

RAJGANJ COLLEGE,RAJGANJ,JALPAIGURI

TENTATIVE ADMISSION SCHEDULE FOR ADMISSION INTO UNDER GRADUATE COURSES FOR THE ACADEMIC SESSION 2020-2021

It is hereby notified for all concerned that the online admission into different undergraduate courses (B.A. Honours & Program [General]) for the academic session 2020-2021 will be done as per the following schedule:

Sl. No.	Particulars	Date
1	ONLINE ADMISSION Registration Starts at 11:30 a.m.	10/08/2020
2	ONLINE ADMISSION Registration will be Closed on 11:59 pm. midnight through Internet Banking	25/08/2020
3	Publication of Provisional Merit List for Honours and Program (General) Course. (Subject & Category wise)	28/08/2020
4	Publication of Final Merit List for Honours and Program (General) Course.(Subject & Category wise)	31/08/2020
ONLINE ADMISSION PROCESS FOR HONOURS COURSES		
1st Phase of E-counselling for Honours course(UNRESERVED & ALL RESERVED CATEGORIES)		
5	Publication of 1 st list of eligible candidates for E-counselling of different Honours Subjects.	31/08/2020
6	Date of payment of Admission Fees through Online Payment mode	31/08/2020 01/09/2020 02/09/2020 (up to 11:59 pm. midnight)
2nd Phase of E-counselling for B.A Honours course (UNRESERVED & ALL RESERVED CATEGORIES)		
7	Publication of 2 nd list of eligible candidates for E-counselling of different Honours Subjects.	03/09/2020
8	Date of payment of Admission Fees through Online Payment mode	03/09/2020 04/09/2020 05/09/2020 (up to 11:59 pm. midnight)
3rd Phase of E-counselling for B.A Honours course (UNRESERVED & ALL RESERVED CATEGORIES)		
9	Publication of 3 rd list of eligible candidates for E-counselling of different Honours Subjects.	07/09/2020
10	Date of payment of Admission Fees through Online Payment mode	07/09/2020 08/09/2020 09/09/2020 (up to 11:59 pm. midnight)
4th Phase of E-counselling for B.A Honours course (UNRESERVED & ALL RESERVED CATEGORIES)		
11	Publication of 4 th list of eligible candidates for E-counselling of different Honours Subjects.	10/09/2020
12	Date of payment of Admission Fees through Online Payment mode	10/09/2020 11/09/2020 12/09/2020 (up to 11:59 pm. midnight)

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5th Phase of E-counselling for B.A Honours course (UNRESERVED & ALL RESERVED CATEGORIES)		
13	Publication of 5 th list of eligible candidates for E-counselling of different Honours Subjects.	14/09/2020
14	Date of payment of Admission Fees through Online Payment mode	14/09/2020 15/09/2020 16/09/2020 (up to 11:59 pm. midnight)
6th Phase of E-counselling for B.A. Honours course (UNRESERVED & ALL RESERVED CATEGORIES)		
15	Publication of 6 th list of eligible candidates for E-counselling of different Honours Subjects.	18/09/2020
16	Date of payment of Admission Fees through Online Payment mode	18/09/2020 19/09/2020 20/09/2020 (up to 11:59 pm. midnight)
7th Phase of E-counselling for B.A Honours course (UNRESERVED & ALL RESERVED CATEGORIES)		
17	Publication of 7 th list of eligible candidates for E-counselling of different Honours Subjects.	21/09/2020
18	Date of payment of Admission Fees through Online Payment mode	21/09/2020 22/09/2020 23/09/2020 (up to 11:59 pm. midnight)
8th Phase of E-counselling for B.A Honours course (UNRESERVED & ALL RESERVED CATEGORIES)		
19	Publication of 8 th list of eligible candidates for E-counselling of different Honours Subjects.	24/09/2020
20	Date of payment of Admission Fees through Online Payment mode	24/09/2020 25/09/2020 26/09/2020 (up to 11:59 pm. midnight)
9th Phase of E-counselling for B.A Honours course (UNRESERVED & ALL RESERVED CATEGORIES)		
21	Publication of 9 th list of eligible candidates for E-counselling of different Honours Subjects.	28/09/2020
22	Date of payment of Admission Fees through Online Payment mode	28/09/2020 29/09/2020 30/09/2020 (up to 11:59 pm. midnight)
10th Phase of E-counselling for B.A Honours course (UNRESERVED & ALL RESERVED CATEGORIES)		
23	Publication of 10 th list of eligible candidates for E-counselling of different Honours Subjects.	01/10/2020

