



PANCHTHUPI HARIPADA GOURIBALA COLLEGE

[ESTD : 1996]

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

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Application Procedure

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 Honours Subjects in a Single Form. For more than 1 Honours Subjects he/she has to apply through another Form. An applicant can apply in a single form without Sanskrit as subject combination and he/she has to apply through another form with Sanskrit as subject combination in the General course (B.A.)

APPLICATION CHARGE :

Rs. 150.00 for a Single Form (Excluding BankCharge).

BANK CHARGE :

- In case of Payment made through Bank Challan i.e. Offline Payment (depositing requisite fees to any branch of STATE BANK OF INDIA), the Bank Charge is **Rs. 50.00**
- In case of Payment made by using Credit Card (Online Payment), Bank Charge is **Rs. 10.00**
- In case of Payment made by using Debit Card (Online Payment), the Bank Charge is **Rs. 10.00**
- In case of Payment made by using IMPS (Online Payment), the Bank Charge is **Rs. 10.00**
- In case of Payment made by using Net Banking (Online Payment), the Bank Charge is **Rs. 10.00**

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 use "APPLY IN HONOURS" button.
- Apply in General Course (Without Sanskrit)** : The applicants, who are willing to apply in General Course, have to use "APPLY IN GENERAL" button.
- Apply in General Course (With Sanskrit)** : The applicants, who are willing to apply in General Course, have to use "APPLY IN GENERALWITH SANSKRIT" button.

SUBJECT CHOICE :

- For Honours Course** : The Honours candidates have to select One Honours Subject and Two General Subjects as per the Subject Combination Table (see **Admission Notice** and **Prospectus** portal).
- For General Course** : The General candidates have to select Three General Subjects as per the Subject Combination Table (see **Admission Notice** and **Prospectus** portal).

- NOTE :** i) 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.
- ii) Students must not select that subject(s) in Honours in which he/she has failed in H.S./Equivalent level.
- iii) Students passed in the Vocational Course must not apply in the Honours course as per Rules of the University of Kalyani.
- iv) Students can Apply for Admission to Under Graduate Courses Passed from the Boards as Circulated by the Controller of Examinations, University of Kalyani Dated: 02/06/2014 (For Details Please visit panchthupihgcollege.in & klyuniv.ac.in)

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

STEP-BY-STEP PROCESS :

STEP 1 : (FORM SUBMISSION)

Before filling in Form, applicants have to scan their recent passport size photo 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., subject marks etc. very carefully.

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

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" / "Offline Payment") for payment of the Application Fees. (*Applicants may click "BACK" button for any correction, and submit again*)

- i) **PAYMENT THROUGH ONLINE** : If the applicants wish to 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.
- ii) **PAYMENT THROUGH OFFLINE** : If the applicants wish to deposit requisite Application Fees through Bank Challan, they have to click "OFFLINE PAYMENT" button and take printout of the Form and THREE PART BANK CHALLAN₁ of which
 - a) the **Bank Part** has to be submitted to any branch of **STATE BANK OF INDIA** and deposit requisite Application Fees
 - b) the **College Part** has to be submitted to the college office at the time of admission and
 - c) the **Student Part** is for record keeping by the student.

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". **If the Form is not displayed as "PAID" even after two days from the date of depositing/payment of application fees, the applicants are advised to contact with the Bank and take necessary steps within 16.06.2015 by 4.00 p.m. positively. Only "PAID" Forms will be considered for Merit List.**

(For Example : If an applicant deposits/pays Application Fees on 08.06.2017, he/she will be able to check the Payment Status of his/her Form on 10.06.2017)

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 & BANK CHALLAN :

Applicants may take print out of Duplicate Application Form and Bank Challan through "PRINT DUPLICATE APPLICATION FORM & BANK CHALLAN" button by using their Application ID No. as User ID and Date of Birth as Password even after Form Submission within 14/06/2015 by 4.00.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 14.05.2015 by 4.00 p.m. They have to print the edited/corrected Application Form and submit it to the college office at the time of admission.

IMPORTANT DATES [ONLINE ADMISSION -2017-2018]

SL No.	DETAILS	DATE	TIME
I	Last date of form submission	14.06.2017	0.00
II	Last date of deposit /payment Application fees	14.06.2017	0.00
III	Last date of checking payment status	16.06.2017	4.00 p.m.
IV	Last of Print duplicate Application Form & Bank Challan	14.06.2017	4.00 p.m.
V	Last date of Form Correction	14.06.2017	4.00 p.m.
VI	Publication of Provisional Merit List [B.A. Honours & General Courses]	20.06.2017	4.00 p.m.
VII	Publication of Final merit List, E-counseling List & beginning Online Admission through E-counseling for All Honours subjects, B.A. General with Sanskrit as subject combination and B.A. General without Sanskrit as subject combination	21.06.2017	4.00 p.m.
VIII	Publication of, First E-Counseling List & beginning Online Admission through E-counseling for B.A. Honours All Subjects and B.A. General with Sanskrit as subject combination.	22.06.2017 to 27.06.2017	0.00
IX	Publication of Final merit List & beginning Online Admission through E-counseling for B.A. General without Sanskrit as subject combination.	22.06.2017 to 30.06.2017	0.00
X	Publication of, Second E-Counseling List & beginning Online Admission through E-counseling for B.A. Honours all Subjects B.A. General with Sanskrit as subject combination on the basis of availability of seats after first E-counseling	03/07/2017 to 05/07/2017	0.00
XI	Publication of Second E-Counseling List & beginning Online Admission through E-counseling for B.A. General without Sanskrit as subject combination on the basis of availability of seats after first E-counseling	03/07/2017 To 07/07/2017	0.00
XII	Publication of, Third E-Counseling List & beginning Online Admission through E-counseling for B.A. Honours all subjects and B.A. General with Sanskrit as subject combination on the basis of availability of seats after Second E-counseling	07/07/2017 to 08/07/2017	0.00
XIII	Publication of Third E-Counseling List & beginning Online Admission through E-counseling for B.A. General without Sanskrit as subject combination on the basis of availability of seats after second E-counseling	11.07.2017 To 13/07/2017	0.00

NOTE: 1. After taking Admission through E- counseling visit Panchthupi Haripada Gouribala college along with Payment slip of application fees, all testimonials(Original and Xerox), Caste Certificate & Bank Payment slip for verification AND FINAL ADMISSION within five (05) working days (11.30 a.m. to 4.00 from the date of Provisional admission. Otherwise Admission will be treated as cancelled. No fees will be refunded in discrepancy (if any).

NOTE: 2. If all the seats are not fulfilled by the candidates in the First Phase Admission process up to 13/07/2017 there will be further notification for the vacant seats in the website for 2nd phase Admission. Applications should follow the website updates regularly for further details during the entire period (04/06/2017 to 31/07/2017).

