

## Online Application is a Two-step Process:

### STEP 1: 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/EWS certificate, Divyangjan certificate. If opted for “Yes”, then the corresponding certificate has to be mandatorily uploaded 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.
  - v) **The persons belonging to EWSs who, are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in educational institutions in West Bengal vide Memo no. 325-PAR/(AR)/3P-1/2019. The benefit of this reservation can be availed on producing Certificate issued by appropriate authority:**
    - (a) **District Magistrate / Additional District Magistrate**
    - (b) **Sub-Divisional Officer**
    - (c) **DWO (District Welfare Office) Kolkata for Kolkata Corporation Area.**
- Select carefully the subjects according to your mark sheet issued by the respective boards. Enter all the subjects and marks as mentioned in the mark sheet. The final row is for failed subjects (if any), however, passed subject marks can also be entered there.
- Total score point (Merit marks) must appear on the right end. If, the merit marks continues to show 0 ( zero) even after filling all required details, then the candidate is not eligible for that particular subject.

## **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.

### **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). Submit your form once again. In this way you can apply multiple subjects.

## **Important:**

- **No form can be corrected**
- It is compulsory for the students to enter English marks (for applying in any subjects).
- A student may apply for more than one subjects by filling up separate forms.
- Online submission of forms will remain open till the last date of application. Admission forms can be accessed with the help of any browser (preferably newer version of Firefox or Chrome).
- Incomplete Application Form will be considered invalid. Application will be summarily discarded for providing wrong credentials.
- **Applicant must provide their own contact number and valid email ID. All future communications will be done via e-mail or messaging service.**
- 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.
- APPLICATION FORM IS FREE. NO NEED TO PAY FOR THE APPLICATION
- **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 [gmgadmssion@gmail.com](mailto:gmgadmssion@gmail.com)
- **Educational Tour:** Students applied for Geography Honours 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/ four 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.