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24	Date of payment of Admission Fees through Online Payment mode	01/10/2020 02/10/2020 03/10/2020 (up to 11:59 pm. midnight)
25	Verification of testimonials at the College from 11.00 am to 4.00 pm. & commencement of classes. (Date to be notified later on getting instruction from Higher Education Dept., GOWB & University Guideline).	
ONLINE ADMISSION PROCESS FOR PROGRAM (GENERAL) COURSES		
1st Phase of E-counselling for B.A Program (General) course (UNRESERVED & ALL RESERVED CATEGORIES)		
26	Publication of 1st list of eligible candidates for E-counselling of B.A. Program (General) course.	14/09/2020
27	Date of payment of Admission Fees through Online Payment mode	14/09/2020 15/09/2020 16/09/2020 (up to 11:59 pm. midnight)
2nd Phase of E-counselling for B.A Program (General) course (UNRESERVED & ALL RESERVED CATEGORIES)		
28	Publication of 2 nd list of eligible candidates for E-counselling of B.A. Program (General) course.	18/09/2020
29	Date of payment of Admission Fees through Online Payment mode	18/09/2020 19/09/2020 20/09/2020 (up to 11:59 pm. midnight)
3rd Phase of E-counselling for B.A Program (General) course (UNRESERVED & ALL RESERVED CATEGORIES)		
30	Publication of 3rd list of eligible candidates for E-counselling of B.A Program (General) course.	21/09/2020
31	Date of payment of Admission Fees through Online Payment mode	21/09/2020 22/09/2020 23/09/2020 (up to 11:59 pm. midnight)

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4th Phase of E-counselling for B.A Program (General) course(UNRESERVED & ALL RESERVED CATEGORIES)		
32	Publication of 4th list of eligible candidates for E-counselling of B.A. Program (General) course.	24/09/2020
33	Date of payment of Admission Fees through Online Payment mode	24/09/2020 25/09/2020 26/09/2020 (up to 11:59 pm. midnight)
5th Phase of E-counselling for B.A Program (General) course(UNRESERVED & ALL RESERVED CATEGORIES)		
34	Publication of 5th list of eligible candidates for E-counselling of B.A Program (General) course.	28/09/2020
35	Date of payment of Admission Fees through Online Payment mode	28/09/2020 29/09/2020 30/09/2020 (up to 11:59 pm.midnight)
6th Phase of E-counselling for B.A Program (General) course(UNRESERVED & ALL RESERVED CATEGORIES)		
36	Publication of 6th list of eligible candidates for E-counselling of Program (General) course.	01/10/2020
37	Date of payment of Admission Fees through Online Payment mode	01/10/2020 02/10/2020 03/10/2020 (up to 11:59 pm.midnight)
38	Verification of testimonials at the College from 11.00 am to 4.00 pm. & commencement of class.(Date to be notified later on getting instruction from Higher Education Dept., GOWB & University Guideline).	

N.B:

*Admission into different courses will be STRICTLY ON THE BASIS OF MERIT AND AVAILABILITY OF SEATS. Publication of names in the merit list does not necessarily assure the right of admission in the applied course.

* Each applicant will have to mention his valid E-mail ID and valid mobile number while submitting his/her Application Form. A student must upload his/her i) Admit Card of class X Exam, ii) H.S. or equivalent marksheet, iii) one coloured Photograph, iv) original Caste and/or PH Certificate (if any) in his/her name at the time of filling up of Admission form.

*IN CASE ANY DISCREPANCY IF FOUND DURING THE VERIFICATION THE CANDIDATURE OF THE CONCERNED CANDIDATE WILL BE CANCELLED AND ADMISSION FEES WILL BE FORFEITED.

A SET OF SELF ATTESTED TESTIMONIALS WITH DULY FILLED APPLICATION FORM IS NEEDED TO SUBMIT DURING VERIFICATION AT COLLEGE.

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***ORIGINAL DOCUMENTS TO BE PRODUCED AT THE TIME OF VERIFICATION**

1. Printed copy of duly filled application form.
2. H.S. Mark Sheet.
3. Madhyamik Admit Card/Certificate or Age Proof Certificate.
4. Student's own Caste / PH Certificate from appropriate authority as per Govt. Rule.
5. One coloured passport size photograph.

