

BALAGARH BIJOY KRISHNA MAHAVIDYALAYA

ONLINE ADMISSION 2017 - 18

GUIDELINES

ADMISSION PORTAL: www.bbkmadmission.in
(May be accessed directly or through the College Website: www.bbkm.in)

AS PER THE INSTRUCTIONS OF THE UNIVERSITY OF BURDWAN, THE SEMESTER PATTERN WITH CHOICE BASED CREDIT SYSTEM (CBCS) WILL BE FOLLOWED FROM THE 2017-18 SESSION ONWARDS IN ALL UNDER GRADUATE COURSES. DETAILS OF THE PATTERN MAY BE VIEWED IN THE B. U. WEBSITE AT www.buruniv.ac.in

GENERAL

1. Go through the guidelines thoroughly.
2. Keep all the following documents / data ready before going to register / apply:-
 - a. Mobile No. of Candidate & Guardian.
 - b. Email ID (optional).
 - c. Scanned Colour Photograph (maximum 100 KB in jpg format).
 - d. Copy of H.S/Equivalent Marksheet and Registration.
 - e. Copy of School Leaving Certificate (Last Attended).
 - f. Copy of Madhyamik/Equiv. Admit for Date of Birth.

HOW TO FILL UP THE APPLICATION FORM

1. Please click on the button **Apply Now** to open the application form for online submission. The fields marked **(*)** are mandatory. Until they are filled up the form will not be accepted.
2. Please type out your **full name**. Select your **HS Stream, Caste** from the provided dropdown menu.
3. Please just key in a few characters of the **Subject names** and they will appear as dropdown menu. Select any from them as per your Marksheet. You can NOT manually write any subject name. Enter your **Full Marks, Pass Marks and Marks obtained** in the blocks provided. The (%)age of marks and Best 5(%)age will be automatically calculated and displayed.

Vocational streams candidates are required to post Marks Obtained & Full Marks in all subjects **except PROJ (Project) and ENST (Environmental Studies)**.

4. Click on the **PREVIEW YOUR MARKS** button and ensure marks entered are accurate. If not please correct them.
5. Select your preferred courses by selecting the **Stream and Honours /General type**. Please ensure that you select the courses you are eligible for. Eligibility criteria are given in the **GUIDELINES** displayed herewith.

6. Give personal details as required in the form. **Upload your colour photograph** within 100 KB in jpg format. Select the **mandatory preview** button and ensure all data provided by you is accurate. Now click on the **Confirm** button to submit the form. If necessary **go back to EDIT** button to modify.

7. AS SOON AS YOUR FORM IS SUBMITTED A **FORM NUMBER** IS GENERATED.

PLEASE NOTE DOWN THE FORM NUMBER FOR ALL FURTHER PROCESSES

8. Now you can **view your application form by clicking on the VIEW button**. Take a **PRINTOUT** of the **APPLICATION FORM** as well as of the **CHALLAN** for the payment of the Application Fees if opted for offline payment or pay through online mode. If paid through online mode, take a **PRINTOUT** of the payment document.

9. Payment of the **APPLICATION FEE** has to be made at any SBI Branch or through online.

IF YOU FAIL TO PAY THE REQUISITE APPLICATION FEE WITHIN SCHEDULED DATE AND TIME (GIVEN IN PAGE NO. 09) YOUR FORM WILL NOT BE CONSIDERED FOR THE MERIT LIST.

COURSES, INTAKE CAPACITY AND ELIGIBILITY

1. Courses Available

For General stream candidates :

- a. B.A. Honours in Bengali
- b. B.A. Honours in English
- c. B.A. Honours in History
- d. B.A. Honours in Pol. Science
- e. B.A. Honours in Sanskrit
- f. B.A. (General).
- g. B.Sc. Honours in Mathematics
- h. B.Sc. Honours in Chemistry
- i. B.Sc. (General)
- j. B.Com. Honours in Accountancy
- k. B.Com. (General)

For Vocational stream candidates :

Business & Commerce Stream at least pass marks in BMAS [Business Math & Statistics].	B.A. (Gen)/B.Com(Gen)/ B.Com Acct. (Hons)
All other Vocational Stream Candidates other than the above.	B.A. (Gen)

2. Choice of courses

- (i) A candidate can choose any number of courses, subject to fulfillment of criteria.
- (ii) For B.A. Courses, the following subjects will be available for choice as **COMBINATION SUBJECTS** at the time of application:-
Bengali, Economics, Education, English, History, Philosophy, Political Science, Geography, Sanskrit, Physical Education(Proposed) and Mathematics.

