Notice No. 03-Admsn/2021   Date : 1.08.2021

Guidelines to the on-line admission 2021
Student On-Line Admission System For 1st Year B.A. / B.Sc. Courses
For the Academic Session 2021-2022.

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

1. Applicants are advised to go to the College home page https://www.tgc.ac.in and then click on the "UG/PG ON-LINE ADMISSION " and then click on "Undergraduate Online Admission" (ordirectly go to https://su.onlineadmission.org/ghc/admission_notification_ug.aspx?clgcode=TAKI)

The WEB SITE For ON-LINE ADMISSION will open on **02.08.2021** (Monday) at **12:00 noon** and will close on **20.08.2021** (Friday) at **11:59 pm** (Midnight).

2. The Online Form contains details like Name, Date of Birth, Guardian's Name, Address, Mobile Number, Aadhaar Number, Caste, Gender, Family income per annum, whether Physically Challenged, Marks Obtained in the Last Examination, Year of Passing, XII registration,XII roll number, Courses applied for different (Honours and General Courses, etc.) that the applicants will be asked to fill up. After filling up the form in meticulous detail, please **download filled-up Online Application Form and take a print**.

3. Documents to be uploaded at the time of Online Application:(It is **compulsory** to upload in **jpeg/png** format.)
   a) Applicant's Signature (file size between 30 kb and 50 kb),
   b) Her/His Passport-size Photograph (between 30 kb and 50 kb) and
   c) The Mark-sheet of H.S. (10+2) or equivalent exam.(between 50 kb and 100 kb) during application.
   d) SC/ST/OBC/PH certificates (File size within 100KB),issued by proper authority, if mentioned in application form)

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

5. Specification of failed subjects in Higher Secondary Examination or equivalent of the candidate has to be mentioned during online form fill-up

6. Each candidate's login id will have an **Applicants Name**, XII Roll No, **XII board, XII registration,XII passing year, Aadhaar Number ,mobile number, and email address** tagged to it, which must be unique for each applicant. A single applicant cannot have two application login ids in the system.(Also note that all applicants have to submit his/her own email and mobile number. All correspondence will be made in this Mobile number and email address.)

7. Applicants can always **modify information till a provisional list has been published** for a particular course (An applicant will be allowed to apply in different courses with a single applicant id that has been generated).

8. Once admitted in one Subject/Course in the college, if an applicant is selected for admission to some other Subject/Course (applied earlier), **the applicant will be allowed to take a transfer from subject/course**. However adjustment of fees for admission due to transfer into a different subject, is permissible only within the stipulated time to be fixed by the college. **No change of courses is allowable after the closing of Online-admission process**.

9. **All the admissions are provisional**. The college authority has the right to cancel the admission at if any adverse report is found/received at any stage or in case of producing any record that does not match with the claimed merit resulting in wrong selection of the candidate.

10. **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 link given: https://www.antiragging.in/Site/Affidavits_registration_form.aspx
Or https://amanmovement.org/registration/public/amanmovement/Affidavit.php--- 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. Both** the **Undertakings are to be presented at the 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.

11. The **candidate will also 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 and signing it at the time of **verification for admission**. It is an **undertaking of at least 75% attendance** in the classes and it also contains Kanyashree (K1) Id (if applicable).

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

13. The Applicant is **exempted from payment of any Application Processing Fee(for 2021).**

14. The **Applicants should regularly check the College Website; home page** www.tgc.ac.in and College's UG Admission page http://su.onlineadmission.org/ghc/admission_notification_ug.aspx?clgcode=TAKI

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 **23.08.2021 (Monday)** at **2.00 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 requested to inform the about it **via email at tgcugadmission2021@gmail.com between 23.08.2021 (MONDAY, 2.00 pm.) to 24.08.2021 (Tuesday, 11:59 pm).** The **Last date and time** for **submission of information/document** through **mail** of any sort **regarding any discrepancy** is **24.08.2021 (Tuesday, 11:59 pm).**

3. The **Final Provisional Merit List** for **Honours and General Course** will be generated and published on-line, Subject wise, Reservation wise on the college website **25.08.2021 (Wednesday, 2.00 pm).**

4. The **1st Merit List** for **Honours and General** will be published on **25.08.2021 (Wednesday, 2.00 pm.).**

Step 3: (ONLINE PAYMENT for Admission)

1. The applicants whose names appear in the **1st Merit List for Honours and General published on 25.08.2021 (Wednesday, 2.00 pm.) will** have to pay the total admission fees on-line (as mentioned in the College Website).There is no other mode of payment. The applicants can pay this fee from **25.08.2021 (Wednesday, 2.00 pm)** after publication of final merit list to **27.08.2021 (Friday, till 11.59 pm midnight)**.

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

3. The applicants are advised to check their names from 1st Merit List only for 1st phase of admission.
Applicants whose names have appeared in Provisional Merit List (Final) but does not appeared in 1st Merit List have to wait for next phases of admission, if there are vacancies.
The Applicants are again requested to check regularly the College home page www.tgc.ac.in and College's UG Admission page http://su.onlineadmission.org/ghc/admission_notification_ug.aspx?clgcode=TAKI

4. The **2nd Merit List** for Admission to 1 st Year B.A. & B.Sc. Honours and General, 2021 is promulgated at College Web- site, on **30.08.2021 (Monday, 2 pm.)**, if only there are vacancies.

5. The **release dates of following Merit lists** and **dates for admission to these lists** are **given** in the **Admission Notice-2 [Schedule for UG admission]** ,already published at the Notice Board/Info Update section of College Website http://www.tgc.ac.in/.

6. **Admission Cancellation and refund will be processed On-line**. A refund will be made to the applicant in accordance with the refund norms of Government Colleges, if the a cancellation of admission of an applicant is done at least **three days prior to the admission closing date** [as specified by WBSU, 11.59 pm of 17th September (Friday), 2021, is the closing date for admission].During online admission cancellation process, students have to submit their **OWN bank details** for getting the refund amounts. Students are strictly directed **NOT TO PROVIDE THE BANK DETAILS** of any third party/ cyber café in this regard.

Step 4: (Commencement of Academic Session)

The **Last date of Admission[11.59 pm of 17th September (Friday), 2021.], Last date for Change of Subjects[11.59 pm of 30th September (Thursday), 2021]** and **Commencement of 1st Year (SEM-I) classes** for undergraduate courses**[1st October(Friday),2021]** in accordance with the notification of West Bengal State University Authorities[In Terms of the Dept. of Higher Education Memo No.706-Edn(CS)/10M-95/14, dt.13.07.2021) and Reference No. WBSU/Reg/UG/Online/Admission/77/2021-22, dt.22.07.2021].

Convener   Principal
UG Admission Committee   Taki Government College