



सत्यमेव जयते

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



Phone: (03217)-234474; Fax: (03217)-234566; Website: <http://www.tgc.ac.in/>

Notice No. 03-Admsn/2023

Date: 26.06.2023

Guidelines to the on-line admission 2023-24
Student On-Line Admission System For 1st Year Under Graduate Programmes
For the Academic Session 2023-2024.

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."

The WEBSITE For ON-LINE ADMISSION will open on 01.07.2023 (Saturday) and will close on 15.07.2023 (Saturday) 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 no, roll number, Subjects applied for different Courses, Scholarship obtained, 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 must 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://antiragging.in/affidavit affiliated form.php>

Or <https://antiragging.in/affidavit registration disclaimer.html> 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 2023).**

14. The **Applicants should regularly check the College Website; www.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 **17.07.2023 (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 ugadmission.nep.tgc2023@gmail.com before 18.07.2023 (TUESDAY, 11.59 pm.)**. The **Last date and time for submission of information/document through mail of any sort regarding any discrepancy is 18.07.2023 (Tuesday, 11:59 pm)**.
3. The **Final Provisional Merit List** for **different Courses** will be generated and published on-line, Subject wise, Reservation wise on the college website **20.07.2023 (Thursday, 12.30 pm)**.
4. The **1st Merit List** for admission in **Under Graduate Programmes** will be published on **20.07.2023 (Thursday, 12.30 pm.)**

Step 3: (ONLINE PAYMENT for Admission)

1. **The applicants whose names appear in the 1st Merit List for admission in Under graduate Programmes published on 20.07.2023 (Thursday, 12.30 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 20.07.2023 (Thursday, 2.00 pm.) after publication of final merit list to 22.07.2023 (Saturday, 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.
4. Applicants whose names have appeared in Provisional Merit List (Final) but do not appear in 1st Merit List have to wait for next phases of admission, if there are vacancies.
5. The Applicants are again requested to check regularly the College website www.tgc.ac.in
6. **The 2nd Merit List** for Admission to **under graduate Programmes** is promulgated at College Web- site, on **24.07.2023 (Monday, 2.00 pm.)**, if only there are vacancies.
7. **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 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 31st August (Thursday), 2023, 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/ cybercafé in this regard.

Step 4: (Commencement of Academic Session)

The Last date of entire process of Admission is 31st August (Thursday, 11.59pm), 2023 and Last date for Change of Subjects is 30th August (Wednesday, 11.59 pm), 2023 and Commencement of 1st Year (SEM-I) classes for under graduate Programmes on 1st August (Tuesday), 2023 in accordance with the notification of West Bengal State University Authorities [In Terms of the Dept. of Higher Education Memo No.354-Edn(CS)/10M-95/14, dt.02.06.2023] and Reference No. WBSU/Reg/UG/Online/Admission/101/2023-24, dt.06.06.2023].



Convener
UG Admission Committee, 2023
College



Officer in-Charge
Taki Government

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Taki Government College
Taki, 24 Parganas (N)