to use “APPLY IN HONOURS” button.

Apply in General Course : The applicants, who are willing to apply in General Course, have to use “APPLY IN GENERAL” button.

SUBJECT CHOICE :

For Honours Course : The Honours candidates have to select One Honours Subject and Two General Subjects as per the Subject Combination Table

For General Course : The General candidates have to select Three Gen. Subjects as per the Subject Combination Table.

| Hon's Course | General Course | | | | | |
|--------------|----------------|-----------|----------|---------|----------------|-----------|
| B.A. | Group-A | Group-B | Group-C | Group-D | Group-E | Group-F |
| Bengali | Bengali | History | Pol. Sc. | NSS | Sanskrit | English |
| English | | Sociology | Music | | Phy. Education | Education |
| Sanskrit | | | | | | |
| Sociology | | | | | | |
| History | | | | | | |
| Education | | | | | | |

***If an applicant opts for Defence Studies, there is a minimum height criterion of 66 inches for boys and 60 inches for girls.**

| Hon's Course | General Course | | | | | | |
|------------------------|----------------|--------------|---------|---------|---------|-----------|-----------------|
| B.Sc. | Group-A | Group-B | Group-C | Group-D | Group-E | Group-F | Group-G |
| Aquaculture management | | Anthropology | | Botany | Zoology | Geography | Defence Studies |
| Zoology | | | | NSS | | | |
| Geography | | | | | | | |

- NOTE :** i) Applicants may choose General Subject(s) as per their choice. But finally the said subject(s) will be offered to him/her on availability or eligibility at the time of admission.
- ii) Students must not select that subject(s) in Honours in which he/she has failed in H.S./Equivalent level.
- iii) Students must not select that Lab.-based subject(s) as one of their combination subjects in which he/she has failed in H.S./Equivalent level.

STEP-BY-STEP PROCESS :

STEP 1 : (FORM SUBMISSION)

Before filling in Form, applicants have to scan their recent passport size color photo and signature for uploading them in the Form by using CHOOSE FILE button (picture size should not more than 30 kb). They have to click “APPLY ONLINE” button to submit all data very carefully.

STEP 2 : (FORM CONFIRMATION, PAYMENT APPLICATION FEES AND PRINT FORM & PAYMENT BANK CHALLAN)

After submitting that, a Confirm Page of the Form will be displayed in the monitor for Confirmation of all data by the applicants and they have to select Payment Option “Offline Payment” for payment of the Application Fees.

(Applicants may click “BACK” button for any correction, and submit again)

i) PAYMENT THROUGH OFFLINE : If the applicants wish to deposit requisite Application Fees through online payment, they have to click “Payment Mood” button and fill up proper details and amount.

NOTE : Without payment of Application Fees, No forms will be considered for Merit List.

STEP 3 : (PAYMENT STATUS CHECKING)

Applicants are advised to check the Payment Status of their Forms after two days from the date of depositing of all document in the College, through “PAYMENT STATUS” button by using their **Application ID No. as User ID and Date of Birth as Password**. The Form will be displayed as “PAID”; otherwise, it will be displayed as “UNPAID”. If the Form is not displayed as “PAID” even after two working days from the date of depositing of application Form in College, the applicants are advised to contact with the Bank and College and take necessary steps within 27.06.2018 by 2.00 p.m. positively. Only “PAID” Forms will be considered for Merit List.

(For Example : If an applicant deposits Application Form on 02.06.2018 through online payment, he/she will be able to check the Payment Status of his/her Form on 04.06.2018)

PRINT DUPLICATE APPLICATION FORM & BANK CHALLAN :

Applicants may take print out of Duplicate Application Form and Bank Challan through “PRINT DUPLICATE APPLICATION FORM & BANK CHALLAN” button by using their Application ID No. as User ID and Date of Birth as Password even after Form Submission.

CORRECTION OF SUBMITTED FORMS:

Applicants may edit/correct their Forms (Except Date of Birth) through CORRECTION OF SUBMITTED FORMS” button by using their Application ID No. as User ID and Date of Birth as Password in any time within 24.06.2018 by 4.00 p.m. They have to print the edited/corrected Application Form and submit it to the college office at the time of admission.

MERIT POINT CALCULATION FORMULA :

Merit Point = i) For Honours Course : Merit Point = X+Y (Here X stands for the 10% of Marks in Aggregate in best of five in H.S./Equivalent course, and Y stands for Subject/Allied Subject Marks.)

ii) For General Course : Merit Point = Aggregate marks of best of five in H.S. / Equivalent course.

If a candidate passes H.S./Equivalent Exam. with practical based subjects and wishes to apply in English/Bengali Honours, his/her Merit Point is to be calculated proportionately by deducting marks obtained in the practical examination.

