

# PANCHTHUPI HARIPADA GOURIBALA COLLEGE

[ESTD : 1996 ]

(Govt. aided, Affiliated under University of Kalyani & UGC Recognized)

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Website: [panchthupihcollege.in](http://panchthupihcollege.in)



## Application Procedure

Read the following instructions and be sure of the eligibility for applying in different courses (see **Subject-wise Eligibility Criteria list, Admission Notice** and **Prospectus** portal) very carefully before submission of Application Form.

An applicant can apply in one Honours Subject in a Single Form. For application in more than 1 Honours Subject he/she has to apply through one form for each subject (for example, if one candidate applies for three honours subjects he/she has to fill 3 separate forms and has to pay the price of 3 forms). For Admission in B.A. General course 2 different forms will be there in the Online admission portal. An applicant can apply in one type of form with Sanskrit as subject combination, and he/she has to apply in the other form without Sanskrit as subject combination.

### APPLICATION FEE :

Rs. 100.00 for a Single Form (Excluding Bank Charge).

### BANK CHARGE :

- In case of Payment made through Bank Challan i.e. Offline Payment (depositing requisite fees to any branch of STATE BANK OF INDIA ), the Bank Charge is **Rs. 50.00**
- In case of Payment made by using Credit Card (Online Payment), Bank Charge is **Rs. 10.00**
- In case of Payment made by using Debit Card (Online Payment), the Bank Charge is **Rs. 10.00**
- In case of Payment made by using IMPS (Online Payment), the Bank Charge is **Rs. 10.00**
- In case of Payment made by using Net Banking (Online Payment), the Bank Charge is **Rs. 10.00**

**NOTE : \* Fees once paid is non-refundable.**

### KEEP IN MIND (for future correspondence) :

**Applicant's User Id** : Auto-generated Application Id No. (mentioned in their printed Form)

**Applicant's Password** : Applicant's Date of Birth (DD/MM/YYYY)

### APPLY IN DIFFERENT COURSES :

<b>Apply in Honours Course</b>	:	The applicants, who are willing to apply in Honours Course, have <b>to use "APPLY IN HONOURS" button.</b>
<b>Apply in General Course (Without Sanskrit)</b>	:	The applicants, who are willing to apply in "General Course without Sanskrit" as subject combination, have <b>to use "APPLY IN GENERAL" button.</b>
<b>Apply in General Course (With Sanskrit)</b>	:	The applicants, who are willing to apply in "General Course with Sanskrit" as a subject combination, have <b>to use "APPLY IN GENERALWITH SANSKRIT" button.</b>

### SUBJECT CHOICE :

**For Honours Course** : The Honours candidates have to select One Honours Subject and Two General Subjects as per the Subject Combination Table (see college **website courses tab** ).

**For General Course** : The General candidates have to select Three General Subjects as per the Subject Combination Table (see college **website courses tab** ).

- NOTE :**
- Applicants may choose General Subject(s) as per their choice. But finally the said subject(s) will be offered to him/her on availability or eligibility at the time of admission.
  - Students must not select that subject(s) in Honours in which he/she has failed in H.S./Equivalent level.
  - Students passed in the Vocational Course must not apply in the Honours course as per Rules of the University of Kalyani.
  - Students can Apply for Admission to Under Graduate Courses Passed from the Boards as Circulated by the Controller of Examinations, University of Kalyani Dated: 02/06/2014 (For Details Please visit [panchthupihcollege.in](http://panchthupihcollege.in) & [klyuniv.ac.in](http://klyuniv.ac.in))

All the Fields are mandatory. Incomplete Forms will be treated as cancelled.

## STEP-BY-STEP PROCESS :

### STEP 1 : (FORM SUBMISSION)

Before filling in Form, applicants have to scan their recent passport size photo for uploading it in the Form by using CHOOSE FILE button (picture size should not more than 100 kb). They have to click "APPLY ONLINE" button to submit necessary data like name, date of birth, address, caste/category, contact no., subject marks etc. very carefully.

