



PANCHTHUPI HARIPADA GOURIBALA COLLEGE

[ESTD: 1996]

(Govt. aided, Affiliated to the University of Kalyani & UGC Recognized)

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Application Procedure-2021-22

Read the following instructions and be sure of the eligibility for applying in different courses (see **Subject-wise Eligibility Criteria list, Admission Notice** and Prospectus portal) very carefully before submission of Application Form.

An applicant can apply B.A. Honours Subjects in a Single Form. For more than one Honours Subjects he/she has to apply through another Form. An applicant can apply in a single form for B.A General / Programme course. Application for Honours form will not to be considering as application for General/Programme Course. If any students wish to apply in both General course & Honours Course separate forms to be submitted.

APPLICATION FEES:

Rs. 150/- for a single Form (Excluding Online Payment Charges)

NOTE: * Fees once paid cannot be refundable.

KEEP IN MIND (for future correspondence):

Applicant's User Id : Auto-generated Application Id No. (mentioned in their printed Form)

Applicant's Password : Applicant's Date of Birth (DD/MM/YYYY)

APPLY IN DIFFERENT COURSES :

Apply in Honours Course : The applicants, who are willing to apply in Honours Course, have to click on "**APPLY IN HONOURS**" button.

Apply in General / Programme Course : The applicants, who are willing to apply in General Course, have to click on "**APPLY IN GENERAL/PRPROGRAMME**" button.

SUBJECT CHOICE:

For Honours Course : The Honours candidates have to select One Honours Subject, One General Elective Subject and Compulsory Subject (AECC) as per the Subject Combination Table (see **Admission Notice and Prospectus portal**).

For General Course : The General/ Programme candidates have to select one General /Programme Subjects (CC-1) one General Programme Subject (CC-2), One Language Core Course and one Compulsory Subject(AECC) as per subject Combination Table (see **Admission Notice and Prospectus portal**).

- NOTE :**
- Applicants may choose General Subject(s) as per their choice. But finally the said subject(s) will be offered to him/her on availability or eligibility at the time of admission.
 - Students must not select that subject(s) in Honours in which he/she has failed in H.S./Equivalent level.
 - Students passed in the Vocational Course must not apply in the Honours course as per Rules of the University of Kalyani.
 - Students can Apply for Admission to Under Graduate Courses Passed from the Boards as Circulated by the Controller of Examinations, University of Kalyani Dated: 10/08/2020. (Details as under):

All the Fields are mandatory. Incomplete Forms will be treated as cancelled.

LIST OF BOARDS: APPLICABLE FOR ADMISSION TO UNDER GRADUATE COURSES

1. Andhra Pradesh Board of Secondary Education, Hyderabad.
2. Assam Higher secondary Education Council, Bamunimaidan, Guwahati.
3. Bihar Intermediate Education Council, Patna.
4. Gujrat secondary & Higher Secondary Education Board, Gandhinagar.
5. Hariyana Board of Education, Hansi Road. Bhiwani.
6. Himachal Pradesh Board of School Education, Dharmasala.
7. J & K State Board of School Education, Jammu.
8. Karnataka Secondary Education Examination Board, Bangalore.
9. Kerala Board of Higher Secondary Education, Thiruvanthapuram.
10. Maharashtra State Board of Secondary & Higher Secondary Education, Pune.
11. Madhya Pradesh Board of secondary Education, Bhopal.
12. Manipur Council of Higher Secondary Education, Imphal.
13. Orissa Council of Higher Secondary Education, Bhubaneswar.
14. Rajasthan Board of Secondary education, Ajmer.
15. Tamilnadu Board of Higher Secondary Education, Chennai.
16. Tripura Board of Higher Secondary Education, Agartala, Tripura West.
17. U.P. Board of High School & Intermediate Education, Allahabad.
18. West Bengal Council of Higher secondary Education, Calcutta.
19. Rabindra Mukta Vidyalaya (West Bengal state Open School).
20. West Bengal Board of Madasha Education.
21. National Institute of Open Schooling (formerly National Open School). New Delhi.
22. Central Board of Secondary Education, Delhi.
23. Council for Indian School Certificate Examinations, New Delhi.

N.B. Foreign Students shall have to get clearance from the concerned Embassy regarding his/her eligibility and duly approved by the University.