Above subjects are clubbed under three Groups : Group-A, Group-B and Group-C. Applicants of B.A. Honours Courses have to choose any one subject as combination from any one Group and applicants of B.A. General Course have to choose any two subjects as combination but not more than one subject from any Group.

GROUP-A : BENGALI / ENGLISH / SANSKRIT

GROUP-B : POL. SCIENCE / PHILOSOPHY / PHYSICAL EDUCATION / ECONOMICS

GROUP-C : HISTORY / EDUCATION / MATHEMATICS / GEOGRAPHY

Same subject Honours and Combination is not allowed.

- (iii) If number of candidates exercising options for Philosophy, Education, Sanskrit, Geography and Physical Education exceeds the limit of intake capacity determined by the University – fresh options will be sought from the candidates after conclusion of the admission process, and as per merit, candidates will be allotted those subjects
- (iv) Candidates opting for Bengali, English and Sanskrit are required to have obtained at least the pass marks at the H.S. / Equivalent level in the concerned subject(s).

3. Intake capacity of different courses for the Session : 2017 - 18

Courses	Intake capacity for different categories												Grand Total
	General		OBC-A		OBC-B		SC		ST		Total		
	Non PWD	PWD	Non PWD	PWD	Non PWD	PWD	Non PWD	PWD	Non PWD	PWD	Non PWD	PWD	
Bengali (Hons.)	34	1	5	1	3	1	13	1	3	1	58	5	63
History (Hons.)	31	1	5	1	3	1	12	1	2	1	53	5	58
English (Hons.)	14	1	2	1	1	1	5	1	1	1	23	5	28
Political Science (Hons.)	31	1	5	1	3	1	12	1	3	1	54	5	59
Sanskrit Honours	12	1	2	1	1	1	5	1	0	1	20	5	25
Mathematics (Hons.)	14	1	2	1	1	1	5	1	1	1	23	5	28
Chemistry Honours	7	1	1	1	0	1	2	1	0	1	10	5	15
Accountancy (Hons.)	19	1	3	1	2	1	7	1	1	1	32	5	37
B.A. (General)	535	17	97	3	68	2	214	7	58	2	972	31	1003
B.Sc. (General)	39	1	6	1	4	1	15	1	3	1	67	5	72
B.Com. (General)	116	4	21	1	14	1	46	2	12	1	209	9	218

N. B. PWD: Person with disability.

4. Eligibility Criteria

A. For General Stream Candidates

1. **Passed H.S. / Equivalent Examination in any of the years 2014, 2015, 2016, 2017 from a Board/ Council recognized by the University of Burdwan.**
2. **Non-Graduate.**

3. (i) For applying to B.A. Honours Courses

Minimum 45% of full Marks obtained in H.S./Equivalent Examination. For Honours in Bengali, English and Sanskrit candidates are required to obtain at least the pass marks in the concerned subject. For other B.A. Honours subjects, candidates not studying the concerned subject(s), may apply but in that case, at the time of computation of the composite score, marks obtained in the concerned subject would be treated as 'zero'. However, if the candidate has studied the subject in the H.S./Equivalent level, he/she must have obtained minimum pass marks in the desired Honours subject.

(ii) For applying to B.Sc. Hons. Courses

Candidates must have passed H.S./ Equivalent Examination with Mathematics, Physics and Chemistry.

Candidates must have obtained minimum 45% of full Marks in H.S./Equivalent Examination and minimum pass marks in the desired Honours subject.

(iii) For applying to B.Com. Accountancy Hons.

