



J. K. College, Purulia

Admission Process 2018

- **Entire admission process (from registration to admission) will be done through online system. Payment of fees (Registration and admission) should be made through registered payment gateway only.**

- **Online admission process will have two parts:**
 - (1) Online Registration Procedure**
 - (2) Online Admission Procedure (if selected by merit).**

- **Verification after admission will be done in the college. Without verification admission will not be completed. Any mismatch found during verification, online admission will be rejected.**

(1) ONLINE REGISTRATION PROCEDURE, 2018

STEP 1. Fill up the form and upload the photo and signature. Be very careful about mobile number. **GIVE ONLY A WORKING MOBILE NUMBER WHICH IS WITHIN YOUR ACCESS.**

STEP 2. Click on “**PROCEED**” button. Do not use ‘BACK’ button. “BACK” button will take you to blank page.

STEP 3. Click **OK**.

STEP 4. Check the form carefully. For any correction click “**EDIT FORM**”, otherwise click “**FINAL SUBMIT**”.

STEP 5. Follow the pop-up window and then Click **OK**.

STEP 6. Note your J. K. College Online Registration number. Then Click “**NEXT**”.

STEP 7. Click **OK**.

STEP 8. Choose your options/ Courses. You are allowed to choose maximum three options. #

STEP 9. Clicks “**SUBMIT**” Button.

STEP 10. Pay your registration fee online.

STEP 11. Take a printout of your application form for future correspondence.

NOTE:

- YOUR APPLICATION WILL BE CONSIDERD ONLY FOR THOSE COURSES FOR WHICH YOU HAVE CHOSEN OPTIONS IN ‘**STEP 8**’.
- YOUR APPLICATION WILL NOT BE CONSIDERED FOR ADMISSION IN ANY **PROGRAM COURSE** IF YOU DO NOT CHOOSE AT LEAST ONE OPTION FOR **PROGRAM COURSE** IN ‘**STEP 8**’.

FOR ANY HELP PLEASE EMAIL AT: admissionjkcprl.2018@gmail.com

(2) ONLINE ADMISSION PROCEDURE, 2018

THIS WILL BE PUBLISHED SOON.

**Principal
J. K. College,
Purulia**

Special Note :

1. Merit Index will be calculated from the aggregate of best of four subjects in H.S. Examination (10+2).
2. Candidates who passed H.S. or equivalent examination from other recognised boards with five subjects of 100 marks each including at least one language subject, either English or Bengali shall be considered for admission, if found eligible otherwise.
3. Candidates admitted in the previous year but failed to fill up forms for Sem -I & Sem -II examination have to apply afresh for admission to first year class, if found eligible otherwise

Notes: Admission, Attendance & University Examination etc.

A student must attend at least 75% (Separately both in theoretical & practical) of the classes held in each subject. Otherwise he / she will be declared 'Non-Collegiate' as per University rules. If attendance falls below 50%, he / she will become 'Discollegiate' and will be debarred from appearing at the University Examination.

1st year Hons. students must attend at least 60% of the Hons. classes during first twenty days following commencement of classes, failing which their names will be struck off from the Honours Attendance Register and will be shifted to General Course. The seat falling vacant thereby will be filled up from applicants according to merit.

Names of the students enrolled, but failing to attend at least 60% classes, will be struck off at an interval of every three months through out the academic session.

Admission will not be completed until the University Registration is made.

Admission will be made strictly on merit and through 'Online Admission System' in all streams. The date of counseling will be notified later on. Admission will be made on the 'date of counseling on submission of requisite amount of fees and

relevant materials. Choice of subject(s), both Hons. and Pass, will be offered according to the availability of seats.

Choice of subjects, both in Hons. and Programme, in the Online Admission System, shall be final. No subsequent change will be allowed.

Registration Fee - Online Registration Charges - Rs. 100.00 + Bank Charges

RULES FOR PAYMENTS OF TUTION FEES:

A student's name is liable to be struck off the roll on his failure to pay tuition fees for a semester (six months) at a time within fifteen days of notification and/or for continuous absence for three months.

Transfer Certificate Fee - The amount is equal to one month's tuition fees of the class attended. Such certificate will be issued usually after seven days from the date of application by the guardian of the student while certificate of any other kind will be issued usually after 3 days from the date of application. The student must clear all his dues before issue of such certificates.

Cancellation of Admission - Application for cancellation of admission will be accepted within one month from the date of admission, and only caution money will be refunded after such cancellation.

College Examination :

- i) The College will hold one mid semester examination(for Hons.) under continuous evaluations process.
- ii) A student must appear at all the Examinations.
- ii) Intimation regarding inability to appear at a particular examination should be communicated to the Principal in the form of an application countersigned by the guardian, well ahead of the date of examination, giving reasons.