

General information

- Admission Rules and regulations set by the Calcutta University (downloads/2020/CSR-CBCS- SYSTEM-07052018.pdf)
- Online Application forms for admission to the **1st Year Semester-I of the three-year B.A./B.Sc. (Honours and Major) Courses** for the session **2022-2023** will be available online only.
- The link for online application forms will be available on the site 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.
- A student may apply for more than one Honours or Major subjects by filling up separate forms.
- It is compulsory for the student to enter English Marks.

- **Caste certificate must be issued by**
 - i. District Welfare officer & Ex-Officio Jt. Director, BCW (Within Kolkata)
 - ii. Sub divisional officer (Outside Kolkata)
- **SC/ST/OBC candidates from states outside West Bengal are NOT ENTITLED** to seek any reservation benefits. These candidates should apply as General Category candidates, provided they meet the eligibility criteria set for the General Category.

Any difficulty in filling in the application form can be informed at gmgcadmission@gmail.com ([mail to:gmgcadmission@gmail.com](mailto:gmgcadmission@gmail.com))

Keep these documents before you start filling up the application form:

- a scanned copy of your 10+2 mark sheet
- a scanned copy of your recent Passport Size photograph (preferably colored)

- a scanned copy of your full signature
- a scanned copy of your age proof certificate (Birth certificate, Admit cards issued by various boards etc.)
- a scanned copy of your Caste/PWD certificate, if applicable

Important Dates:

Date of opening of online portal to U.G. Courses: 18th July, 2022

(From 10 am)

Last date of application through online portal: 5th August, 2022

Publication of Merit List: 13th August, 2022 (1 PM)

Last date of Admission: 15th September, 2022

Commencement of classes (1st semester): 19th September, 2022

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.
- Candidature will be cancelled if she enters incorrect subject name and / or wrong marks.
- In each semester the candidate has to study one Generic Elective (GE) subject. This will continue till 4th semester.
- Applicants must choose which GE subject she wishes to study in which semester. GE subject has to be entered for all first 4 semesters (denoted as GE-1, GE-2, GE-3 and GE-4) during the filling up of the application form. This is required for the Calcutta University registration procedure which follows immediately after the admission.

- Generic elective and AECC subjects may have to be changed subjected to the availability of the selected subjects during verification.

Online Application is a Two-step Process:

STEP I : Filling up of Form

- All Fields 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 (in .jpg format and within 150 kb size)

III. Other documents in .jpg format and within 100kb size

- Select carefully the subjects according to your marks sheet issued by your respective boards in descending orders.

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.
- Print the Application Form

If you want to apply for more than one subjects, go to the log in page again.

Enter the previous **application id** 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.

Do not forget to print your application form.

Important:

- No form can be corrected after the last date of application.
- Make sure your generated/ printed **Application Form** have the following:

Candidate id. , your Full Name.

If any one of this information is missing, the form will be considered as incomplete. In such case, proceed to fill up the form again carefully and submit.

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.
- Forms do not have to be submitted in College during application.
- Forms must be brought on the date of physical verification.
- If she finds any difficulty in submitting the form she must contact through **email:gmgradmission@gmail.com (<mailto:gmgradmission@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.