Candidates must have passed H.S./ Equivalent Examination obtaining at least 45% of full Marks with pass marks in Accountancy and/or Mathematics and/or Statistics and/or Computer Science and/or Computer Application and/or Business Economics including Business Mathematics.

(iv) For applying to B.A. General courses.

Candidates must have passed H.S./ Equivalent Examination . To opt any language subject or Geography, candidates are required to have obtained at least the pass marks in the concerned subject(s) at the H.S. / Equivalent Examination. For other subjects, normally there is no restriction on exercising options and even candidates are allowed to opt for a subject that they have not studied at the H.S. / Equivalent Examination.

(v) For applying to B.Sc. General courses.

Passed H.S./ Equivalent Examination with Mathematics, Physics and Chemistry.

(vi) For applying to B.Com. General.

Passed in H.S./Equivalent Examination from Commerce Stream or from Science Stream with pass marks in Mathematics and/or Statistics and/or Computer Science and/or Computer Application and/or Business Economics including Business Mathematics.

B. For Vocational Stream Candidates

A candidate must have passed H.S./Equivalent Examination (Vocational) in the years 2014, 2015, 2016 and 2017 conducted by the West Bengal State Council of Vocational Education and Training, with Bengali as the 1st language and/or Communicative English as the 2nd language to be eligible to apply.

MERIT LIST

1. List of all the candidates course-wise, as per merit and according to category will remain displayed in the College website during entire period of admission process.

2. Preparation of Merit list:

a) For B.A. (Gen), B.Sc.(Gen) & B.Com.(Gen) = Total of marks obtained in Best Five Subjects including one language subject (English or Bengali, marks of whichever is higher).

b) For B.A. (Hons.) courses:

B.A. with Hons. in Bengali : Total of Best Five + Bengali

B.A. with Hons. in English : Total of Best Five + English

B.A. with Hons. in History : Total of Best Five + History

B.A. with Hons. in Pol.Sc. : Total of Best Five + Pol.Sc.

B.A. with Hons. in Sanskrit : Total of Best Five + Sanskrit

(If the candidate has not studied the desired subject of B.A. (Hons.) at the H.S. / Equivalent level, only the total of Best Five subjects will be considered. However, this does not apply in case of any language subject.)

c) B.Sc. Hons. in Mathematics : Total of Best Five + Mathematics

d) B.Sc. Hons. in Chemistry : Total of Best Five + Chemistry

e) B.Com with Hons. in Accountancy: Total of Best Five + Accountancy/
Mathematics/Statistics/ Computer Science/ Computer Application/ Business
Economics including Business Math.

3. In case of a tie between two or more candidates, the 6th subject shall be added, if the tie persists still, the alphabetical order of names would be followed in the preparation of the Merit Lists.

PUBLICATION OF THE LISTS OF VALID APPLICATIONS AND MERIT LISTS

1. After expiry of the last date of submission of Admission Forms online, course wise lists of all valid applications would be published on 17/6/2017 and candidates would be requested to report to the College office regarding any omission / error in that list, in writing with a copy of the Application Form and a copy of the document of Admission Fee payment within 3.00 P.M. on 19/06/2017. Thereafter, no objection regarding entries in that list would be entertained.
2. Course wise and category wise Merit Lists would be published on 22/06/2017.
3. All Lists would be uploaded in the College Admission Portal and hard copies of the Lists may be viewed in the College office.

