

SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE)

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ADMISSION NOTICE: 2017

(On-line Admission 2017-2018)

On-line application portal opens on	31 st May, 2017
Last date for submission of on-line application and taking printout of Form and Challan	8 th June, 2017
Date of Online Payment of Processing Fee	31 st May, 2017 to 9 th June, 2017
Date of Offline Payment of Processing Fee at any Branch of Indian Overseas Bank	3 rd June to 9 th June, 2017
Publication of merit list & counseling schedule	16 th June, 2017

Guideline for Online Admission 2017-18

- FILL-UP THE "ON-LINE APPLICATION FORM": After reading the instructions carefully, fill-up the on-line application form and submit. In particular you should check up the ADMISSION CRITERIA for the course of your choice to ensure that you are eligible for the course. You should also note the IMPORTANT DATES in regard to the admission process.
- Application Fee of Rs.220/- (Two Hundred and Twenty Only) may be paid through On-line Payment Mode or Offline Payment Mode.
- **Online Payment of Application Fee:** - On submission of the on-line application one can pay Online Application Fee through Online Payment Gateway using Debit Card or Credit Card or through Net-banking of any Bank.
- **Offline Payment of Application Fee :-** On submission of the on-line application, the system will generate a printable version of the filled out application form (pdf file, 1 page) and a printable bank challan (pdf file, 1 page) having 3 identical parts called `bank copy`, `college copy` and `student copy`.

Although you can retrieve these files later, we recommend that you save both files.

- **PAY THE PROCESSING FEE:** Take a print out of the bank challan, carry it to any Branch of Indian Overseas Bank and pay the processing fee of Rs.220/= (Rupees Two Hundred Twenty only). The bank will put stamp and signature on all three parts of the challan and return the 'college copy' and 'student copy' to you as a receipt against your payment. **Make sure that it is stamped and signed by the bank. Please retain this receipt until the end of the admission process.**
- **CHECK THE "MERIT LIST"** along with 'Counseling Schedule': The merit list will be published on the college website.
- **APPEAR FOR COUNSELING:** If you have qualified in the merit list, present yourself at the college on the appropriate "DATE & TIME OF COUNSELING" for your chosen stream/subject with the following documents:
 1. Hard Copy (printout) of the submitted application form, duly signed by you and your guardian.
 2. Two stamp sized photographs, one pasted on the application form in the appropriate box provided there.
 3. All Mark-sheets, Certificates, Age proof in original and photocopies attached with the printed application form.
 4. Original documents in support of caste (for SC/ST/OBC candidates) or physical disability (for person with disability) etc along with photocopies.
 5. The bank challan duly signed and stamped by the bank on receipt of your processing fee.
- **GET ENROLLED:** If you get a chance in a course of your choice at the counseling session, get yourself enrolled by paying the "ADMISSION FEES".

Reservation of Seats:

Seat reservation in the first year class of three-year degree courses of studies shall be guided by the West Bengal State Higher Educational Institutions (Reservation in Admission), Act, 2013 and the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2014. (For detail, visit: <https://wbxpress.com/state-higher-educational-institutions-reservation-inadmission-rules-2013> and <https://wbxpress.com/wp-content/uploads/2014/05/267-Edn.pdf>)

1. 22% for Scheduled Castes of West Bengal Origin (See Note 1 below)

2. 6% for Scheduled Tribes of West Bengal Origin (See Note 1 below)
3. 3% for OBC of West Bengal Origin (See Note 2 below).
4. Maximum of 3% for Physically Challenged, as per the University of Calcutta subject to the valid certificate from the Presidency Surgeon / Chief Medical Officer of the District (CMOH).

If adequate number of Scheduled Tribe candidates is not available, remaining seats shall be made available to Scheduled Caste candidates first. If adequate number of Scheduled Caste Candidates is not available, remaining seats shall be made available to Scheduled Tribe candidates first. If adequate number of Scheduled caste and Scheduled Tribe candidates are not available, even after that, the seats may be made available to General Category Candidates provided approval are available from Appropriate Government Department.

Notes: (1) As per order no. BC/16014/82-SC & BCD-1, Scheduled Castes and Scheduled Tribes of a particular State will be entitled to concessions/benefits admissible to the Scheduled Castes/ Tribes from her/his State of origin only. Therefore, Scheduled Castes and Scheduled Tribes of West Bengal State only are entitled to relaxation in eligibility criteria regarding admission and reservation of seats. Scheduled Castes and Scheduled Tribes from States other than West Bengal are not entitled to such benefits/concessions. They will be treated at par with the General Category students.

In case of certification by MP/MLA/Municipal Councilor/Panchayat Member etc student must be a resident of the Constituency/Ward/Panchayatetc which is being represented by that certifying authority.

All Scheduled Castes/ Scheduled Tribes Students must ensure that they will submit original Scheduled Castes and Scheduled Tribes certificates of theirs, issued by competent authorities such as Backward Classes Welfare Department, West Bengal, if not submitted at the time of admission, within three months from the date of admission, failing which their admissions shall be liable to be cancelled.

Notes: (2) As per notification no. o7/Edn(U)/ IU- 89/13 dated 2.1.2014, while admitting OBC students against reserved quota a 10% reduction in marks in relation to students admitted against General quota will be considered. Students desirous of getting admission against OBC quota must mention that he or she

belongs to OBC while filling in the online application form. In case the OBC applicants fail to submit, at the time of admission, certificates from competent authority, they have to submit a domicile certificate. OBC of a particular State will be entitled to concessions/benefits admissible to the OBC from her/his State of origin only. Therefore, OBC of West Bengal State only are entitled to relaxation in eligibility criteria regarding admission and reservation of seats. OBC from States other than West Bengal are not entitled to such benefits/concessions. They will be treated at par with the General Category students.

In case of certification by MP / MLA / Municipal Councilor / Panchayat Member etc student must be a resident of the Constituency / Ward / Panchayat etc which is being represented by that certifying authority.

All OBC Students must ensure that they will submit original OBC certificates of theirs, issued by competent authorities such as Backward Classes Welfare Department, West Bengal, if not submitted at the time of admission, within three months from the date of admission, failing which their admissions shall be liable to be cancelled.

An applicant will be eligible to apply against PH quota if he or she suffers from not less than 40% of the relevant disability [(a) Blindness or Low Vision, (b) Hearing Impairment, (c) Loco motor Disability or Cerebral palsy]. He or she will have to submit, at the time of admission, a disability certificate issued by a competent authority (Medical Board duly constituted by the Central or State Government).

Applicants are asked to note that, if one gets listed on a list on the basis of overstatement of marks, he or she will never be admitted. On the other hand, if someone does not get listed because of understatement of marks, he or she will not be considered for admission until his or her name turns up on the basis of his or her disclosed marks on the application form.

Date: 30-05-2017

Principal