Notice No. **01-PG/Admsn/2020**   Date: **27.10.2020**

Guidelines to the On-Line PG Admission 2020

STUDENTS' ON-LINE ADMISSION TO 1st SEMESTER (1st YEAR)
M.A. COURSES (BENGALI and ENGLISH) FOR THE ACADEMIC SESSION 2020-2021

Step-1: (On-Line Form to Apply for Admission)

1. Applicants are advised to go to the College home page www.tgc.ac.in and go to "on-line ADMISSION PG" (or directly go to https://pg.onlineadmission.org/GHC/PGApplicationTAKI.aspx?clgcode=TAKI) THE WEB SITE FOR on-line ADMISSION THAT WILL OPEN ON **01.11.2020 (SUNDAY) AT 12:01 AM** (Midnight of 31st October, 2020) AND WILL CLOSE ON **09.11.2020 (MONDAY) AT 11:59 PM** (Midnight).

2. The On-Line Application Form contains details like Name, Date of Birth, Guardian's Name, Address, Mobile Number, Caste, Gender, Family income per annum, whether Physically Challenged, Marks Obtained in the Last Examination, Year of Passing, Courses applied for M.A. Courses (Bengali and English), 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 Applicant's Signature (file size between 30 kb and 50 kb), her/his Passport-size Photograph (between 30 kb and 50 kb) and the Mark-sheet of B.A. (Hons.) or equivalent exam., Date of Birth Proof, Caste Certificate (if applicable), PH Certificate (if applicable) (between 50 kb and 150 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.

3. One candidate can use his/her own mobile number and email address up to 10 uses only during online fill-up of application form. Guardian's mobile number is mandatory and will not be the same as candidate's mobile number.

4. Details of sports category should be mentioned by the candidates in compulsory basis.

5. **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 to the site https://www.antiragging.in/Site/Affidavits_registration_form.aspx   Or https://amanmovement.org/registration/public/amanmovement/Affidavit.php for filling-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 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 verification for 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.

6. 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 Verification for Admission. It is an undertaking of at least 75% attendance in the classes and it also contains Kanyashree Id (if applicable).

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

8. The Applicant is requested to pay Web and Online Upkeep Charges (500/- , Rupees Five Hundred only) **exclusively through on-line payment mode** and take print out of the receipt of the fee. The Applicant has to submit the same during the Verification for Admission. The Applicant also submit the print-out of the receipt to the College Office and collect Information Brochure of the College, date and time of collection of Information Brochure will be notified later after being intimated by appropriate authority.

9. The Applicants should regularly check the College home page www.tgc.ac.in and College's PG Admission page https://pg.onlineadmission.org/GHC/PGApplicationTAKI.aspx?clgcode=TAKI

10. For any admission related queries or problems, the candidates are advised to send email to admission-pg@tgc.ac.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 **11.11.2020 (WEDNESDAY)** at **9 AM.** 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 requested to inform about it **via email at admission-pg@tgc.ac.in** on **11.11.2020 (WEDNESDAY) AND 12.11.2020 (THURSDAY)**. Last Date and Time for information of any sort of discrepancy is **12.11.2020 (THURSDAY)** at **11:59 PM.**

3. The **FINAL MERIT LIST**will be generated on-line in a Subject wise, Reservation wise on **13.11.2020 (FRIDAY) at 9 AM.**

Step 3: (ONLINE PAYMENT for Admission)

1. The applicants whose names appear in the Final Merit List (FIRST LIST) for PG Courses (Bengali and English) which will be published on 09.11.2020 (MONDAY) at 9 AM 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. The applicants are advised to check their names from 1st Merit List (Final) only for 1st phase of admission. 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 PG Admission page https://pg.onlineadmission.org/GHC/PGApplicationTAKI.aspx?clgcode=TAKI

3. The Candidate will pay the respective Admission Fee on-line mode only. 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 can pay this fee from **13.11.2020 (FRIDAY) at 10 AM** (after publication of final merit list) till **17.11.2020 (TUESDAY) till 11.59 PM**.

4. After the on-line payment, the Candidate must preserve two Copies of receipt of payment and two copies of online filled form and bring to the college during verification of admission, otherwise her/his admission may be canceled.

5. The 2nd Merit List for Admission to 1 st Year PG Courses (Bengali and English) 2020 will be promulgated at College Web-site on **18.11.2020 (WEDNESDAY)** at **9 AM**, if only there remain vacancies.

Step 4: (Commencement of Academic Session)

The Last date of Admission, Change of Subjects and Commencement of 1st Year (SEM-I)classes for Post Graduate Courses will be declared on basis of notification of West Bengal State University Authorities.

Convener   Principal
PG Admission Committee   Taki Government College