



## Government of West Bengal

OFFICE OF THE PRINCIPAL::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. 02-Admsn/2020

Date : 06.08.2020

### ***Guidelines to the on-line admission 2020***

#### **STUDENT on-line ADMISSION SYSTEM FOR 1ST YEAR B.A. / B.Sc. COURSES FOR THE ACADEMIC SESSION 2020-2021.**

#### **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 UG" (or directly go to [http://su.onlineadmission.org/ghc/admission\\_notification\\_ug.aspx?clgcode=TAKI](http://su.onlineadmission.org/ghc/admission_notification_ug.aspx?clgcode=TAKI) ) THE WEB SITE FOR on-line ADMISSION WILL OPEN ON **10.08.2020 (MONDAY) AT 12:01 AM** (Midnight of 09<sup>th</sup> August, 2020) AND WILL CLOSE ON **24.08.2020 (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 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 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 H.S. (10+2) or equivalent exam.(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. Specification of failed subjects in Higher Secondary Examination or equivalent of the candidate has to be mentioned during online form fill-up.

6. **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 [https://www.antiragging.in/Site/Affidavits\\_registration\\_form.aspx](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 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.

7. 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 (K1) Id (if applicable).

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

9. The Applicant is requested to pay Application Processing Fee (₹ 120/- , Rupees One Hundred and Twenty 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 intimated by appropriate authority.

11. The Applicants should regularly check the College home page [www.tgc.ac.in](http://www.tgc.ac.in) and College's UG Admission page [http://su.onlineadmission.org/ghc/admission\\_notification\\_ug.aspx?clgcode=TAKI](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 **26.08.2020 (WEDNESDAY)** 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 requested to inform about it **via email at admission-ug@tgc.ac.in** on **26.08.2020 (WEDNESDAY), 27.08.2020 (THURSDAY) and 28.08.2020 (FRIDAY)**. Last Date and Time for information of any sort of discrepancy is **28.08.2020 (FRIDAY)** at **2:00 PM**.

3. The **FINAL MERIT LIST** will be generated on-line in a Subject wise, Reservation wise on **29.08.2020 (SATURDAY)** at **2 PM**.

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

1. The applicants whose names appear in the Final Merit List (FIRST LIST) for Honours Course which will be published on 29.08.2020 (SATURDAY) at 2 PM 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](http://www.tgc.ac.in) and College's UG Admission page [http://su.onlineadmission.org/ghc/admission\\_notification\\_ug.aspx?clgcode=TAKI](http://su.onlineadmission.org/ghc/admission_notification_ug.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 **29.08.2020 (SATURDAY)** at **2 PM** (after publication of final merit list) to **03.09.2020 (THURSDAY)** till **11.59 PM**.

4. After the on-line payment, the Candidate must preserve two Copies of receipt of payment and two copies of filled form and bring to the college during 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 B.A. & B.Sc. Honours 2020 will be promulgated at College Web-site on **05.09.2020 (SATURDAY)** at **2 PM**, 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 under graduate courses will be declared on basis of notification of West Bengal State University Authorities.

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Convener  
UG Admission Committee

Principal  
Taki Government College