

General Information for Admission for the session 2019-20

- 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 2019-2020** 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.

- **Application Fees is Rs. 200/- + Service Charges**
- The last date of online application is **05.06.2019**
- Final Merit List will be published online on **10.06.2019**
- Generic Elective (GE) subjects and Ability Enhancement Compulsory course (AECC) subjects may have to be altered as per availability during the time of verification of documents at the college.

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.
- 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 wil not be considered.
- 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 the **Payment window**.

STEP III : Payment (online payment)

- Go to the payment link in the **payment window**. **click on Pay Online** and follow the instructions.
- After payment is over, a Chalan will be generated.
- Print the **Chalan** and the **Application Form**.
- Keep the Payment Slip (Chalan) and submit the copy to the College during verification of documents.

STEP IV : Check the Payment Status

- Check your payment status after two working days from the date of payment by using your **application no. as login** and **date of birth as password** by **clicking on the "Payment Status" button**

- Candidates whose status is showing unpaid even after two days of the payment of application fee, are requested to send the scanned copy of the chalan as well as their forms to the college mail id: gmgcadmission@gmail.com

REPAYMENT LOG-IN : If you have filled-in the form without paying, you can pay later on by clicking on "Re-payment Log-in" button. You can see your filled-in form by entering your application id and date of birth. Take the print of the chalan generated. Remember : No one will be able to pay once the deadline of submission is over.

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, it will take you to the payment gateway and pay for the new course. In this way you can apply multiple subjects. Do not forget to print your application form and payment chalan for each application.

Important:

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

Application No. , your Full Name and Transaction id.

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.

- Incomplete Application Form even after making the payment will be considered invalid.

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 verification.
Student must keep the Candidate's Copy of the Pay-in-slip. Those will be necessary on the date of Admission.
- If she finds any difficulty in submitting the form or checking the payment status, she must contact the **Help Line Nos. (033) 2223-2355/3020/8287**
- **Application form will be validated only if payment is confirmed. Unpaid forms will be cancelled.**
- **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.