### STEP 2 : (FORM CONFIRMATION, PAYMENT APPLICATION FEES AND PRINT FORM & PAYMENT SLIP/BANK CHALLAN)

After submitting that, a Confirm Page of the Form will be displayed in the monitor for Confirmation of all data by the applicants and they have to select Payment Option ("Online Payment" / "Offline Payment") for payment of the Application Fees. (Applicants may click "BACK" button for any correction, and submit again)

- i) **PAYMENT THROUGH ONLINE** : If the applicants wish to pay requisite Application Fees by using Credit Card/ Debit Card/IMPS/Net Banking, they have to click "ONLINE PAYMENT" button and then follow step-by-step process. In this process they have to take print out of Form & Online Payment Slip and submit the Form and Xerox copy of this Payment Slip to the college office at the time submission of all testimonials after admission for verification date.
- ii) **PAYMENT THROUGH OFFLINE** : If the applicants wish to deposit requisite Application Fees through Bank Challan, they have to click "OFFLINE PAYMENT" button and take printout of the Form and THREE PART BANK CHALLAN<sub>1</sub> of which
  - a) the **Bank Part** has to be submitted to any branch of **STATE BANK OF INDIA** and deposit requisite Application Fees
  - b) the **College Part** has to be submitted to the college office at the time of admission and
  - c) the **Student Part** is for record keeping by the student.

**NOTE : Without payment of Application Fees, No forms will be considered for Merit List.**

### STEP 3 : (PAYMENT STATUS CHECKING)

Applicants are advised to check the Payment Status of their Forms after two days from the date of depositing/payment of application fees, through "PAYMENT STATUS" button by using their Application ID No. as User ID and Date of Birth as Password. The Form will be displayed as "PAID"; otherwise, it will be displayed as "UNPAID". **If the Form is not displayed as "PAID" even after two days from the date of depositing/payment of application fees, the applicants are advised to contact with the Bank and/or College and take necessary steps within 01/06/2016 by 4.00 p.m. positively. Only "PAID" Forms will be considered for Merit List.**

*(For Example : If an applicant deposits/pays Application Fees on 08.05.2016 he/she will be able to check the Payment Status of his/her Form on 10.05.2016)*

**NOTE : After completion of STEP 3, applicants are advised to follow the Merit List and Admission Notice that will be published in this website ([onlinepanchthupihcollege.in](http://onlinepanchthupihcollege.in)). Nothing is required to be sent to the college.**

## PRINT DUPLICATE APPLICATION FORM & BANK CHALLAN :

Applicants may take print out of Duplicate Application Form and Bank Challan through "PRINT DUPLICATE APPLICATION FORM & BANK CHALLAN" button by using their Application ID No. as User ID and Date of Birth as Password even after Form Submission within 01/06/2016 by 4.00.p.m.

## FORM CORRECTION :

Applicants may edit/correct their Forms (Except Date of Birth) through "FORM CORRECTION" button by using their Application ID No. as User ID and Date of Birth as Password in any time within 01/06/2016 by 4.00 p.m. They have to print the edited/corrected Application Form and submit it to the college office at the time of admission.

## MERIT POINT CALCULATION FORMULA :

- i) **Merit Point (For Honours Course) = X+Y** ( On the basis of Best of Five Marks obtained in H.S./Equivalent course, and Y stands for subject marks.)
- ii) **Merit Point (For General Course with Sanskrit as Subject Combination)** On the basis of Best of Five Marks obtained in H.S./Equivalent + **Marks obtained in Sanskrit.**
- iii) **Merit Point (For General Course without Sanskrit as Subject Combination)** On the Basis of Best of Five Marks obtained in H.S./ Equivalent course.

