

Bhairab Ganguly College

Feeder Road, Belgharia, Kolkata-700056

Admission for Academic Session 2023-2024: Important Instructions

The admission process for the 3/4 years Undergraduate (B.A./B.Sc./B.Com; Multidisciplinary/Honours) courses for the academic session 2023-2024 in Bhairab Ganguly College will start from 01.07.2023 through online mode. Applicants must go through the following instructions very carefully before filling up the online application form.

1. The entire admission process (application form fill-up, merit list publication and payment of admission fees) will be conducted in purely online mode (www.bhairabgangulycollege.ac.in).
2. Applicants must read the eligibility criteria, subject combination and fee structure carefully before filling up the admission form.
3. The applicant, who has passed H.S. (10+2) or equivalent examination not before 2020 from a recognized Council/Board is eligible to apply for admission to the UG courses.
4. The helpline number regarding admission to the UG courses at Bhairab Ganguly College is 6289259609. Students who are facing any difficulty in the online admission procedure are requested to call this helpline number between 10 AM to 5 PM or send an email to admission.bgc1968@gmail.com.
5. **No Fees will be charged for online applications.**
6. A candidate may apply for admission in more than one course.
7. The candidate is required to pay admission fees through a **Debit Card** or **Internet banking**. Please do not use Credit Card.
8. Applicants are advised to provide their own functional **mobile number** (preferably **WhatsApp Number**) and their own valid email (**Gmail ID**) ID, so that the college can communicate with the applicants if required.
9. Applicants are requested to use an up-to-date version of **Google Chrome / Mozilla Firefox Browser** to fill up the Application Form.
10. If an applicant is found to submit incorrect or false information regarding obtained marks or any other matter in any stage of the admission process, his/her application will be rejected.
11. Applicants are not required to submit any documents to the college either by post or email.
12. The applicant must have the following items ready before he/she starts to fill up the online admission form.
 - **Scanned Colour Passport Photo (30KB-50KB/JPG file only)** – the photo should be taken in proper light with uniform background for proper visualization of the candidate's face. Please note that this photograph/image will be utilized for university registration and also for preparing college identity cards.
 - **Scanned Signature (30KB-50KB/JPG file only)** – sign on white paper using black/blue ballpoint pen. Scan it or take a decent photo of it keeping it on a flat surface.
 - **Scanned Marksheet of HS (10+2) or equivalent examination: 100KB-150KB/JPG file only.**
 - **Scanned Age proof Document (Birth certificate/Admit card of Madhyamik): 100KB-150KB/JPG file only**
 - **Scanned copy of Caste certificate- SC/ST/OBC-A/OBC-B** (if the candidate belongs to the category) (**100KB-150KB/JPG file only**)

- **Scanned Physically Challenged Certificate** (if you have any) (**100KB-150KB/JPG file only**)

How to apply:

1. After opening the admission portal, the applicants have to register themselves by furnishing their valid email ID, mobile number and other information. They have to create an username and password for registering themselves. After successful registration, the candidates will receive SMS mentioning their username and password. They must keep the username and password safe with them for future communication. Please note that one student can apply for more than one Honours subject (Major) from a single mobile number but the username must be different in each case. So, if a student wants to apply for two different courses/ major subjects he/she has to register himself/herself twice using two different usernames albeit he/she can use the same mobile number and password. Only one application can be submitted from a single username.
2. There is an uploaded video in the admission portal demonstrating how to apply for the courses. Candidates are requested to see the video before filling up the application form.
3. Fill up all your data carefully and correctly. Type your name correctly. Select your “Caste” properly. Name and Caste once entered cannot be changed.
4. Select your previous Examination council/board correctly. If your Board is not there in the list, select “Other Board”.
5. In case you get disconnected, don’t worry, all your entered data will remain safe. You can fill in other details anytime later login by using your username/Mobile Number and Password.
6. Take extra care while filling up HS or 10+2 standard Marks. Mention the “Pass” or “Fail” status as mentioned in your marksheet.
7. Each candidate should have a single Registration and single Profile. You can apply for more than one Honours subject or course from a single registration/profile.
8. Merit list will be published as per the admission schedule. If your name appears in a merit list and if you seek admission, upload the scanned copies of your testimonials and pay the admission fees through a **Debit Card** or **internet banking**.
9. Bhairab Ganguly College is proud to offer a “**RAGGING-FREE CAMPUS**”. Admitted students have to submit a self-declaration stating that they shall not engage in ragging or any other form of violent behaviour during their studentship in this college.

Prof. (Dr.) S. Som
Principal

Dr. Tarasankar Maiti and Dr. Saurav Shome
Joint-Convenor, Admission Committee 2023-2024