

ONLINE ADMISSION PROCEDURE

Notification regarding admission generally comes on the college website immediately after the publication of the result of West Bengal Council of Higher Secondary Education. The eligible candidates may apply on line within the stipulated date.

Necessary preparation for submitting application:

- Please read the Admission rules very carefully
- Keep your mobile and email id ready before starting the application process. If you don't have any e-mail id, please create it before hand. Keep all original documents including age proof and mark sheet and passport size photo in soft copy not more than 100kb.
- Register your name with your mobile no. & e-mail Id and generate your user id and password. Registration will be valid only when will pay the registration fee.
- Please preserve the registration Id and Password with care
- Now log in with the ID and Password
- Fill up the application form in its' all the columns and rows; because incomplete application will be summarily rejected.
- Please check all the entry with your original documents and make necessary correction before final submission. Once you have submitted you will not be allowed to edit your particulars.
- Please note that your candidature is liable to cancel if any discrepancy in your particulars is found at any stage of the admission process.
- After final submission you will be allowed to get print out of your application. Get the print out and wait for the next phase of development.

A merit list will be prepared on the basis of the marks obtained by the candidates in their +2 level. After the publication of the Merit List, all the enlisted candidates (subject-wise & Category-wise as per notification) will be asked to deposit their requisite Admission Fees at the branches of the Stipulated Bank. They need not come to the college premises to deposit their admission fees failing which his/her candidature will be cancelled. Candidates, who deposit their fees successfully, will be asked to attend the counselling and verification with all the necessary original documents at the college premises on the notified date and time. If the authority is satisfied with the documents the applicant will be asked to submit the verified hard copy of the admission form along with the necessary documents and two copies of Passport size colour recent photograph. The candidature of any applicant will be treated as cancelled if he failed to turn out according to the verification schedule even if he/she deposited the requisite fees. He/she will not be allowed to take verification and admission in any extended date.

After completion of the process, if any vacant seat still remains then the second or third counselling will be done from the remaining part of the existing merit list and the same process will be followed. But in no cases the lapsed candidates from earlier counselling will be considered.

Candidates completed the admission process by depositing the requisite fees are directed to attend the college along with the money receipt and all original documents to fill up the REGISTRATION FORM of the University of GOUR BANGA (if the supplied). All the dates will be notified on the college website in due time. So the applicants are directed to keep close and regular view on the college website: www.kaliachakcollege.com

Necessary documents for Verification:

1. Print out copy of the application form
2. Copy of money receipt for registration
3. Copy of money receipt for admission
4. Age Proof documents : MP admit card/MP Certificate
5. HS Mark sheet along with two self attested photo copy
6. HS Certificate along with two self attested photo copy
7. SC/ST/Minority Certificate if applicable along with two self attested photo copy
8. School Leaving certificate in original
9. ADHAR/ EPIC along with two self attested photo copy