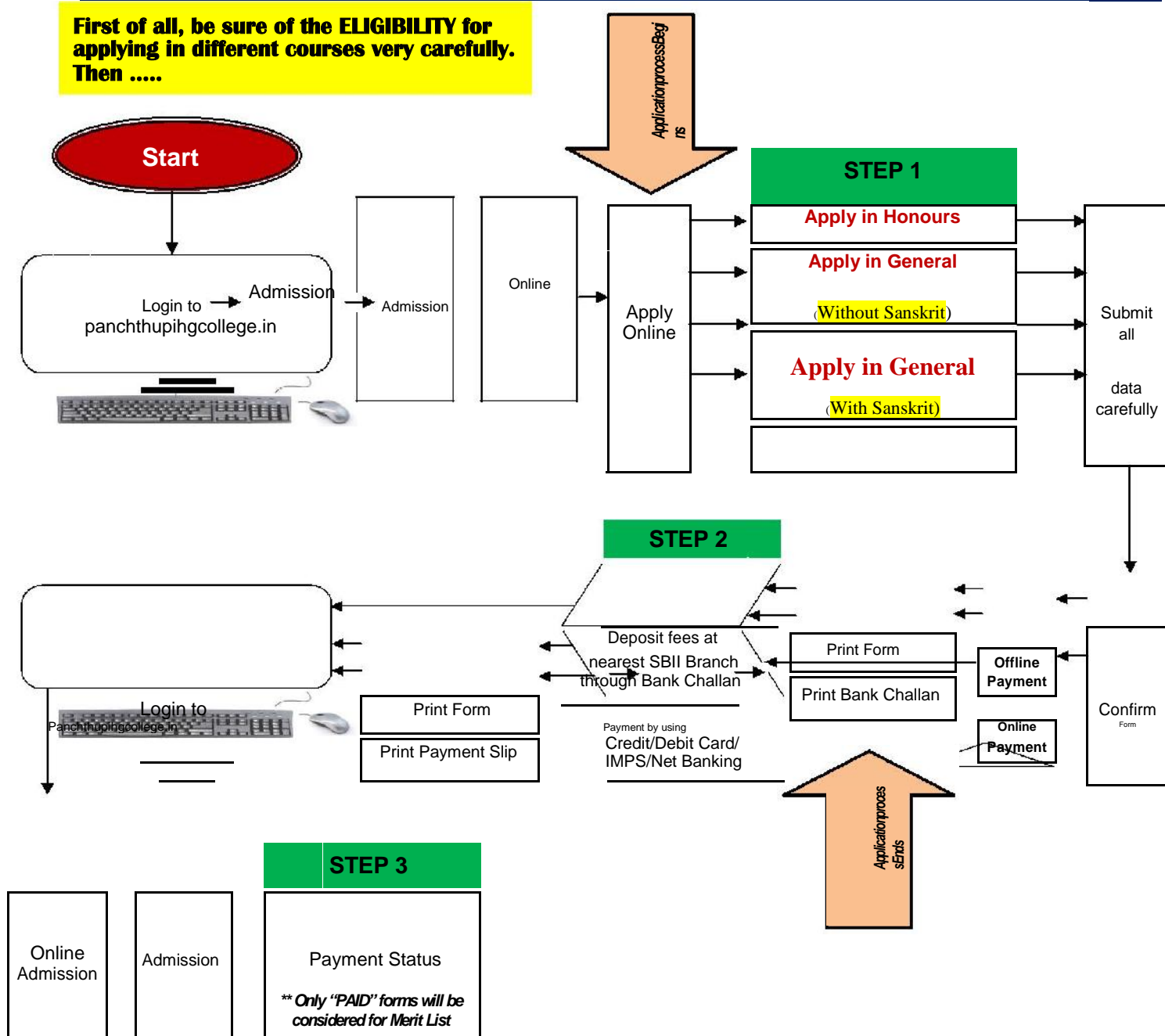
## IMPORTANT DATES :

- |   |                           |
|---|---------------------------|
| 1. Last date of Form Submission   | : 28/05/2016 by 0.00      |
| 2. Last date of Deposit/Payment Application Fees                            | : 28/05/2016 by 0.00      |
| 3. Last date of Checking Payment Status                                     | : 01/06/2016 by 4.00 p.m  |
| 4. Last date of Print Duplicate Application Form & Bank Challan             | : 01/06/2016 by 4.00 p.m. |
| 5. Last date of Form Correction   | : 01/06/2016 by 4.00 p.m  |
| 6. Publication of Provisional Merit List<br>[ B.A. Honours & B.A. General ] | : 04/06/2016 at 4.00 P.M. |
| 7. Publication of Final merit List for Admission<br>(E-counseling List)     | : 07/06/2016 at 4.00 P.M. |

**NOTE :** Applicants have to complete all the steps/process of Online Application (i.e. Form Submission, Depositing/Payment application fees, any discrepancy regarding Bank Challan/Payment Status, Form Correction etc.) within 01/06/2016 by 4.00 p.m. positively. No steps/process will be entertained after 01/06/2016. by 4.00 p.m.

## Work Flow Diagramme

**First of all, be sure of the ELIGIBILITY for applying in different courses very carefully. Then .....**



After verification  
of all the  
testimonials  
Admission will  
be Final no fees  
will be refunded  
In discrepancy  
(if any)

Finalized

Visit Panchthupi Haripada Gouribala  
College along with payment slip of  
application fees, all Testimonials  
(Original & Xerox) & Bank Payment  
slip for Admission & other Fees  
for verification.

Complete

