

**GENERAL INSTRUCTIONS FOR ADMISSION IN THE UNDER-GRADUATE COURSES IN KHALISANI MAHAVIDYALAYA IN THE SESSION 2017-18**

1. Application, Form fill-up, will be done On-line through College portal. The process is elaborated through a following table. To apply on-line log on to [khalisaniadmission.org](http://khalisaniadmission.org).
2. Merit lists will be published according to merit only. Merit Calculation procedure is narrated below.
3. The entire process will be done according to schedule notified in the College web-site from time to time. Aspirant candidates will have to follow the website on regular basis. College authority will not be responsible if any candidate fails to perform any particular activity within the notified schedule.
4. Reservation of seats is as per Government and University orders.
5. Only candidates of the Boards approved by the Government/ University are eligible for admission.
6. All admissions are provisional. The College authority has the right to cancel admission of any candidate for violations of rules and procedures.
7. Candidates who get admitted in our College after any phase are requested to inform the College if they get admitted in any other College. He or she will get a refund if he/she cancel his/her admission within 5 working days from the date of his/her admission in the other College. He or she has to provide his/ her admission document on the later College.

**Eligibility criteria for Honours Programs**

The minimum eligibility to fill up forms for all honours program is 45% in the particular subject for which honours is sought for and 45% in aggregate in Higher Secondary/ Equivalent examination. In case of Economics Honours the candidate has to pass Business Economics / Mathematics in Higher Secondary examination. The candidates who passed Higher Secondary/ equivalent examination with Business Mathematics/ Mathematics will get preference for admission in Accountancy Honours.

The candidates who are not regular in Higher Secondary/ equivalent examination can- not fill up form for Honours courses.

**Merit calculation for Honours Courses**

a) 2 compulsory languages + best three subjects (excluding Environmental studies) + Honours subject (in case of Higher Secondary Examination)

If a candidate passes H.S/ equivalent examination with English and Bengali as two compulsory language subjects, aggregate to be calculated by adding the marks obtained in two compulsory subjects (English and Bengali) and other best three subjects (marks for Environmental studies will have to be excluded) and adding the subject marks for which Honours is sought for.

b) 1 compulsory language + best four subjects (excluding Environmental studies) + Honours subject (In case of other boards)

If a candidate passes H.S/ equivalent examination with English as only one compulsory language subject, Aggregate to be calculated by adding the marks obtained in one compulsory subject (English) and other best four subjects (marks for Environmental studies will have to be excluded) and adding the subject marks for which Honours is sought for.

**Eligibility criteria for General Programs**

A candidate has to pass the Higher Secondary/Equivalent examination.

Any candidate who has passed Higher Secondary/ Equivalent Examination before 2012 will not be allowed to fill up forms for admission.

**Geography as a combination subject in B.A general course can not be obtained at the time of admission. The subject will be offered after commencement of classes according to the merit.**

**Merit calculation for General Courses**

Total marks obtained in HS/ equivalent examination.

**Date of online application and form fill-up – 07.06.2017 to 17.06.2017  
(up to 4.00 p.m. on the last date)**

**Date of payment – 07.06.2017 to 17.06.2017 (as per banking hours)**

### **Guidelines of various steps for On-line admission.**

Step -1	<p>Log on The candidate should have to log on to our portal <a href="http://khalisanimahavidyalaya.org">khalisanimahavidyalaya.org</a> and click on admission. It will take the candidate to the admission portal. The College prospectus will be there. Go through the prospectus to know the program details, course fee, number of seats, admission rules and criteria and facts about the College.</p>
Step-2	<p>Application and filling up forms. For Honours Course: Apply for filling up the form/ forms of your choice. A candidate can fill up optimum forms for 3 Honours subjects through one application (User-ID). Application Fee is Rs. 150/- and banking charges for one application. For General/ Pass Course: Apply for filling up the general form of your choice. A candidate can fill up B.A./ B.Com/ B.Sc. general form through one application (User-ID). Application Fee is Rs. 100/- and banking charges for one application. The candidate has to keep his/ her user-id or the auto generated Application ID No. mentioned in their printed form. Applicant's Password is his/ her Date of birth in DD/MM/YYYY format.</p>
Step-3	<p>Rules for filling up and submission of form(s) Before filling up form(s), applicants have to scan their recent passport size photo for uploading it in the form by choosing CHOOSE FILE button (picture size should not exceed 100 kb). Putting your scanned picture in the dedicated field is mandatory. Fill up all the fields like name, guardians name, address, email, phone no. date of birth etc. Use drop down wherever it is applicable. Select the combination subjects according to the subject combination shown in the prospectus. Carefully go through every detail and submit the form. The candidate alone will be responsible for furnishing false data and his admission will be cancelled. The application/ registration fee will not be refunded.</p>
Step-4	<p>Confirmation of Data and Payment Mode After submission of forms a Confirm page will be displayed in the monitor for confirmation of all data, Applicants may click BACK button for correction in the form and submit again. Select the payment option from Online payment/ Offline payment to pay requisite application fee. If the applicants wish to pay the fee by using CREDIT CARD/IMPS/NET BANKING they have to click ONLINE PAYMENT button and then follow the step-by-step process. In this process the applicant has to take print out of Form and On-line Payment slip and submit the form and photocopy of the payment slip to the College office during admission. If the candidates wish to deposit requisite fees through Bank Challan they have to click OFFLINE PAYMENT and take a copy of print-out of the duly filled up form(s) and one copy of three part challan. Go to your nearest ICICI Bank branch and deposit the registration and processing fee in the account no. indicated in the Challan. The candidate will also have to pay the Bank charges (as per bank guidelines) for each form. Keep both the candidate part and the college part of the challan with you. It is a very essential document. The College part has to be submitted in the office during the time admission. Fees once paid can- not be refunded.</p>
Step-5	<p>Payment Status Checking Applicants are advised to check the Payment status after two days from the date of deposit/ payment of application fees through PAYMENT STATUS button by using their Application ID no. as user ID and Date of Birth as password. The form will be displayed either PAID or UNPAID. If the form display UNPAID even after two days of from the date of</p>