ADMISSION PROCESS

1. The process of SPOT CALL on the basis of the Merit Lists would be followed for admission.
2. All the candidates featured in the Merit Lists are to be present in the College premises at the specified time and date (Details given in page no. 10) and respond to the call from the Counselling Table with all the documents (Details given in page no. 8) in original as well as with self-attested photocopies of the same and TWO COPIES of the APPLICATION FORM.
3. If any candidate fails to respond to the call from the Counselling Table within due time, his/her candidature for the concerned course would be forfeited.
4. A candidate called on at the time of SPOT CALL will have to produce all the documents in original for verification, submit a set of self attested photocopies of all the documents, TWO COPIES of the APPLICATION FORM and will have to get the PERMISSION OF FEES DEPOSIT IN WRITING on top of a copy of the application form from the appropriate authority of the College.
5. After depositing the admission fees within the specified date and time (Details given in page no. 10), the candidate is required to come to the College within the scheduled date and time (Details given in page no. 10) WITH THAT PARTICULAR COPY of the Application Form and a copy of the Fees deposit receipt/document for approval of admission. HAVING APPROVAL OF ADMISSION FROM THE COLLEGE AUTHORITY IS COMPULSORY WITHIN THE SCHEDULED DATE AND TIME. IF A CANDIDATE PAYS THE ADMISSION FEE WITHIN SCHEDULED DATE AND TIME BUT FAILS TO GET HIS/HER ADMISSION APPROVED BY THE COLLEGE AUTHORITY WITHIN SCHEDULED DATE AND TIME, HIS/HER CANDIDATURE WILL BE CANCELLED AND FEES PAID SO FAR WILL BE FORFEITED.
6. During Admission Process, a candidate may be allowed to change Course **ONLY ONCE**.

FEES

1. Application Fees: Rs. 100.00 for First Option. Additional Rs. 50.00 for each Additional Option. In addition to the fees candidates are also to pay the bank charges.

2. Admission Fees :

Courses	Tuition Fees of three months (From June to August, 2017)	Other Fees	Total Fees to be deposited at the time of admission
B.A. Hons.	Rs. 225.00	Rs. 1935.00	Rs. 2160.00 (Plus Bank Charges)
B.A. General	Rs. 150.00	Rs. 1935.00	Rs. 2085.00 (Plus Bank Charges)
B.Sc. Hons.	Rs. 450.00	Rs. 2135.00	Rs. 2585.00 (Plus Bank Charges)
B.Sc. General	Rs. 300.00	Rs. 2135.00	Rs. 2435.00 (Plus Bank Charges)
B.Com. Hons.	Rs. 255.00	Rs. 1935.00	Rs. 2190.00 (Plus Bank Charges)
B.Com. General	Rs. 180.00	Rs. 1935.00	Rs. 2115.00 (Plus Bank Charges)

Candidates of Chemistry Honours and Geography Honours are required to pay Laboratory Caution Deposit separately at the start of the classes.

3. A Candidate can pay Application Fees and Admission Fees either through Online or Offline mode. In case of Offline payment, there will be two copies of each Challan out of which one copy will be taken by the bank and the other copy will be preserved by the candidate as record. A Xerox copy of the Challan is to be submitted to the College at the time of approval of admission. In case of online payment, a payment-document is to be downloaded and printouts of all such payment-documents are to be submitted to the College at the time of verification /approval of admission.

4. Offline Payments can be made at any Branch of the State Bank of India with CBS facility.

6. FEES ONCE PAID WILL NEVER BE REFUNDED.

APPROVAL OF ADMISSION

1. HAVING APPROVAL OF ADMISSION FROM THE COLLEGE AUTHORITY IS COMPULSORY WITHIN THE SCHEDULED DATE AND TIME (Details given in page no. 10). IF A CANDIDATE PAYS THE ADMISSION FEE WITHIN SCHEDULED DATE AND TIME BUT FAILS TO GET HIS/HER ADMISSION APPROVED BY THE COLLEGE AUTHORITY WITHIN SCHEDULED DATE AND TIME, HIS/HER ADMISSION WILL BE CANCELLED AND FEES PAID SO FAR WILL BE FORFEITED.

2. FOR VERIFICATION, CANDIDATES ARE REQUIRED TO BRING :-

(I) Printout of the Application Form (Two copies).

(II) H.S/ Equivalent Marksheet and Registration Card, in original as well as photocopies.

(III) School Leaving Certificate (Last Attended), original as well as a photocopy.

(IV) Madhyamik Admit Card, original as well as a copy.

(V) Original and photocopies of Challans if payments are made offline and Printout of payment-documents if payments are made online.