*** Physical attendance in class for verification of testimonials on stipulated dates which will be notified later on (after making payment) is mandatory, otherwise his/ her candidature will be cancelled.**

**** The Candidate himself/ herself must be present during verification of testimonials. If in any case, due to any emergency (Hospitalization etc.) the candidate could not appear in classes during verification of testimonials on the stipulated dates, his/her authorised representatives may appear with all original testimonials and supporting documents of hospitalization etc only.**

***** The Candidate has to submit cancellation certificate at the time of verification of testimonials, if he/ she was already admitted in another college.**

- In case of any mistake/error in Provisional merit list published on 28/08/2020, candidates have to contact college through E-mail and submit application addressed to the Principal within 29/08/2020 up to 3 p.m. positively for rectification.

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Guidelines for filling up Online Application Form for Admission for the Academic Session 2020-2021

Please read the following instructions carefully before filling up your online application for admission

1. All following testimonials are to be uploaded online during application. Before filling application form, please scan and store the following documents as separate files. The same needs to be uploaded as required during the 'On-line Application' process.

Sl.No	Name of the Document	Type	Maximum size
1	Recent Passport size coloured photograph (Mandatory)	JPG	100kb
2	HS or equivalent Mark sheet (Mandatory)	JPG	150kb
3	Class X Admit Card (Mandatory)	JPG	150Kb
4	Caste Certificate (only if the candidate belongs to OBC/SC/ST)	JPG	150Kb
5	PwD/PH Certificate if any	JPG	150Kb

2. Original documents are to be produced at the time of verification. Physical attendance in class for verification of testimonials on stipulated dates which **will be notified later on (after making Payment) is mandatory**, otherwise his/her candidature will be cancelled. Remember that all admission is provisional subject to verification of documents at the college end. In case of discrepancy if found during the verification of the documents submitted online, his/her admission will automatically stand cancelled and admission fees will be forfeited.

3. In case of any mistake /error in Provisional merit list published on 28/08/2020, Candidates have to contact college office through e-mail and submit application addressed to the Principal within 29/08/2020 up to 3 p.m for rectification. No further request in this regard will be entertained after the publication of final merit list.

4. Eligible applicants will be informed directly by the college authority through electronic means. The candidates are advised to put **their personal email address** and **valid mobile number** at the time of application. They are also advised to check our online admission website for regular update, regarding admission timeline and class schedule.

5. Admission into different courses will be strictly on the basis of merit and availability of seats. Publication of names in the merit list doesn't necessarily assure the right of admission in the applied course.

6. Date of Verification of testimonials and commencement of 1st Semester classes shall be notified later on getting instruction from Higher Education Department, GOWB and University of North Bengal.

7. All fees are to be paid through online payment mode.

8. Candidates have to pay Rs 100/- towards online Application Fees

9. Candidates of higher secondary (Vocational) & NIOS course shall be eligible for admission in the Programme Courses only.

10. The college authority will not be held responsible for any discrepancy of data put online application and no further request for alternation/modification of the data will be allowed after submission of form online.

11. If a selected candidate opts for admission in one course / subject, and subsequently opts for another course / subject for admission, his/her first opted subject will automatically be cancelled out without notice.

12. Admission schedule may be modified in compliance with the order(s) issued by the Higher Education Department, GOWB/University time to time.

13. A set of self attested testimonials with duly filled application form (downloaded) are to be submitted during verification at the college. The list of documents is given below:

1. Downloaded Form (1 copy)
2. Copy of Madhymaik Admit Card
3. Copy of Higher Secondary Mark Sheet (Both sides)
4. Recent coloured Passport-size photograph (2 copies)
5. Copy of caste certificate, if any
6. Original Migration Certificate, if any

General Code of Conduct:

1. Classes start from 11 a.m. and continue up to 5.00 p.m. on all working days of a week. Students are advised to come to the college in time to attend classes. As per university rules **75% attendance** is mandatory to appear in semester end examination.
2. Every student must carry his / her Identity Card while entering the campus and identify himself with help of the Identity Card whenever asked for.
3. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, laboratories etc.
4. Irregular attendance, indifference in regard to class work and examination, discourtesy towards teachers, insubordination, obscenity in word and act, willful damage to College property, anti-social activities, etc are liable for disciplinary action which includes expulsion from the College.

**Admission Committee
RAJGANJ COLLEGE**