

General Information for Admission for the session 2020-21

- Online Application forms for admission to the **1st Year Semester-I of the three-year B.A. /B.Sc. (Honours and Major) Degree Courses** for the **session 2020-2021** will be available online only.
 - The link for online application forms will be available on the Gokhale Memorial Girls' College website shortly. Online submission of forms will remain open for 24 hours till the last date of application. Admission forms can be accessed with the help of any browser (preferably newer version of Firefox or Chrome).
 - A student may apply for more than one Honours or Major subjects by filling up separate forms. Separate payments are to be made for separate applications.
 - It is compulsory for the students to enter English marks.
 - A merit list will be published after the final date of submission of forms.
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- The last date of online application is **23.08.2020**
 - Provisional Merit List will be published online on **28.08.2020**
 - 1st round of e-counseling and online admission for **RESERVED** category candidates for all subjects will commence on **01.09.2020**
 - 1st round of e-counseling and online admission for **UNRESERVED** category candidates for all subjects will commence on **02.09.2020**
 - Generic Elective (GE) subjects and Ability Enhancement Compulsory course (AECC) subjects may have to be altered as per availability of seats in those subjects.

Application Procedure

- Application Form is to be filled online. No printed forms will be issued.
- Applicant must be aware of the **Eligibility Criteria** and the **Generic Elective (GE) Combination** available before proceeding. The eligibility criteria for different subjects offered have been notified in the college website.
- Apart from choosing the generic elective subject combination, applicants must choose in which semester she wishes to study which GE subject. Therefore, she first choose two GE subject combinations and then selects GE-1 (from those two subjects which one she will study in the 1st semester), GE-2 (for second semester), GE-3 (3rd semester) and GE-4 (4th semester). This is required for the Calcutta University registration procedure which follows immediately after the admission.

- Candidature will be cancelled if she enters incorrect subject name and / or wrong marks.

Online Application is a Four-step Process:

STEP I : Filling up of Form

- All Fields with Red Asterisk (*) are mandatory.
- Upload your
 - i) photo and signature (Both must be in jpg format and within 50KB size).
 - ii) Age Proof and Class XII Mark-sheet (Both must be in jpg format and within 150 KB size).
 - iii) Other Documents (Caste certificate for reserved category, PWD certificate, BPL -- These are mandatory if clicked Yes) in jpg format and within 100 KB size.
 - iv) Caste Certificate must be issued by
 - a) District Welfare Officer & Ex-Officio Jt. Director, BCW (Within Kolkata)
 - b) Sub-Divisional Officer (outside Kolkata)
 - c) **Caste Certificate issued in states other than West Bengal will not be considered.** Such candidates will be treated as General category students. Such applicant if found to be admitted (with the benefit of caste certificate), her admission will be cancelled immediately.
- Select carefully the subjects according to your marks sheet issued by your respective boards.

STEP II: Submission of Application Form

- **Check your Date Of Birth (DoB)**
- Submit the Application form and **Note Down the Application No.**
- You will be taken to the **Confirmation window** where you can check and go back to edit your form before final submission.
- On confirmation and final submission you will be taken to a page where you can download the copy of the form.
- **APPLICATION FORM IS FREE. NO NEED TO PAY FOR THE APPLICATION**

To apply more than one courses/subjects

If you want to apply for more than one subjects, go to admission link again. Enter the previous application id (i.e. application id generated during your previous application) and DoB. This will open your previous application details (Personal and Educational details). Now you have to select new Honours subject as well as Generic elective (GE) and AECC. Submit your form once again. In this way you can apply multiple subjects.

Important:

- **No form can be corrected**
- Incomplete Application Form will be considered invalid. Application will be summarily discarded for providing wrong credentials.

Admission is provisional. Application and /or admission will be cancelled at any stage if any information filled up by the candidate is found to be incorrect.

Points to be noted :

- **All instructions must be read carefully before proceeding for online application.**
- **Extreme care should be taken while filling in the online application form. The candidate must check the minimum eligibility criteria before filling in the form. The college will not be responsible for invalid forms.**
- A student **must note** her **Application No.** after filling up the application form.
- A student may VIEW or take Print out of her form using **Application No. as Login** and **Date of birth as Password** later on also.
- Any difficulty in filling in the application forms can be informed at gmgcadmssion@gmail.com
- **Educational Tour:** Students applied for Geography Honours and General Course Student will be required to pay requisite fee for field trip and provide a declaration from a Medical Practitioner certifying fitness of the student.
- **Security Deposit** will be refunded after the completion of the three year degree Course, within one year from the date of publication of the results. Failure to claim Security Deposits within the stipulated period will lead to forfeiture of the said deposit.
- **IDENTITY CARD:**
Identity Card will be issued to the student by the office. A fine of Rs.100/- will be charged for issuing a duplicate Identity Card.