

A. General Information for Admission to Undergraduate Degree Courses 2016

The College has 6 Honours Departments in Humanities, 1 Honours Departments in Science and General Course in B. A. in the **Day Section**.

B. Portal for On-line Application for admission to Honours and General courses:

Candidates can apply only accessing the website of this College:

www.ranibandhgovtcollege.org.

C. Important Information:

1. Submission of Application form does not guarantee enlistment and admission. Only VALID applications will be considered for preparation of Merit Lists and admission will be strictly regulated by the existing rules of the Government of West Bengal and norms of University of Burdwan.
2. Candidates who have passed H.S or its equivalent examination (10+2) from WBCHSE/ NOS / IGNOU / ICSE / CESE / CBSE / RABINDRA MUKTA VIDYALAYA / NETAJI SUBHAS OPEN UNIVERSITY OR OTHER BOARDS/ COUNCIL RECOGNIZED BY BURDWAN UNIVERSITY in 2013, 2014, 2015 and 2016 are eligible for application.
3. As per the norms of the University of Burdwan, the candidates who have passed the (10+2) final examination with at least five subjects (excluding Compulsory Environmental Studies) of 100 marks each including at least one language subject either English or Bengali and three conventional subjects may be considered for admission in the 1st year class if otherwise eligible.
4. Students passing 10+2 level with **vocational Engineering and Technology/ Vocational Agriculture/ Vocational Business and Commerce** may apply for admission to this college for the session 2016-2017 in appropriate undergraduate course according to the norms of the University of Burdwan.
5. The applicants can apply for as General Course as they want, provided they satisfy the eligibility criteria in the concerned course.
6. **The application will be considered invalid without payment of Application Processing Fee (including Bank Transaction Charge).**
7. The Merit lists will be prepared in the descending order of Merit Index. In case of a tie, precedence will be given to higher subject marks, wherever applicable.
8. Reservation of seats for SC / ST / OBC (A or B) and Physically Challenged (PC) candidates will be according to the existing rules of the Government of West Bengal. A Certificate from the competent authority must be produced during counseling for claiming such reservation. No applicant will be allowed to take advantage of more than one quota of reservation. **Candidates having SC / ST / OBC (A or B) Certificate issued by States other than West Bengal will be treated as General Category for admission.**

D. APPLICATION PROCEDURE – *READ IT CAREFULLY*

1. Candidates can apply accessing the website www.ranibandhgovtcollege.org only. The portal for accessing the On-line application for admission will remain active from 00:00 hr. i.e. midnight of 22.05.2016 to 00:00 hr. of 15.06.2016.
2. **All applicant must have a valid e-mail account which will be used for sending their Account information. Without a valid e-mail account, applicant will not be allowed to fill up On-line application form.**
3. Each candidate has to **Register** for On-line application to get Individual Account with **Username** and **Password**, which must be kept secured and duly noted by them for future procedure.
4. The candidates must provide all the necessary details and fill up **mandatory fields** as specified against *****(asterisk marked) while filling up the ON-LINE FORM.
5. Candidates are required to take a printof the system generated **three part Pre-printed Challan** and submitted on-line filled Application Form after successful On-line submission of the Application Form.
6. The Application processing fee including Bank Transaction Charge of **RS.100/- (Rupees One Hundred only)** for each Application Form should be paid **to the college account (RGC) at any branch of the Punjab National Bankthrough the system generated three part Pre-printed Challan which will be duly filled with necessary data of the applicant. Each challan possesses:**
 - a. **Counterpart for Bank,**
 - b. **Counterpart for applicant and**
 - c. **Counterpart for college.**

All the three counterparts should bear the 'JOURNAL NUMBER' and Receipt Stamp from the Bank after the Application Processing Fee is deposited. The bank will retain its counterpart.
7. Candidates are required to retain the rest two counterparts of the challan bearing **Journal Number and receipt stamp from the bank**for future correspondence andto provide themat the time of counseling, if selected.
8. The exhaustive list of valid Applicants will be published on-line and off-line on date as per the published Admission Schedule. A specific period will be announced for rectification of any system generated error. Such corrections will be published as per the published Admission Schedule.
9. **No request for rectification or correction of any error committed by any applicant during filling up of On-line Application Form will be entertained.**

E. Essential Information:

1. Documents required at counseling :
 1. Mark sheets of last examination passed,
 2. Certificate of proof of Date of Birth,
 3. Certificate of Reserved quota (From appropriate authority of Government of West Bengal),
 4. Downloaded hard copy of Application Form with applicant's signature at specific space,
 5. Two (2) passport sized (35 mm x 45 mm) photos,
 6. College copy and Applicant's copy of Bank Challan,
 7. Certificate from last institution attended i.e. School leaving certificate.