STEP-BY-STEP PROCESS:

STEP 1: (FORM SUBMISSION)

Before filling in Form, applicants have to scan their recent passport size color photo and specimen signature for uploading it in the Form by using CHOOSE FILE button (picture size should not more than 100 kb). They have to click "APPLY ONLINE" button to submit necessary data like name, date of birth, address, caste/category, contact no., Email id subject marks etc. very carefully. In addition all testimonials (**original**) are to be uploaded online during application. These are: - **1.** Admit Card of MP or Equivalent **2.** H.S Mark Sheet or Equivalent and **3.** Caste Certificate (if any). **4.** P.H.Certificate

STEP 2: (FORM CONFIRMATION, PAYMENT APPLICATION FEES AND PRINT FORM & PAYMENT SLIP)

After submitting that, a Confirm Page of the Form will be displayed in the monitor for Confirmation of all data by the applicants and they have to select Payment Option ("Online Payment") for payment of the Application Fees. (*Applicants may click "BACK" button for any correction, and submit again*)

- i) **PAYMENT THROUGH ONLINE** : Applicants will pay requisite Application Fees by using Credit Card/ Debit Card/IMPS/Net Banking, they have to click "ONLINE PAYMENT" button and then follow step-by-step process. In this process they have to take print out of Form & Online Payment Slip and submit the Form and Xerox copy of this Payment Slip to the college office at the time submission of all testimonials after admission for verification date.

NOTE: Without payment of Application Fees, No forms will be considered for Merit List.

STEP 3: (PAYMENT STATUS CHECKING)

Applicants are advised to check the Payment Status of their Forms after two days from the date of depositing/payment of application fees, through "PAYMENT STATUS" button by using their Application ID No. as **User ID** and **Date of Birth** as **Password**. The Form will be displayed as "PAID"; otherwise, it will be displayed as "UNPAID". **Only "PAID" Forms will be considered for Merit List.**

(For Example: If an applicant deposits/pays Application Fees on 10.08.2020, he/she will be able to check the Payment Status of his/her Form on 12.08.2020)

NOTE: After completion of STEP 3, applicants are advised to follow the Merit List and Admission Notice that will be published in this website (panchthupihgcollege.in). Nothing is required to be sent to the college.

PRINT DUPLICATE APPLICATION FORM & PAYMENT RECEIPT:

Applicants may take print out of Duplicate Application Form and Online payment receipt through "PRINT DUPLICATE APPLICATION FORM & ONLINE PAYMENT RECEIPT" button by using their Application ID No. as User ID and Date of Birth as Password even after Form Submission within 18/08/2020 by 11.50.p.m.








FORM CORRECTION:

Applicants may edit/correct their Forms (Except Date of Birth) through "FORM CORRECTION" button by using their Application ID No. as User ID and Date of Birth as Password in any time within the stipulated time as per notification they have to print the edited/corrected Application Form and submit it to the college office at the time of admission.






STEPS TO BE FOLLOWED FOR ONLINE APPLICATION:

Before filling in Form, applicants have to scan their recent passport size photo and signature

First of all, be sure of the ELLIGIBILITY for Applying in defferent courses Carefully Then... ..

- ❖ **START** -  **Log in to pancthupihgcollege.in**
- ❖ **CLICK** -  **Apply Online**
- ❖ **CLICK-**  **Apply in Honours /General Programme**
- ❖ **Uploading**  **Scan of Pass port Size Colour Photo & Signature (Not more than 100 kb) using Choose File.**
- ❖ **Fill up**  **All necessary data properly like Name, date of Birth, Address, Caste, Category, Contact No. and other in the Personal Part.**
- ❖ **Fill up**  **All necessary data properly in the academic Part**
- ❖ **Fill up**  **Application Part sincerely. (For Subject Choice)**

