

# **A B N Seal College, Cooch Behar**

## **Guidelines for UG Admission 2018-19**

- Online registration process for filling up the form under abnscollege.org website starts from **11.06.2018 at 11:30 a.m.** and closes on **18.06.2018 at 23:59:59 hrs.** Candidates should click on 'Online Application Registration'.
- It is mandatory to fill up the '\*' marked sections of the Application Form.
- Candidates have options to apply for three Hons./Core Subjects in science in a single application form and for three Hons./Core Subjects in Arts in another single application form. Candidates have also options to apply for one General/programme course in Arts in a single application form and one more for General/programme course in Science in another single application form. There is no restriction in number of applications.
- Candidate can use a Single mobile number in both the application form one in Hons/Core course and another in general/Programme course.
- As per the University guidelines, only the candidates clearing 10+2 Examination in the year 2018, 2017 and 2016 will be eligible for applying in Hons.(Core)/ General Courses. There will be no deduction of marks in calculation of merit point for previous years.
- The Registration ID, Password and all other relevant information and later instructions will be sent to the mobile number provided in the Application Form.
- Candidates should mention the Total Marks as well as the Marks obtained in different subjects (except Environmental Studies) in 10+2 level Examination. In marks obtained box, during the filling up of the form, the marks of best 5 subjects must be considered.
- Candidates, who are like to avail the hostel facility of the college, require to mention the same in the relevant space provided for, and they also need to supply the relevant information enquired for in the application form. During the time of applying for hostel facilities, candidates should submit the appropriate certificate signed by the local authority.
- Uploading of the following documents are mandatory :  
A passport size photograph (Colour) and Mark sheet of 10+2 level examination.
- For each Application, the registration fee would be Rs. 300/-(+bank Charges) which may be deposited through online transaction or in cash ***only to AXIS Bank, Cooch Behar Branch.*** Candidates who wish to deposit the fee through cash must wait **24 hours or 1 working day after filling up the form.** It is advised to deposit the fee through online. ***The last date of submission of the fee (Online or Cash) is 19.06.2018*** (within the banking hours).
- **Date of Publication of Provisional Merit List: 21.06.2018 (Evening).**

- Candidates can apply to the Admission Cell of the College for any **correction** of error in the application form within **23.06.2018 upto 1:00 p.m.** No further request for correction will be accepted after the stipulated time. If any discrepancy of information found at the time of verification, the candidature will be cancelled.
  
- **The final merit list will be published on : 23.06.2018 (Evening)**
  
- After publication of list of eligible candidates for E-counselling of different (Hons /Programme) course, candidates will be asked to pay admission fees at Bank (online payment or through e-challan for cash upto banking hours)
- After payment Candidates will have to attend the College for physical verification of testimonials at the **stipulated date and time.**
- It is directed to all applicants to check the college website and their registered student profile on the dates of receiving SMS's according to Admission Schedule which is available in the website.
- At the time of physical verification of the testimonials, the Candidates (or their representatives) must be present at the college with the following original documents (***Strictly no Xerox will be accepted***): -
  - i) A print out of the Application form (properly signed in).
  - ii) Original Certificate of Age Proof
  - iii) Original Mark sheet of the 10+2 Examination.
  - iv) Authorized Original reservation certificate or PH certificate (if applicable).
  - v) 2 passport size recent coloured photographs of the candidate.
- Candidates must follow every direction provided in College web page ([abnscollege.org](http://abnscollege.org)), otherwise the procedure will not be completed and the candidate could fail to get admitted in the college.
- Each of the admitted candidates must have to register online for anti-ragging declaration at [www.antiragging.in](http://www.antiragging.in) (the link is available in our College web page under the tab ANTI RAGGING DECLARATION). The printed copy of the aforesaid form duly signed both by the candidate and the guardian must be submitted along with the affidavit of the anti-ragging declaration in stamp paper of Rs. 10 from the notary public to the Head of the departments within 7 days from the beginning of the classes. Students of morning section (general/Programme Course) will have to submit the same to the Officer-in-Charge, Morning Section.