(VI) SC/ST/OBC-A/OBC-B/PWD Certificate issued by the Appropriate Authority, original as well as a copy (For candidates seeking admission in any reserved category seat).

3. IF ANY ANOMALY/ DISCREPANCY IN ANY DATA/ INFORMATION PROVIDED BY A CANDIDATE IS DETECTED ON VERIFICATION, CANDIDATURE WILL BE LIABLE TO BE CANCELLED AND FEES PAID SO FAR WILL BE FORFEITED.

**DATE AND TIME SCHEDULE OF SPOT CALL, COUNSELLING, VERIFICATION OF DOCUMENTS,
PAYMENT OF ADMISSION FEES & APPROVAL OF ADMISSION- 2017-18**

Courses	Spot Call Counselling & Verification of Documents	Payment of Admission Fees	Approval of Admission
Bengali Hons.	21 – 06 - 2017 (Wednesday), 11.00 a.m.	Latest by 23-06-2017 (Friday)	From 22-06-2017(Thursday) to 24-06-2017(Saturday) during 12.00 noon to 3.00 p.m.
English Hons.	21 – 06 - 2017 (Wednesday), Immediately after Bengali Hons.	Latest by 23-06-2017 (Friday)	From 22-06-2017(Thursday) to 24-06-2017(Saturday) during 12.00 noon to 3.00 p.m.
Sanskrit Hons.	21 – 06 - 2017 (Wednesday), Immediately after English Hons.	Latest by 23-06-2017 (Friday)	From 22-06-2017(Thursday) to 24-06-2017(Saturday) during 12.00 noon to 3.00 p.m.
History Hons.	21 – 06 - 2017 (Wednesday), Immediately after Sanskrit Hons.	Latest by 23-06-2017 (Friday)	From 22-06-2017(Thursday) to 24-06-2017(Saturday) during 12.00 noon to 3.00 p.m.
Political Science Hons.	21 – 06 - 2017 (Wednesday), Immediately after History Hons.	Latest by 23-06-2017 (Friday)	From 22-06-2017(Thursday) to 24-06-2017(Saturday) during 12.00 noon to 3.00 p.m.
Mathematics Hons.	21 – 06 - 2017 (Wednesday), 11.00 a.m.	Latest by 23-06-2017 (Friday)	From 22-06-2017(Thursday) to 24-06-2017(Saturday) during 12.00 noon to 3.00 p.m.
Chemistry Hons.	21 – 06 - 2017 (Wednesday), Immediately after Mathematics Hons.	Latest by 23-06-2017 (Friday)	From 22-06-2017(Thursday) to 24-06-2017(Saturday) during 12.00 noon to 3.00 p.m.
Accountancy Hons.	21 – 06 - 2017 (Wednesday), Immediately after Chemistry Hons.	Latest by 23-06-2017 (Friday)	From 22-06-2017(Thursday) to 24-06-2017(Saturday) during 12.00 noon to 3.00 p.m.
B.A. General	Counseling for all seats: 27 – 06 - 2017 (Tuesday), 11.00 a.m. Verification for First 400 candidates: 27 – 06 - 2017 (Tuesday), 11.00 a.m. Verification for rest of the candidates: 28 – 06 - 2017 (Wednesday), 11.00 a.m.	Latest by 30 – 06 – 2017 (Friday)	From 29 – 06 - 2017 (Thursday) to 01 – 07 - 2017 (Saturday)) during 12.00 noon to 3.00 p.m.
B.Sc. General	27 – 06 - 2017 (Tuesday), 11.00 a.m.	Latest by 30 – 06 – 2017 (Friday)	From 29 – 06 - 2017 (Thursday) to 01 – 07 - 2017 (Saturday)) during 12.00 noon to 3.00 p.m.
B.Com. General	27 – 06 - 2017 (Tuesday), Immediately after B.Sc. General.	Latest by 30 – 06 – 2017 (Friday)	From 29 – 06 - 2017 (Thursday) to 01 – 07 - 2017 (Saturday)) during 12.00 noon to 3.00 p.m.