



**B.A. & B.Sc. ENROLMENT 2018**  
**ADMISSION GUIDELINES FOR SELECTED CANDIDATES**

1. Go to **THE ROHINTON KAPADIA HALL (2<sup>ND</sup> FLOOR)**. Show your **APPLICATION FORM, online payment receipt, 1 copy of attested Mark Sheet and copy of proof of date of birth at the counter.** Collect: A) **ENROLMENT FORM** B) **CYBER CARD.**
2. Fill in your Enrolment Form and Cyber Card.  
**ENTER YOUR FULL NAME AS PER YOUR CLASS X AND XII CERTIFICATES.** Ensure that you spell your name in the same way in the Enrolment Form and Cyber Card.  
For your Generic Electives, carefully study the **available subjects** as given in the Enrolment Form and then make your choices. Your department faculty will meet you in the designated room for counseling on choice of the Generic Elective subjects. You are to provide **2 choices** from each pool (see relevant section of your Enrolment Form).

You must choose one Modern Indian Language (Bengali OR Hindi OR English) in Semester II. **English is available only to students who did not have Bengali or Hindi at Class X level.**

3. After completing the Enrolment Form, proceed for verification of your completed forms. (*You will be informed about the venue/Room No. for verification*). Make sure that you have all your relevant documents in the *following order* :
  - (i) **Enrolment Form**
  - (ii) **Original Application Form (attested by Principal/Headmaster of school last attended) and Bank Payment receipt**
  - (iii) **ONE attested copy of Mark Sheet**
  - (iv) One copy of Proof of Date of Birth (Birth Certificate/ Class X Mark Sheet or Admit Card/ Voter ID Card)
  - (v) Copy of Aadhar Card
  - (vi) Original SC/ST/OBC/Baptism Certificate (for Christian Students)
  - (vii) Original Migration Certificate (not for WBHS/ISC/CBSE)
  - (viii) Proof of address (Electricity bill/Tel. bill/Voter's ID Card)
  - (ix) **TWO PHOTOGRAPHS** (stamp size). Stick ONE photograph on the space provided in the Enrolment form, and ONE photograph on your Cyber Card

*Note: Your original and final SC/ST/OBC/Baptism Certificate must be produced.*
4. Proceed to the **Arts and Science Office** for final verification. The **Deans of Arts/ Science** will assign your **Roll Number** and confirm your **Generic Elective subjects**.  
Ensure that your Name, Roll Number and Course have been entered on your Cyber Card.
5. The **Vice-Principal** will now check and sign your form.
6. Collect your Fee Slip from **Counter 1**.  
**Carefully check the information on Fee structures posted on the Selection list and in Room No. 6 (Waiting Room for Parents) and on Notice Boards.** Students who chose a Generic Elective with practical must add the Practical Fee and compute the Grand Total.

7. Proceed to the Main Parlour for fee payment by Credit/Debit Card.

**NOTE: Fee refund in case of withdrawal of admission will be subject to college rules as given in the college website and notice boards.**

8. After payment of your admission fees report to the **Arts and Science office Window**. Show your **payment receipt and submit your original Mark Sheet and your Enrolment Form and Cyber Card** (with photographs pasted on both).
9. Collect your original Mark Sheet, and your fee slip.
10. Proceed to **Counter 5** for entry of your name in the College Rolls.
11. Collect your Cyber Card from **Counter 3**. Ensure that your Cyber Card has been stamped with the college seal. **Keep the Cyber Card carefully as it will be your temporary I.D. card.**
12. **Proceed to the ID office – Computer Centre, 3<sup>rd</sup> Floor, College Chapel wing. Show your Cyber Card for identification.**

**Your admission process is over only after you have completed all of the above steps.**

**Inauguration on MONDAY JULY 2<sup>ND</sup> 2018**  
**B.A., MASS COM AND MULTIMEDIA at 12.00 p.m.**  
**B.SC and BIOTECH at 2.00 p.m.**  
Attendance is Compulsory.

**Classes begin on July 4th 2018**