

## **FAKIR CHAND COLLEGE**

### **Guideline for Online Form Fill-up Academic Session: 2015 – 16**

From the 2015-16 academic session, the process for admission to the 1st year under graduate courses (B.A./B.Sc./B.Com. Honours & General) will be fully on-line. The applicants must read the “UG Admission Rules” section of the college home page: (<http://fakirchandcollege.org/index.php/admission/under-graduate/ug-admission-rules>) and strictly follow the guideline. They must pay special attention to the reservation policies adopted by the college and the resulting number of seats in each course announced in the college website. They must also pay a genuine attention to the “Academic Criteria for admission (College rules: 2015 – 16)” section of the above mentioned section of the website.

Submission of application will naturally mean that the applicant has read and understood all rules and has agreed to abide by the terms and conditions described in the college website. The following paragraphs describe some of the important rules and T&C for convenience.

The College reserves all right to change/modify the *rules & regulations* as and when it is felt appropriate and/or necessary with or without a prior notification.

*Submission of application doesn't automatically make an applicant eligible for admission. Admission will be strictly on the basis of merit and will continue till vacancies exit.*

### **PROCEDURE:-**

**Step-1:** The applicant must *register* for submission of application first by paying the **registration fee of Rs. 100/-** (rupees one hundred only) at any branch of the AXIS Bank **either by credit/debit card or by cash**. For a cash payment, the candidate has to generate a *cash challan* using the bank link provided at the top of the admission page and take a print out of the same. He/she must go to any branch of the AXIS bank along with the printed challan and deposit the cash. By this he/she will obtain a unique **bank transaction ID** which is to be entered during the form fill-up otherwise form cannot be

submitted. The applicants who are willing to deposit cash for the registration fee must do that within two working days otherwise their application will be rejected.

Applicants must enter a valid bank transaction ID given by the bank during form fill-up. It must be remembered that one transaction ID can be used once only. Any attempt of submitting fake application will cause rejection of the same.

An applicant may fill-up on-line form any number of times but for each submission he/she has to pay registration fee separately.

**Step-2:** The applicant has to make a careful choice from the options given in “Applied for” section of the form. Application in more than one options at a time is not possible. If someone wishes to do so, he/she has to register and pay registration fee separately for each option. A single registration will allow him/her to apply either for five honours subjects or for one combination of B.A. General or for one combination of B.A. General Morning or for two combinations of B.Sc. General. B.Com. Honours and general courses can have only one subject combination possible.

For application in B.A. Honours or General courses, entering any one suitable choice of subject combination will be enough. But, for B.Sc. Honours or General courses, the choice of subject combination is very important. Therefore, the applicants in science stream must be very careful in choosing subject combinations. They must remember that they have to pass in Bengali, English and theory and practical of each science subject separately in HS/equivalent exam. Besides, they must be aware that each subject combination in B.Sc. Course has different admission fee too. In case, an invalid subject combination is chosen by the applicant and relevant (provisional) admission fee has been paid at bank, it can be detected at the time of document verification and a suitable alternative pass subject combination will be offered.

**Step-3:** Filling up of the HS/equivalent mark sheet data is very crucial in respect of merit point/score calculation. Therefore, applicants are being advised to be very careful in this part of the form. Any mistake in entering the subject and/or marks obtained will cause cancellation of application even after the payment of provisional admission fee.

**Step-4:** Applicants will get one chance to correct the wrong data entry, if any, before the final submission. After a successful submission of form, the candidate will receive an email at the email-ID entered in the form. This email will act as the receipt of his/her application. A print out of the application form may be obtained from the link 'Print Admission Form' if required later on.

**Step-5:** After a few days (as may be announced time to time) applicants will be able to see 1) full merit lists and 2) personal status following the web-links provided. For checking the personal status, one has to login using his bank transaction ID as password.

**Step-6:** In both format of merit lists, if the candidate sees his status as 'CNF', he/she has to upload the scanned copies of the documents wanted in the 'upload credentials' link which are relevant to him. After a gap of one day, he/she has to deposit the 'provisional admission fee' at the bank link. The last date of depositing the provisional admission fee will be announced time to time.

The applicants with status = 'NCNF' in the merit list will have to wait for their chance after the running round of admission.

**Step-7:** with in three working days after depositing the provisional admission fee, the candidate has to come to the college for document verification. If he/she fails to do so with in three days, his/her application and provisional admission will be canceled and the seat will become open. If any candidate is found to submit wrong information for which he/she got a chance, his/her application/provisional admission will be canceled then-and-then.

