

Government of West Bengal
GOVERNMENT GENERAL DEGREE COLLEGE
AT MEJIA (GOPALPUR)
Gopalpur, P.O. – Mejia, Dist. – Bankura, PIN 722 143 (W.B.)



Information Brochure
Admission 2016-1017

Website: www.ggdcmejia.org; E-mail: ggdcmejia@rediffmail.com

A. General Information

1. The college has 03 (three) streams - Arts, Science and Commerce - offering courses on B. A. (Honours) in Bengali, English, History, Philosophy and Economics with 25 seats each; B.A. (General) with approximately 40 seats; B. Sc. (Honours) in Geology with 15 seats and mathematics & Physics as combination subjects; B. Com. (Honours) in Accountancy with 25 seats and B.Com (General) with approximately 40 seats. The classes will be held in the day section.
2. 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 the University of Burdwan.
3. Candidates who have passed H.S or its equivalent examination (10+2) from WBCHSE/ NIOS / IGNOU / ICSE / ISC/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.
4. 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. However environmental Studies as optional subject can be included in the best five subjects.
5. 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.
6. Students debarred from a college/institute after accepting Transfer Certificate as a penal measure due to unlawful activities, shortfall of required class attendance without valid reason etc. are NOT ELIGIBLE to apply.
7. The applicants can apply for Degree Course(s) – Honours & General- as they want, provided they satisfy the eligibility criteria in the concerned course(s).
8. Reservation of seats for SC, ST, OBC-A, OBC-B and Physically Challenged (PC) candidates will be according to the 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/OBC-B certificate issued by the states other than West Bengal will be treated as General Category for admission.**
9. The application will be considered invalid without payment of Application Fee (including Bank Transaction Charge) to the Bank account of College either online (through Debit/ Credit card) or offline (in any branch of SBI).

10. The merit list of valid applicants will be published on-line (website of the college) and off-line (college notice board) on date as per the published Admission Schedule. 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.
11. A specific period will be announced for rectification of any system generated error in the admission schedule.
12. No request for rectification or correction of any error committed by any applicant during filling up of On-line Application Form will be entertained. In case of mistake of the applicant, the applicant may follow the application procedure from the first step.
- 13. Applicants should visit the college website frequent to know the updated information and schedule.**

B. Application procedure (Details are provided in the “How to Apply”)

1. Please **read carefully** the instructions above, **eligibility criteria** and **subject combinations** before you start filling the Application Form.
2. The applicant must be sure that he/she has valid **E-mail ID and Mobile Number**. The 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. Candidates can apply only accessing the official website of this College: www.ggdcmejia.org under the icon Admission.
4. The applicant has to follow 02 (two) simple steps as given below:

STEP- 1	Click “Apply Online” for Registration & Form-Fill up (For detail information, please see “How to Apply Online” pdf)
STEP-2	payment of application fees (For details, Please see “Payment Procedure” pdf)

(I) STEP- 1 (Registration & Form-fill up)

- (i) Each candidate has to **Register** for on-line application to get Individual Account with **Username** (minimum 8 characters) and **Password (minimum 6 characters)** , which must be kept secured and **duly noted by them for future procedure**.
- (ii) Candidates can register only after accessing the official website: www.ggdcmejia.org. The portal for registering for on-line application will remain active from 00:10 hrs of 18.05.2016 to 23:55 hrs of 05.06.2016.

- (iii) The candidates must provide all the necessary details and fill up **mandatory fields** as specified against *(asterisk marked) while registering and Form- fill up.

(II) STEP-2 (Payment of application fees)

- (i) An applicant can apply for a single or any number of courses, if he/she is eligible for that or those. Applicant applying for more than one subject has to pay the application fees for each subject separately.
- (ii) The application fees (₹. 50) and bank charges for each application form should be paid to complete the application procedure.
- (iii) The payment can be made by online (through debit/ credit card) or by offline (In any branch of SBI)
- (iv) For online payment, the applicant must keep the e-recipept for future reference.
- (v) For offline payment, one Challan duly filled with necessary data of the applicant will be generated. Each challan possesses: (a) Counterpart for Bank, and (b) Counterpart for applicant. Fees in that prescribed format should be paid in any branch of SBI. The applicant must keep his/her counterparts for future reference.

C. Essential Information:

Contact for rectification of system Generated error, if any:	ggdcmejia@rediffmail.com
Phone number of College:	7318846436 , 7432964905
Documents (original and photo copy) required at the time of counseling:	<p>(i) Mark sheets of last examination passed,</p> <p>(ii) Proof of Date of Birth,</p> <p>(iii) Certificate of Reserved quota from appropriate authority of Govt. of West Bengal,</p> <p>(iv) Downloaded hard copy of Application Form with applicant's signature at specific space,</p> <p>(v) Two (2) passport sized (35 mm x 45 mm) photos,</p> <p>(vi) Photocopy of the applicant's counterpart of chalan of payment of application fees (For offline mode) and e-receipts (for online mode)</p> <p>(vii) Certificate from last institution attended (School Leaving Certificate).</p>

