

# TAKI GOVERNMENT COLLEGE

TAKI, NORTH 24 PARGANAS, PIN-743429, WEST BENGAL

Phone: 03217 – 234474; Website: <http://www.tgc.ac.in/>



NoticeNo.TGC\_PGADM/2019/4

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## Guidelines for On-line PG Admission 2019-20 (2<sup>nd</sup> Phase in Vacant Seats)

### **STUDENT ON-LINE ADMISSION SYSTEM FOR 2<sup>nd</sup> PHASE in The VACANT SEATS FOR 1ST YEAR M.A. COURSES (BENGALI AND ENGLISH) FOR THE ACADEMIC SESSION 2019-2020.**

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

1. Applicants are advised to go to the College home page ([www.tgc.ac.in](http://www.tgc.ac.in)) and go to “on-line ADMISSION PG” (or directly go to [http://pg.onlineadmission.org/ghc/admission\\_notification\\_pg.aspx?clgcode=TAKI](http://pg.onlineadmission.org/ghc/admission_notification_pg.aspx?clgcode=TAKI)). THE WEB SITE FOR on-line ADMISSION WILL OPEN ON **01.07.2019 (MONDAY) AT 12:01 AM** AND WILL CLOSE ON **08.07.2019 (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 (Bengali and English PG 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 Applicant’s Signature (file size between 30 kb and 50 kb), her/his Passport-size Photograph (between 30 kb and 50 kb) and the Marksheet of B.A. (between 50 kb and 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.
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 the link [http://antiragging.in/Site/Affidavits\\_registration\\_form.aspx](http://antiragging.in/Site/Affidavits_registration_form.aspx) or <http://amanmovement.org/form> to fill-up relevant 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 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 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, which will be held after commencement of normal classes. 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 the Application Processing Fees (**₹500/-, Rupees Five Hundred only**) **exclusively through on-line payment mode** and take print out of the receipt of the fees paid. 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.

9. Prospectus may be collected from the College Office Starting from **01.07.2019 (MONDAY)**. The **LAST DATE** and **TIME** of submission of processing challan will be on **10.07.2019 (WEDNESDAY) AT 02:00 PM**. In each working day, applicants can collect prospectus from College Office between 11.00AM to 2PM.

10. The Applicants should regularly check the College home page [www.tgc.ac.in](http://www.tgc.ac.in) and College's PG Admission page [http://pg.onlineadmission.org/ghc/admission\\_notification\\_pg.aspx?clgcode=TAKI](http://pg.onlineadmission.org/ghc/admission_notification_pg.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 **11.07.2019 (THURSDAY) after 3 PM**. Note that this list will be provisional and 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 PG Admission Committee about it at the **PG Admission Room** [Main Building, 2<sup>nd</sup> Floor] from **11.30 AM to 2:00 PM** on **12.07.2019 (FRIDAY) and 13.07.2019 (SATURDAY)**. Last Date and Time for information of any sort of discrepancy is **13.07.2019 (SATURDAY) at 2:00 PM**.

3. The **FINAL MERIT LIST** will be generated on-line in a Subject wise, Reservation wise on **15.07.2019 (MONDAY)** at 2 PM.

### **Step 3: ONLINE PAYMENT for Admission)**

1. The applicants whose names appear in the Final Merit List (**FIRST LIST**) for M.A. Course which will be published on **15.07.2019 (MONDAY) at 2 PM**. The applicants are advised to check their names from 1<sup>st</sup> Merit List (Final) only for 2<sup>nd</sup> phase of admission in vacant seats. Applicants whose names will appear in **TOTAL Merit List (Final)** but not appeared in 1<sup>st</sup> 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](http://www.tgc.ac.in) and College's PG Admission page [http://pg.onlineadmission.org/ghc/admission\\_notification\\_pg.aspx?clgcode=TAKI](http://pg.onlineadmission.org/ghc/admission_notification_pg.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 **16.07.2019 (TUESDAY) at 12.01AM to 17.07.2019 (WEDNESDAY) till 11.59 PM**.

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

5. The 2<sup>nd</sup> Merit List for Admission to 1<sup>st</sup> Year M.A. 2019 will be promulgated at College Web-site as well as in the College Notice-Board if only there are vacancies.

### **Step 4: (Commencement of Academic Session)**

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