### **Some general information and important instructions:**

- Cut-off marks:**
- (i) For B.A. Hons/Gen (day section):  
Top-4 = 200 for Unreserved category & 180 for Reserved category (SC & ST)
  - (ii) For B.Sc. Hons/Gen (only day section):  
Top-4 = 188 for Unreserved category & 168 for Reserved category (SC & ST).
  - (iii) For B.Com. Hons/Gen (only day section): As per the CU norms.
  - (iv) For B.A. Gen (morning section): As per the CU norms.
  - (v) For English Hons: Over and above (i), minimum marks in English = 60 for Unreserved & 55 for Reserved (SC & ST)
  - (vi) For Mathematics Hons: Over and above (ii), minimum marks in Maths = 60 for Unreserved & 55 for Reserved (SC & ST)
  - (vii) For Geography Hons: Over and above (ii), minimum marks in English = 50

WBSCVET pass outs are not eligible for honours courses. They can apply for B.A. general course only, after satisfying the above mentioned criteria for the same.

**Cut-off 'passing year':**

- (i) For day section: 2015 & 2014
- (ii) For morning section: 2015, 2014, 2013 & 2012

**Merit list:** Merit point or 'score' for honours courses will be calculated using the formula:

$$\text{Score} = \text{Top-4} + \text{Subject marks.}$$

In the case where the subject in which honours is being sought was not studied in the HS/equivalent standard, the *related subject* (please see our website or the website of the University of Calcutta for details) will be considered for calculation of score. The formula for merit point of general courses is:

$$\text{Score} = \text{Top-4.}$$

Subject-wise & reservation category-wise merit lists will be available on the website one day after the last date of submission of applications or as directed by the University. The lists will be available in two formats – (i) full list and (ii) status report. In (i), any person can see the full list of eligible applicants – subject-wise & category-wise – depicting the application ID, name, caste, score, rank & current status information of all eligible candidates. The 'current status' column may contain either 'CNF' (means allowed for taking admission) or 'NCNF' (meaning waiting list). The same set of information can be seen in (ii) by a particular applicant against his/her unique application ID but in a very short and limited form, fit for that particular applicant only.

ALL MERIT LISTS ARE PROVISIONAL IN NATURE. THE COLLEGE AUTHORITY HAS FULL RIGHT TO RECTIFY THE SAME IF FOUND NECESSARY TO DO SO.

**Admission process:**

**Part-I:**

As soon as the merit list is available on the website, the candidates whose 'current status' is 'CNF' will be required to upload the *scanned copies of (i) his/her recent colour passport size photo, (ii) the HS or equivalent mark sheet, (iii) admit card of HS or equivalent exam in which the candidate's photo, signature and father's name are mentioned and (iv) the birth certificate or admit card of secondary exam* as proof of age. After doing so the candidate will get a link to the payment gateway for paying the '**provisional admission fee**' for the concerned subject/course to the bank in the same way as he/she did at the time of registration. The payment of provisional admission fee must be made within three working days including the day of publication of merit list or by the day as may be announced from time to time. After the 3-day time period (Phase-I) is over, no fees can be paid at the bank unless he/she obtains a special permission from the college authority. The College will not consider the

candidates who have not paid the provisional admission fees with in the phase-I period.

The *subject-wise-category-wise vacancy list* will be published in the website after the last date of “Phase-I” and the “Phase-II” of the admission process will start as per the announcement. In this phase, the status of new candidates, coming next according to merit in the merit list, will change from ‘NCNF’ to ‘CNF’ in order to fill up the category-wise vacant seats, if any, and such candidates will have to pay the **provisional admission fee** within two working days including the day of notification, by following the same procedure as described above. The process will go on till the vacancies exist or the last date fixed by the university arises, whichever is earlier.

**Part-II:** Within three working days after the payment of provisional admission fee, the concerned candidate in person will come to the college with all original testimonials, bank receipts etc. for verification purpose. They have to bring photocopies of the documents also. A list of the required documents can be found in the **‘UG Admission Rules’** link at our website.

For preparing the merit list, the most important document is the mark sheet of HS or equivalent exam. Therefore, all applicants must be very cautious while they are filling the mark sheet part of the on-line form. Any mistake in this part can change the rank of the candidate in a particular merit list. If, in any case, such a candidate is found, during the verification of documents, whose rank is going to change due to corrections in the submitted mark sheet data, or, found to be ineligible by any other criteria announced on the website, his/her candidature will be canceled immediately.

## **Refund Policy:-**

**In no case refund of fees will be granted. In case, of transfer certificate (TC), a charge of Rs. 500/- will be levied.**

**Help Line:- (03174) 255230; Timing: 10:30 AM to 4:00 PM**