

# Admission Process (2016-17)

## 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 Prospectus 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 Bank Challan i.e. Offline Payment (depositing requisite fees to any branch of STATE BANK OF INDIA), the Bank Charge is Rs. 58.00(On the baratala SBI Branch is not Applicable)

**NOTE : \* Fees once paid will not be refunded.**

\* If applicant paid twice for one form the refund should be made for one transaction via same source.

### PLEASE REMEMBER (for future correspondence) :

Applicant's User Id : Auto-generated Application Id No. (mentioned in their printed Form)

Applicant's Password : Applicant's Date of Birth (DD/MM/YYYY)

### 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
Bengali English Sanskrit Geography Sociology History Education	Bengali	History Sociology	Pol. Sc. Music Anthropology	Phy. Education Sanskrit	English Geography Education

Hon's Course	General Course				
B.Sc.	Group-A	Group-B	Group-C	Group-D	Group-E
Aquaculture management	Botany	Zoology Anthropology	Physiology		

- 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 subject in which he/she has failed in H.S./Equivalent level.**

**All the Fields are mandatory. Incomplete Forms will be treated as cancelled.**

### STEP-BY-STEP PROCESS :

#### STEP 1 : (FORM SUBMISSION)

Before filling in Form, applicants have to scan their recent passport size color photo for uploading it in the Form by using CHOOSE FILE button (picture size should not more than 100 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 Bank Challan, they have to click “OFFLINE PAYMENT” button and take printout of the Form and THREE PART BANK CHALLAN, of which

a) the *Bank Part* has to be submitted to any branch of STATE BANK OF INDIA and deposit requisite application Fees.

b) the *College Part* has to be submitted to the college office with Printed Fill up Application Form and photo copy of M.P. Admit, H.S. Mark Sheet, Cast certificate, P.H. Certificate, School leaving Certificate.

c) the *Student Part* is for record keeping by the student. **(After submitting the all document please do not forget to collect the receive copy from college)**

**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 30.05.2016 by 4.00 p.m. positively. Only “PAID” Forms will be considered for Merit List.

*(For Example : If an applicant deposits Application Form on 02.05.2016 through Bank Challan, he/she will be able to check the Payment Status of his/her Form on 04.05.2016)*

**NOTE : After completion of STEP 3, applicants are advised to follow the Merit List and Admission Notice that will be published in this website (www.khejuricollege.in). Nothing is required to be sent to the college.**

#### 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 30.06.2016 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.

**NOTE :** If there are any changes have been done in Candidate's Name and Father's Name before depositing application fees through bank challan, the applicant have to take print out of edited Bank Challan through "PRINT DUPLICATE APPLICATION FORM & BANK CHALLAN" button and submit it to any branch of SBI Branch of India and deposit requisite application fees.

### 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 30.05.2016 by 4.00 p.m. positively. No steps/process will be entertained after 30.05.2016. by 4.00 p.m.

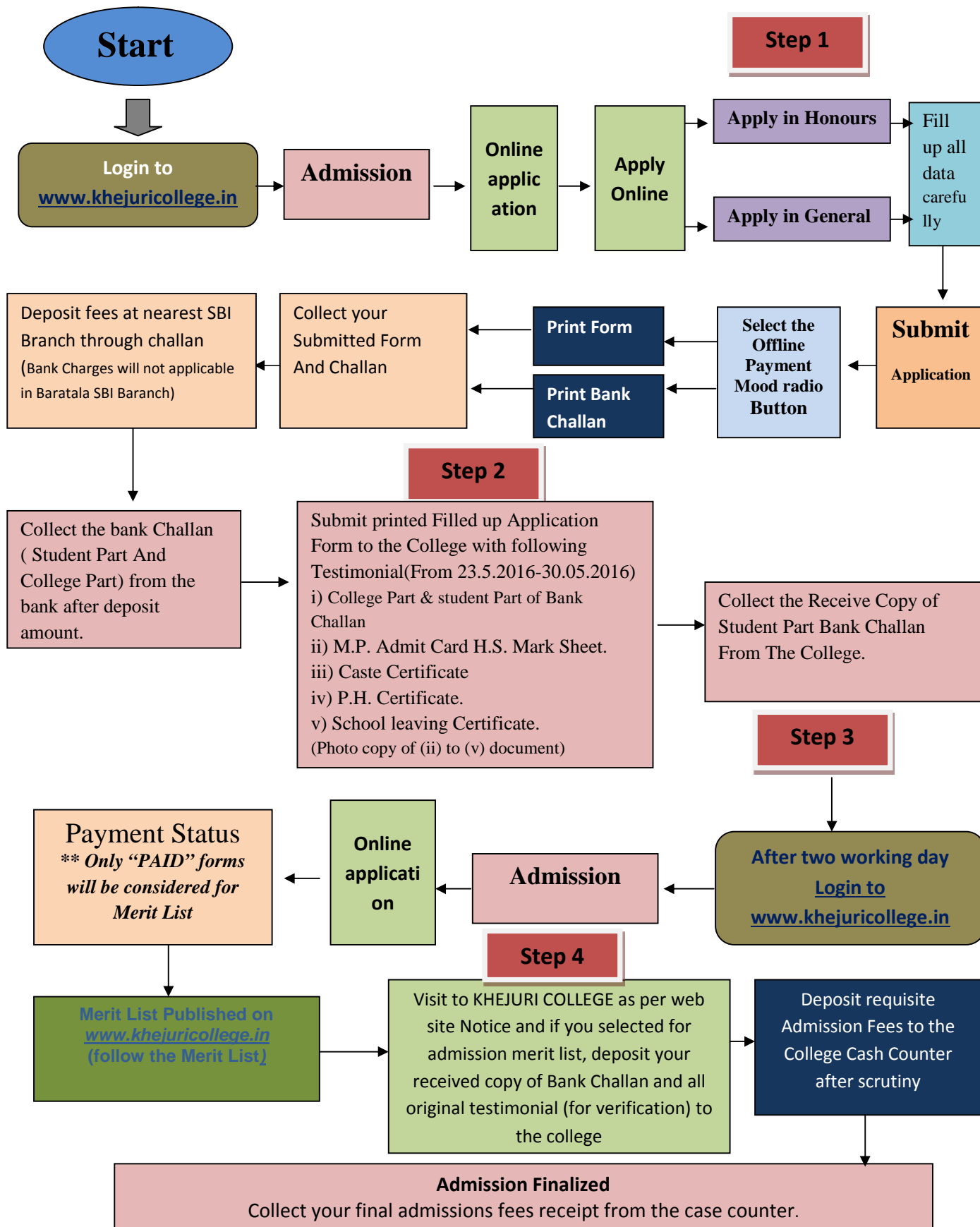
Activity	Date
Online filling up of Admission Forms by the Candidates	20.05.16 to 30.05.16
Submit Fill up Application Form to The College	23.05.16 to 30.05.16
Date of publication of provisional merit list	04.06.16
Date of publication of final merit list	08.06.16
Date of admission (Hons. & General)	11.06.2016 onward

### **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)**

Continue.....

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



<p><b>N.B. – Online filling up of Admission from by the candidates &amp; submit printed fill up Application form to the college (Step-2) with photo copy of five Nos Testimonials.</b></p>	<p><b>Date:</b> <b>From 23.05.2016 to 30.05.2016</b></p>
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