	depositing/ payment of application fees, the applicants should immediately contact with the Bank branch within the office hours. Only PAID forms will be considered for Merit List.
Step-6	Merit list of each subject will be published in the College website according to schedule (which will be published shortly after the publication of Higher Secondary results). The candidate will have to keep an eye on the status of the merit lists.
Step-7	Listed candidates will enter his registration by using their Registration/ Application ID no. as user ID and Date of Birth as password. Aspirant and merit listed students will again have to select the payment option from Online payment/ Offline payment to pay requisite admission fee for the concerned subject. If the applicants wish to pay the fee by using CREDIT CARD/IMPS/NET BANKING they have to click ONLINE PAYMENT button and then follow the step-by-step process. In this process the applicant has to take print out of Form and On-line Payment slip and submit the form and photocopy of the payment slip to the College office during admission. If the candidates wish to deposit requisite fees through Bank-Challan they have to click OFFLINE PAYMENT and take a copy of print-out of the duly filled up form(s) and one copy of three part challan.
Step-8	Candidates have to appear with all testimonials and documents in original in the College for verification process on the particular date and time. After the completion of the verification process admission of the candidate will be cancelled if any of the data furnished by the same found incorrect.
Step-9	This process of verification and admission will be repeated till the fill-up of the seats within a notified time schedule.

<b>INTAKE CAPACITY OF THE COLLEGE IN THE 2017-18 SESSION</b> (subject to change as per Govt. of West Bengal/ The University of Burdwan notifications)						
Subject	Gen	SC(22%)	ST(6%)	OBC-A(10% or less for	OBC-B(7% or less for this year)	Total
Bengali	40	15	4	5	3	67
English	31	11	3	4	3	52
Sanskrit	31	11	3	4	3	52
History	40	15	4	5	3	67
Pol.Sc.	31	11	3	4	3	52
Philosophy	22	8	2	3	2	37
Economics(Arts/Sc.)	14	5	1	2	1	23
Geography	16	6	2	2	1	27
Physics	9	3	1	1	1	15
Chemistry	9	3	1	1	1	15
Math.	22	8	2	3	2	37
Accountancy	53	19	5	6	4	87
General(Arts)	320	117	32	37	27	533
General(Sc) Pure	12	4	1	1	1	19
General(Sc) Bio	13	5	1	1	1	21
General(Com)	135	50	14	16	11	226

**Proposed Schedule of Admission, Session 2017-18**

On line Form Fill up	07.06.2017 4:00 pm to 17.06.2017 2:00 pm
Publication of Provisional Merit List	17.06.2017 4:00 pm
Form Correction	19.06.2017 to 20.06.2017 2:00 pm
Publication of Corrected Merit List	20.06.2017 4:00 pm

<b>Date of Publication of Merit List</b>	<b>Application Date</b>	<b>Banking Transaction</b>	<b>Document Verification in College</b>
1 <sup>st</sup> Phase 21.06.17 (1:00 pm)	21.06.17 - 23.06.17	21.06.17 - 23.06.17	23.06.17 1:30 pm 24.06.17 1:30 pm
2 <sup>nd</sup> Phase 27.06.17 (1:00 pm)	27.06.17 - 29.06.17	27.06.17 - 29.06.17	29.06.17 11:00 am 30.06.17 11:00 am
3 <sup>rd</sup> Phase 01.07.17 (1:00 pm)	01.07.17 - 04.07.17	01.07.17 - 04.07.17	03.07.17 1:30 pm 05.07.17 1:30 pm
4 <sup>th</sup> Phase 06.07.17 (1:00 pm)	06.07.17 - 07.07.17	06.07.17 - 07.07.17	08.07.17 11:00 am
5 <sup>th</sup> Phase 10.07.17 (1:00 pm)	10.07.17 – 12.07.17	10.07.17 – 12.07.17	13.07.17 11:00 am
<b># Schedule may change if such situation arises;</b>			