



सत्यमेव जयते

Government of West Bengal
TAKI GOVERNMENT COLLEGE
P.O. Taki, North 24 Parganas, Taki-743429,
West Bengal



ESTD. 1950

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P.G. Admission Notice

Notice No. TGC/PGADMN/03/18

Date: 08/06/2018

**INFORMATION BROCHURE FOR ADMISSION TO POST GRADUATE COURSES
OF BENGALI & ENGLISH FOR ACADEMIC SESSION 2018-19**

1. Criteria for Admission in the P.G. courses of Bengali and English: Honours Graduates from West Bengal State University/UGC recognised universities in the relevant subjects who have passed in the current (2018) or during immediately previous two years (2017 & 2016) are eligible to apply.

2. Merit list will be prepared strictly in order of merit on the basis of percentage of marks obtained by the candidate in the Honours subjects. Out of total seats, **60% are reserved for WBSU** candidates and rest **40% are reserved for candidates belonging to Other Universities and WBSU** candidates.

3. Rules and regulations in respect of Reserved Quota:

As per Government norms.

i) For SC/ST - 22% and 6% respectively of the total seats of the concerned subject. ii) For Persons with Disability: reservation of 3% seats for PWD within each respective category (SC/ST, OBC-A, OBC-B/ unreserved of the concerned subject). iii) For OBC-A/OBC-B: Implementation of reservation already started from the Academic Session 2014-15 as per West Bengal Govt Rules in a phase-wise manner.

4. Admission Procedure

Step-1: (on-line Form for Registration)

(a). Applicants are advised to go to the College home page (www.tgc.ac.in) and go to "on-line ADMISSION" (or directly go to <http://takicollege.in/>).

THE WEB SITE FOR on-line ADMISSION WILL BE OPENED ON **13.06.2018 (WEDNESDAY) AT 12:01 AM** AND WILL BE CLOSED ON **25.06.2018 (MONDAY) AT 11:59 PM**.

(b). 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, After filling up the form in meticulous detail, please download filled-up on-line Application Form and take a print out. It is **COMPULSORY** to Upload Signature (not more than 100 kb) of the Applicant, and her/his Passport-size Photograph (not more than 100 kb) during application. Also note that all applicants have to submit his/her email and mobile number. All correspondence will be made in the mobile number.

(c). **It is mandatory for every student and for his/her parents to submit an anti ragging affidavit** at the time of first admission. These are enforced by UGC's regulations. All the applicant have to connect http://antiragging.in/Site/Affidavits_registration_form.aspx or

<http://amanmovement.org/form>

to fill-up the on-line form. This link is given with the on-line application form. **Otherwise the admission is liable to be cancelled.** 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. Please print both the Undertakings, 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 these forms and the application form should be the same and it will be verified during admission, otherwise the admission is liable to be cancelled.

(d). 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 the same and signing during the Counseling for Admission. It is an undertaking of at least 75% attendance in the classes and it also contains Kanyashree(K2) Id (if applicable).

(e). After submitting the Form, the system will validate the data and will check the eligibility criterion.

(f). The Applicants are requested to pay the Prospectus Fee (₹ 500/- , Rupees Five Hundred only) **exclusively through on-line payment mode** and take print out of the receipt of the fee. It has 2 parts, 1 for the College Office, and other for the applicant. Submit the print-out of the receipt to the College Office and collect Prospectus.

(g). Prospectus collection in the College Office will START from **18.06.2018 (MONDAY)**. The LAST DATE and TIME of submission of processing challan will be on **27.06.2018 (WEDNESDAY) AT 02:00 PM**. In each working day, applicants can collect their prospectus from the College Office from 12 noon to 2 pm.

(h). The Applicants should regularly check the College home page www.tgc.ac.in and College's Admission page <http://takicollege.in/>.

Step 2: (Merit List Generation)

(a). The Provisional Merit List will be generated by the on-line admission software in a Subject wise, Reservation wise format on **28.06.2018 (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.

(b). If there is any discrepancy in the provisional merit list, the applicants are asked to inform the PG Admission Committee about it at the **PG Admission Room** [Main Building, 2nd Floor] from **12 noon to 2 pm** on **29.06.2018(FRIDAY) and 30.06.2018 (SATURDAY)**. Last Date and Time for providing information of any sort of discrepancy is **30.06.2018 (SATURDAY) at 2:00 PM**.

(c). The **FINAL MERIT LIST** will be generated on-line in a Subject wise, Reservation wise on **02.07.2018 (MONDAY) at 2 PM**.

Step 3: (Counseling and Verification of Candidature for Admission)

(a). The applicants whose names appear in the Final Merit List (**FIRST LIST**) for PG BENGALI and ENGLISH Course which will be published on **02.07.2018 (MONDAY) at 2 PM** must come to the College for Counseling and Verification on **06.07.2018 (FRIDAY) or 07.07.2018 (SATURDAY) between 12 noon & 3 pm**. The applicants are advised to check their names from 1st Merit List (Final) only for 1st phase of admission on the above-mentioned dates. Applicants whose names will appear in TOTAL Merit List (Final) but not appeared in 1st Merit List (Final) have to wait for next phases of admission, if there are vacancies.

(b). The Applicants are again requested to check regularly the College home page www.tgc.ac.in and College's Admission page <http://takicollege.in/>.

(c). During Counseling and Verification of eligibility 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 (if any) - SC / ST / OBC from appropriate authority, not below the rank of SDO [only original caste certificate will be accepted, no application or acknowledgement will be accepted], Certificate (if any) for Physically Handicapped from appropriate authority, etc. along with Photo copies (Self Attested) of the certificates and the downloaded printed filled-up On-Line Application Form.

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.

(d). The College staff will verify all the documents of eligible applicants on the respective dates.

(e). After Verification of the Candidate by the College, 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. **There is no other mode of payment**. The applicants verified on **06th July (Friday)** can pay this fee from **07th July (Saturday) to 09th July (Monday) till 04:00 pm**. Similarly, the applicants verified on **07th July (Saturday)** can pay this fee up to **09th July (Monday) till 04:00 pm**.

(f). After the on-line payment, the Candidates 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.

(g). The 2nd Merit List for Admission to PG (BENGALI and ENGLISH) 1st Semester 2018 will be promulgated at College Web-site as well as in the College Notice-Board on **11th July 2018 (Wednesday) at 2 PM**, if only there are vacancies. The subsequent days for Verification & Admission at the College will be on **13th and 14th July ,2018 (Friday and Saturday) from 12:00 noon to 3.00 pm**.

Convener
PG Admission Committee

Principal
Taki Government Colleg