Undergraduate Application and Admission Schedule for the Academic Session 2023-2024

Activity	Date
Online filling up of Application forms by the candidates	From 01/07/2023 to 15/07/2023 (up to midnight)
Publication of Provisional Merit List (only at college website)	17/07/2023 After 04.00 PM
Date of receiving claims &objection through E- Mail : **kdccmid_westbengal@rediffmail.com**	17/07/2023 to 19/07/2023 (up to 12 noon)
Publication of Final Merit List (only at college website)	20/07/2023
Admission cum seat reservation by paying admission fees through online mode from the College Website	20/07/2023 onwards
Last date of admission to 1st Semester classes	31/07/2023
Commencement of Classes	01/08/2023

N.B: The above schedule may be changed In case of exigencies.
For further information visit the college website regularly.

General Instruction

1. All Applications should be made ONLINE.
2. Application Fee : NIL.
3. Vocational candidates (H.S. Level) are not eligible for apply in any Hons. Course.
4. Candidates passed H.S. level under selected boards in the year 2023 , 2022 and 2021 may apply for admission in the U.G. Courses
5. **Follow step by step instruction for online form fill-up.**
   i) First applicants have to register themselves by submitting some basic information,
   ii) Upload scanned Colour Photo & Signature (in .JPG/JPEG)
   iii) Upload scanned (PDF, within 200 KB) 10th admit/certificate, 10th Marksheet, HS admit / Registration, HS Marksheet, AADHAAR card, Caste certificate (if any),
   iv) After successful submission of Form/s take print out of the submitted forms,
   v) Merit list will be published in due course and selected students have to take admission accordingly, failing which their name will not be considered in the successive merit list,
   vi) After getting admission payment link, candidate have to Pay admission Fees for seat reservation.
6. NO SUBMISSION OF PRINTOUT / FEE AT THE COLLEGE

Help Line Number :7908660149
Email: kdccmid_westbengal@rediffmail.com
(11.00a.m to 5.00 p.m Monday to Friday 11.00 a.m to 02.00 pm Saturday except Sunday & holidays)

1. **Multiple Applications:** A candidate may apply for one or more than one subject that she/he is eligible for.

2. **Merit Based Admission:** The admission will be strictly on Merit Basis. After completion of application procedure, one Provisional Merit Panel will be published in the College Online Admission Portal. After taking into account the objections raised, if any, Final Merit Panel will be published in the same portal. All admissions will be effected from that Final Merit Panel only. Marks obtained in best five subjects, whichever is applicable, shall be considered to ascertain the aggregate marks of a candidate passing the examination. The merit point of an applicant will be judged by taking into account 10% of the marks obtained in best five subjects and the marks obtained in the subject applied for Single Major and aggregate marks obtained for Multidisciplinary Programme

3. **Admission Schedule and Modalities:** The admission schedule and modalities will be strictly as per Notification issued by HED, WB bearing No. 354 - Edn(CS)/lOM-95/14 dated 02/06/2023 read with such other notifications, circulars or the like issued by HED, WB or by the Affiliating University or by any other competent authority or authorities in this matter.

4. **Communication with the Applicants:** A SMS message will be sent to the applicant after the successful submission of the application form. During the entire course of application and admission into any programme all necessary communications will be made to the mobile number with which the applicant registered himself or herself during online application procedure. The college will not be liable for non-receipt of relevant information because of wrong mobile number or furnishing of mobile number other than that of his/her own. Students are also requested to furnish their own e-mail ID so that it can be used effectively for the purpose of circulation of important and necessary information to the intended recipient

5. **Consequence of Wrong Data/Information:** Any wrong data given by the candidate may lead to cancellation of the candidature summarily. Even if any applicant gets himself or herself admitted into any course/program and later on any falsification, incorrectness (partially or wholly), incompleteness, shortcomings or the like is found in respect of any data or information furnished or in any document or documents furnished / uploaded / given /forwarded is/are found or detected during verification or otherwise his/her admission will stand cancelled and any benefit associated with such application or admission stand invalid ab initio. It is within the sole discretion of the college authority to reject any application or admission.

6. **Checklist of Required Documents:**

   Candidates have to download the finally submitted Application Form. The following documents are to be kept by the candidates for future verification.

   (i)The printed copies of downloaded Application Form;
   (ii)Mark Sheet of the last qualifying examination (e.g., Higher Secondary Examination/equivalent 10+2);
   (iii)(iv)Admit Card of the Madhyamik or equivalent Board evidencing the age of the candidate or Birth Certificate;
   (v)Registration Certificate of the Higher Secondary (WBCHSE) or Equivalent Board;
   (vi)AADHAR Card of the applicant;
   (vii)PH/VH Certificate, if applicable (from the competent authority only).
   (viii) Caste Certificate, if applicable (from the competent authority only);

7. **Physical Verification of Documents:** All the uploaded documents and testimonials shall be produced by the admitted candidate, for verification, in original when the students report for the classes in due course. The date of commencement of classes will be notified later. The admission of any candidate shall stand cancelled summarily if, on verification, any of the documents, testimonials or information furnished or given by candidate is found to be false, wrong, incorrect or insufficient.

8. **Other Important Points:** As this college is affiliated to Vidyasagar University, the college is liable to follow its guidelines on admission, registration, examinations and so on and the students have to follow the guidelines

strictly. College shall not be liable for admission/ranking in the Merit Panel in case candidate's previous 10+2 board is not approved by the Vidyasagar University.

An applicant passed HS (10+2) level in the year 2023 is eligible to apply for BA/B Sc / B.Com Courses in this college. Candidates who passed 10+2 level in the year 2022 or 2021 and who did not register themselves as student in Vidyasagar University are also eligible to apply. Candidate of 2020 and 2019 who have registered their name in Vidyasagar University are not eligible to apply until he/she is declared failed. Here also, proper permission of Vidyasagar University is required. Without prior and written permission from Vidyasagar University, no candidate shall be considered for admission after lapse of more than 3 (three) years from the year of passing the previous qualifying examination or discontinuation of recognized regular courses of study after passing the previous qualifying examination.

Explanation: All the admissions are provisional in nature. Any admission will stand cancelled if it is found afterwards that it is in violation of any guidelines of any competent authority including the college authority or is made on the basis of any false declaration of false/improper document(s).

All dates are tentative. Online admission in one Phase is subject to vacancies remaining on completion of the admission in the previous phase. The phase of admission shown here is only exemplary in nature and further phases of admission may be necessitated depending upon the updated vacancy status.

Sd/-
Principal
K.D. College of Commerce and General Studies, Midnapore