Notice No. TGC/ADMN/UG/1/18   Date : 08.06.2018

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 2018-2019.

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

1. Applicants are advised to go to the College home page (www.tgc.ac.in) and go to "on-line ADMISSION UG" (or directly go to http://www.takicollege.in/).
THE WEB SITE FOR on-line ADMISSION WILL OPEN ON **13.06.2018 (WEDNESDAY) AT 12:01 AM** AND WILL CLOSE ON **25.06.2018 (MONDAY) 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. 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 applicant has to submit his/her email and mobile number. All correspondence will be made in the mobile number.

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
or
http://amanmovement.org/form
--- 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. 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 Applicant is requested to pay the Prospectus Fee (₹ 100/-, Rupees One 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 Office, and other for the applicant. Submit the print-out of the receipt to the College Office and collect Prospectus of the College.

7. Applicants can collect their prospectus from the College Office from **12 noon to 2 pm** in each working day from **18.06.2018 (MONDAY)** to **27.06.2018 (WEDNESDAY).**

8. The Applicants should regularly check the College home page www.tgc.ac.in and College's Admission page http://www.takicollege.in/.

Step 2: (Merit List Generation)

1. 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.

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** [Computer Room, Main Building, 1st Floor] from **12 noon to 2 pm** on **29.06.2018 (FRIDAY) and 30.06.2018 (SATURDAY)**. Last Date and Time for information of any sort of discrepancy is **30.06.2018 (SATURDAY)** at **2:00 PM.**

3. 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)

1. The applicants whose names appear in the Final Merit List (**FIRST LIST**) for Honours Course which will be published on **02.07.2018 (MONDAY) at 2 PM** must come to the College for Counseling and Verification on **04.07.2018 (WEDNESDAY) or 05.07.2018 (THURSDAY)** from **11 am** to **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.

2. The Applicants are again requested to check regularly the College home page www.tgc.ac.in and College's Admission page http://www.takicollege.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 (if any) - SC / ST / OBC from appropriate authority, 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**.

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

5. 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 **04th July (Wednesday)** can pay this fee from **05th July** (**Thursday**) to **06th July** (**Friday**) till **02:00 pm.** Similarly, the applicants verified on **05th July (Thursday) can pay this fee up to 06th July (Friday) till 02:00 pm.**

7. 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.

8. The 2nd Merit List for Admission to 1st Year B.A. & B.Sc. Honours 2018 will be promulgated at College Web-site as well as in the College Notice-Board on **07th July 2018** (Saturday) at **2 PM**, if only there are vacancies. The subsequent days for Verification & Admission at the College will be on **09th and 10th July 2018** (Monday and Tuesday) from **11:00 am.** to **3.00 pm.**

Step 4: (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.

Convener   Principal
UG Admission Committee   Taki Government College