IMPORTANT DATES :

NOTE : Applicants have to complete all the steps/process of Online Application (i.e. Form Submission, Depositing/Payment application fees, Correction of Submitted Form etc.) within 23.06.2018 by 4.00 p.m. positively. No steps/process will be entertained after 23.06.2018. by 4.00 p.m.

| Activity | Date |
|--|-------------------------------|
| Online Form Fill up of Admission forms by the candidates | From 08.06.2018 to 20.06.2018 |
| Preparation of Merit List | 21.06.2018 to 23.06.2018 |
| Date of Publication of Provisional Merit List | 25.06.2018 |
| Date of Publication of Final Merit List | 28.06.2018 |
| Counselling for all Honours Subjects | 29.06.2018 |
| Admission Fees Payments for all Honours Subjects | 29.06.2018 to 02.07.2018 |
| Admission for all General Subjects | 03.07.2018 to 14.07.2018 |
| Admission Fees Payments for all General Subjects | 03.07.2018 to 14.07.2018 |

Counselling Admission Process for the Academic Session 2018-19

For Honours Subjects:

The Admission of the Academic Session 2018-19 for all the Honours Subjects will be held through Counselling on **29.06.2018**.

The Counselling for all the Honours Subjects will take place according to the following schedule:

| Date | Time | Subject | Room No. |
|------------|-----------------------|--------------------------------|----------|
| 29.06.2018 | 11:00 – 12:30 pm | Bengali (Hons.) | 23 |
| | 12:45 pm – 1.45 pm | English (Hons.) | 23 |
| | 2:00 pm – 3:00 pm | Sanskrit (Hons.) | 23 |
| | 3:15 pm – 4:15 pm | Education (Hons.) | 23 |
| | 11:00 am – 12:00 Noon | Zoology (Hons.) | 11 |
| | 12:15 pm – 1:15 pm | Aquaculture Management (Hons.) | 11 |
| | 1:30pm – 2:30 pm | Geography (Hons.) | 11 |
| | 2:45 pm – 3:45 pm | Sociology (Hons.) | 11 |
| | 4:00 pm – 5:00 pm | History (Hons.) | 11 |

The Candidates who will be empanelled on the Merit List are requested to be present at the college premises half an hour before the Counselling.

The Candidate will generate Bank Challan from Meritlist Option under Admission Portal .They must download the **Bank Challan** from Admission Portal and bring it on the date of Counselling. They must also submit following documents:

- **Bank Challan**
- **Admission Form**

- M.P Admit Card (in original and Xerox)
- H.S. Marksheet (in original and Xerox)
- Caste Certificates (if applicable) (in original and Xerox)
- PWD certificate (if applicable) (in original and Xerox)
- Character/ School Leaving Certificate (in original and Xerox)

After initial verification, the Candidate must pay the necessary Admission Fees at any branch of State Bank of India in West Bengal from **29.06.2018 to 02.07.2018**. After payment of Fees, the candidate must come to the college again within **29.06.2018 to 02.07.2018** (latest by 3 pm on 02.07.2018) for getting Roll No., Admission Receipt and Confirmation Message. They will also get back their original documents and the admission process will be completed.

For General Subjects:

For General Subjects, admission will be on a first-come first-serve basis after verification of documents. The Admission for General applicants will be held from **03.07.2018 to 14.07.2018** (latest by 3pm on 14.07.2018).

The empanelled Candidates must download the **Bank Challan** from _____ at Admission Portal and **deposit the Admission Fees** at any branch of State Bank of India in West Bengal. They must also submit following documents to the college office for admission:

- Bank Challan (Paid)
- Admission Form
- M.P Admit Card (in original and Xerox)
- H.S. Marksheet (in original and Xerox)
- Caste Certificates (if applicable) (in original and Xerox)
- PWD certificate (if applicable) (in original and Xerox)
- Character/ School Leaving Certificate (in original and Xerox)

HELP DESK AND HELP LINE :

If any difficulty arises in applying online, students may feel free to visit the college and contact with the **ADMISSION OFFICE HELP DESK** during application period. Technical support will be provided in the application process. **HELP LINE : 03220-219126, (11.00 a.m. to 5.00 p.m. except holidays)**

Subject-wise Eligibility Criteria (At a Glance)
Of Khejuri College For admission to the B.A. /B. Sc. (Honours & General)
Year – 2017-2018

| Subjects | Eligibility Criteria |
|---|---|
| Bengali(Hons) | Either 45% in aggregate or 50% in Bengali |
| English(Hons) | Either 45% in aggregate or 50% in English |
| Sanskrit(Hons) | Either 45% in aggregate or 50% in Sanskrit |
| History(Hons) | Either 45% in aggregate or 50% in History |
| Education(Hons) | Either 45% in aggregate or 50% in Education |
| Geography(Hons) | Either 45% in aggregate or 50% in Geography |
| Sociology(Hons) | Either 45% in aggregate or 50% in Bengali |
| Aquaculture Management & Technology(Hons) | Either 45% in aggregate or 50% in Biology |
| B.A. (General) | Higher Secondary Passed |

Work Flow Diagram

First of all, be sure of the ELIGIBILITY for applying in different courses very carefully. Then

