

TAKI GOVERNMENT COLLEGE TAKI, NORTH 24 PARGANAS.

Notice No. TGC/ADMN/1/17

Date : 30.05.2017

Guidelines to the on-line admission are the following.

STUDENT on-line ADMISSION SYSTEM FOR 1ST YEAR
B.A. /B.Sc. COURSES FOR THE ACADEMIC SESSION 2017-2018.

Step-1: (on-line Form for Registration by Processing Challan)

1. Applicants are advised to go to the College home page (www.takigovtcollege.in) and go to "on-line ADMISSION UG" (or directly go to <http://tgcadmission.in/>).

THE WEB SITE FOR on-line ADMISSION WILL OPEN ON **12.06.2017 (MONDAY) AT 06:00 AM** AND WILL CLOSE ON **21.06.2017 (WEDNESDAY) AT 11:59 PM.**

2. The On-Line Application Form contains details like Name, Date of Birth, Guardian's Name, Address, Mobile Number, Caste, Gender, whether Physically Challenged, Marks Obtained in the Last Examination, Year of Passing, Courses applied for different Honours and General Courses, etc. that the Applicants are asked to fill up. After filling up the form in meticulous detail, please download filled-up On-Line Application Form and take a print.

3. **It is mandatory for every student and his/her parents to submit an anti ragging affidavit** at the time of first admission. These are UGC's regulations. All the applicant have to connect http://antiragging.in/Site/Affidavits_registration_form.aspx --- fill-up the on-line form. This link is given with the on-line application form. **Otherwise the admission is liable to be canceled.** After filling this form successfully the student will receive the Student's Anti Ragging Undertaking and the Parents Anti Ragging Undertaking in her/his Email. The Applicant can use e-mail of her/his friend also. Please print both the Undertaking, sign them yourself, request your parents to read the details and request them to sign their Undertaking and then present both at your college at the time of first admission. Address in this form and application form should be same and it will be verified during admission, otherwise the admission is liable to be canceled.

4. The Candidate will find an attachment as pdf file during on-line form fill-up. She/He has to take print-out of the attached pdf file, and submit the same after duly filling in and signing during the Counseling for Admission. It is an undertaking of at least 75% attendance in the classes and it also contains Kanyashree(K1) Id (if applicable).

5. After submitting the Form the system will validate the data and will check the eligibility criterion.

6. The System will generate the Processing Challan against every successful submission of On-Line Application Form. Otherwise, the system will show an error message.

7. The Applicant is requested to log into Applicant section to Print the Registration Challan (3 copies = 2 copies for the Office, and 1 for the applicant) and submit the Processing Fee (₹ 100/- , Rupees One Hundred only) through 2 copies of Registration Challan (College copies) to the College Office and collect Prospectus of the College and finally check the Payment Status after 48 Hours of submission of the Fees.

8. Challan submission in the College Office will START from **17.06.2017 (SATURDAY) AT 11:00 AM**. The LAST DATE and TIME of submission of processing challan will be on **23.06.2017 (FRIDAY) AT 04:00 PM**.

9. The Applicants should regularly check the College home page www.takigovtcollege.in and College's UG Admission page www.tgcadmission.in.

Step 2: (Registration Payment Marking System) (This Step will be done by College Office)

1. Marking Processing Challan into the system will be done by the College Office Staffs.

2. The system will generate a Verified Merit List (with applicants fulfilling the said purpose).

Step 3: (Merit List Generation)

1. The Provisional Merit List will be generated in a Subject wise, Reservation wise format on **29.06.2017 (THURSDAY) at 2 PM**. Note that this list will be provisional, not final. All the applicants are requested to wait for the publication of FINAL MERIT LIST.

2. If there is any discrepancy in the provisional merit list, the applicants are asked to inform the UG Admission Committee about it at the **UG Admission Room** [Main Building, 2nd Floor] from **12 noon to 3 pm** on **30.06.2017(FRIDAY) and 01.07.2017 (SATURDAY)**. Last Date and Time for information of any sort of discrepancy is **01.07.2017 (SATURDAY) at 3:00 PM**.

3. The **FINAL MERIT LIST** will be generated on-line in a Subject wise, Reservation wise on **04.07.2017 (TUESDAY) at 2 PM**.

Step 4: (Counseling and Verification of Candidature for Admission)

1. The applicants whose names appear in the Final Merit List (**FIRST LIST**) which will be published on **04.07.2017 (TUESDAY) at 2 PM** must come to the College for Counseling on the respective dates (THESE DATES WILL BE ANNOUNCED LATER THROUGH THW WEBSITE, AND THE COLLEGE NOTICE BOARD).

2. The Applicants are again requested to check regularly the College home page www.takigovtcollege.in and College's UG Admission page www.tgcadmission.in.

3. During Counseling and Verification of Candidature for Admission, the applicants must bring with them all of their Documents in Original. These include : Mark Sheets & Passing Certificates of the Qualifying Examinations, Caste Certificates - SC / ST / OBC (if any), Certificate for Physically Handicapped (if any), etc. along with Photo copies (Self Attested) of the certificates and the downloaded printed filled-up On-Line Application Form (see Article No.2 of Step 1). **This time the candidates must also hand over duly signed and filled-in print-out of attached pdf file, Student's Anti Ragging Undertaking and the Parents Anti Ragging Undertaking to the dealing Teacher/Staff of the respective Department.**

2. The College staff will verify all the documents of eligible applicants on the respective dates.

3. After Verification of the Candidate by the College, it is **COMPULSORY** to Upload Signature of the Applicant, and her/his Passport-size Photograph before on-line admission fee submission. After the upload of these documents, the Candidate will pay the Admission Fee on-line. They have to pay the total admission fee (as mentioned in the Prospectus), Transaction Charge and Government Service Charge on Transaction Charge **exclusively through on-line payment mode**. However, transaction charge depends on the mode of payment.

4. After the on-line payment, the Candidate must bring two Copies of receipt of payment for obtaining their Roll No. from the College Office during office hours in the next working day from the date of payment, otherwise her/his admission may be canceled.

Step 5: (Commencement of Academic Session)

The Last date of Admission, Change of Subjects and Commencement of 1st Year (Part-I) classes for under graduate courses will be declared on basis of notification of West Bengal State University Authorities.