❖		
For Honours Course	:	The Honours candidates have to select One Honours Subject, One General Elective Subject and Compulsory Subject (AECC). as per the Subject Combination Table (see Admission Notice and Prospectus portal).
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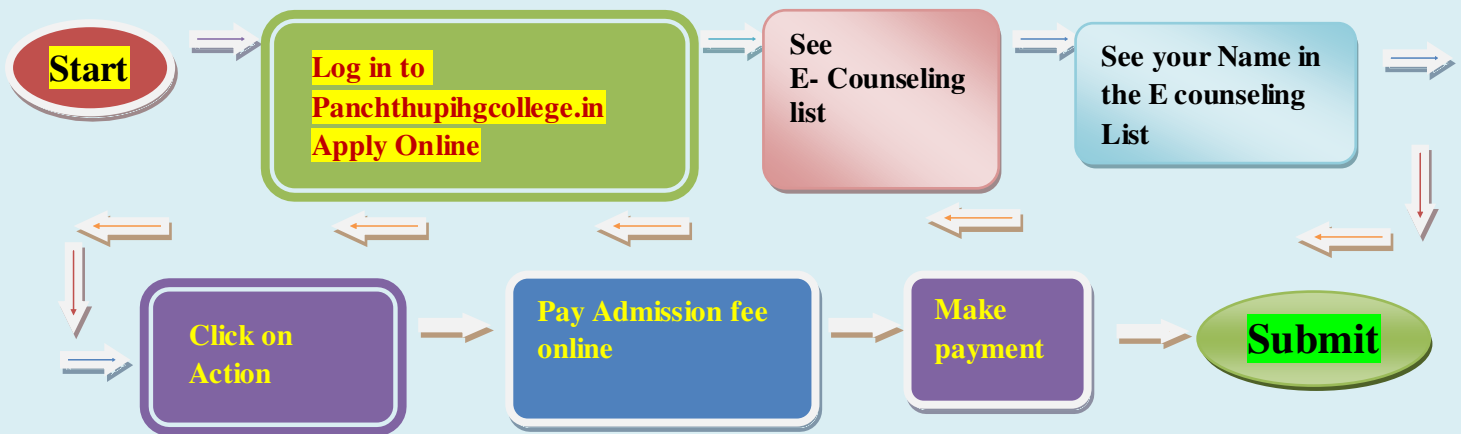
- ❖ **Submit**  **All Data carefully.**
- ❖ **Click**  **Confirm.**
- ❖ **Payment**  **Pay Application fees through Online Payment.**
- ❖ **Print**  **Print Online Payment Receipt.**
- ❖ **Please**  **Check Payment Status after two days from the Date of Payment.**

STEP BY STEP PROCESS FOR ADMISSION

:: INSTRUCTIONS ::

- ❖ Only Those Candidates whose names are published in the E counseling List should make Payment for Admission.
- ❖ Please Input Correct Name, ID, Date of Birth, Mobile No. Subject during Payment.
- ❖ Payment once Made is not refundable.

STEP- 1



STEP- 2

As per the Notification of the Department of Higher Education, Govt. of West Bengal Dated 16.07.2020 & KU Notification dated 03.08.2020 following modalities will be followed for On line Admission Process :

1. On-line admission process will be done based on merit. Prospective students will not be called for counseling or verification of documents during the process of admission. No Physical presence will be required at the College Premises.
2. Eligible candidates will be informed directly by the College Authority through website or e mail or telecommunication.
3. Payment of Fees will be accepted through e payment, not physically at the College.
4. All testimonials are required to be uploaded online during application. Verification of documents, if required, will be done only when the students report for the classes in the course. Admission will be cancelled if the documents are found not in conformity with the declaration in the forms submitted on line.

NOTE : NO PHYSICAL PRESENCE WILL BE ENTERTAINED AT THE COLLEGE PREMISES DURING ADMISSION PROCESS.



INTAKE CAPACITY FOR THE YEAR-2021-22 [ALL SUBJECT CATEGORY WISE]											
COURSES											
B.A.	GENERAL		S.C		S.T.		OBC-A		OBC-B		TOTAL
	[Including P.D.]		[Including P.D.]		[Including P.D.]		[Including P.D.]		[Including P.D.]		
		P.D.		P.D.		P.D.		P.D.		P.D.	
Bengali Honours	39	1	15	1	3	1	6	1	4	1	72
History Honours	31	1	12	1	3	1	5	1	3	1	59
Philosophy Honours	31	1	12	1	3	1	5	1	3	1	59
Political Science Honours	24	1	9	1	2	1	4	1	2	1	46
English Honours	20	1	8	1	1	1	3	1	2	1	39
Sanskrit Honours	20	1	8	1	1	1	3	1	2	1	39
B.A Gen	305	9	123	4	34	1	56	2	40	1	575
TOTAL	470	15	187	10	47	7	82	8	56	7	889

:: End ::