

# ONLINE ADMISSION PROCEDURE

(New guidelines)

Read Very carefully before filling up your application form

## Purchase of College Prospectus and Registration

- The candidates willing to take admission in this college in any course (regular or self finance) are informed that the entire process of admission has been made 'online' from the session 2017-18. Accordingly, he/she has to carefully read the following instructions.
- **The college website is [www.bsacollege.in](http://www.bsacollege.in).**
- Visit the college website ([www.bsacollege.in](http://www.bsacollege.in)) and download the '**Online application guidelines**' (.pdf format). Read all the instructions very carefully.
- Students are also required to download the '**University Admission Guidelines**' from college website and read them carefully.
- All candidates willing to take admission **must have a valid E-mail address**. If they do not have, they are advise make it first.
- The candidate has to visit the college and contact at 'prospectus counter'. He has to give his E-mail ID and other details and has to deposit the required fee Rs. 202.00 (Rs. 200.00 prospectus + online admission form fee and Rs. 2.00 Registration fee). Candidate should note that E-mail ID and Aadhar number are important.
- After deposition of fee, the counter clerk will generate prospectus and admission login ID. The login details, password and fee receipt will be handed over to the candidate.
- Now, go to the college website [www.bsacollege.in](http://www.bsacollege.in). (at your home/cyber cafe). Click the online prospectus and admission tab.
- A new page will be opened up. Click on 'download Prospectus' tab to download the online prospectus (.pdf file). Read the prospectus carefully.
- On the same page, log -in for online admission form. Give your application number, ID and password (given to you at the time of fee deposition along with fee receipt).
- After successful log-in, the online form will be on your screen.
- A recent passport size photograph of the applicant has to be uploaded (size less than 25 kb) for online application.
- **Fill up the entries very carefully** in the online form, as these will be cross examined with original documents at the time of interview/counseling. Any wrong information at any stage of the admission process will result in the cancellation of the candidature. The decision of the admission in-Charge and the Principal will be final in this matter.
- **The students applying in more than one course, would be required to register and fill up the admission form separately for each course.**
- **A gap of more than two years will not be considered under any circumstances.**
- Applicant would be required to offer only those subjects courses/special papers, which are being taught in this college.
- Print a copy of the application form by clicking on 'Print form' tab.

- Candidates are **NOT** required to submit any document while filling up online form.
- After successful submission of the application form, student has to appear in the college for counseling. All the information submitted by the candidate will be verified with original supporting documents at the time of counseling. Any failure in this regard will result in the cancellation of the candidature.
- **Print copy of application form (duly signed by the candidate and his/her parent/guardian) + all original documents and one set of their photocopies (self attested) are to be produced at the time of counseling/interview.** Compulsory documents are – All mark sheets – high school, intermediate, graduation (all years) and others, Aadhar card, Transfer certificate (TC), Character certificate (CC), caste certificate (if applicable), supporting documents for extra marks (if applicable). Note – T.C. and C.C. are not required for the students of 2<sup>nd</sup> and 3<sup>rd</sup> year of graduate courses and final year of PG courses.
- Candidates, claiming reservation benefits must produce cast certificate (original).
- Candidates claiming for extra marks, must produce supporting evidence.
- Student seeking admission in first year of any course has to submit transfer certificate (T.C.) and a character certificate (C.C.).
- Any certificate issued after the form submission date (except T.C and C.C.) will not be considered.
- The Registration Fee is neither refundable nor adjustable.

### Mode of Selection for Admission

- Admission to the 1<sup>st</sup> year of all graduate and postgraduate courses is made on the basis of merit prepared as per the rules of the University by the concerned admission committee appointed by the Principal.
- The Merit/Waiting lists would be displayed on the College/Departmental Notice Boards.
- Appearance of your name in the merit list does not guarantee your admission.
- The applicants, whose name appears in the Merit/Waiting lists, would be required to appear in person before the admission committee for counseling on the notified date and time along with his/her parents/guardian.
- **Print copy of application form (duly signed by the candidate and his/her parent/guardian) + all original documents/testimonials and one set of their photocopies (self attested) are to be produced at the time of counseling/interview.** If the candidate fails to bring the required documents in original, his/her candidature may not be considered.
- After successful counseling/interview, the candidate has to appear before the college proctorial board (Chief proctor and Additional Chief proctor only) for clearance.
- After clearance, the '**fee deposition challan**' will be generated by the office in triplicate. The candidate has to deposit the required fee at the college fee counter.
- Students are strictly advised that they should not give any money to any unknown person for the deposition of fee.

- The receipt of fee submission must be kept carefully for all future uses.
- By showing the fee deposition slip to the specified counters, the student can obtain his/her Identity card and Library card.
- The student has to keep his I-card, always with him, while in the college premises.
- In case of any dispute, the decision of the Convener of the Admission committee/Principal shall be final.
- The selection for admission of the candidate to any course in this college shall be treated as final only after getting the clearance from the Proctorial Board and deposition of fees.

## Note

- The admission to the previous year of all Post graduate courses will be considered only if the applicant has studied the concerned subject at the graduate level.
- **Marks of subjects like typewriting, physical education etc. (in class 12<sup>th</sup> exam) will not be considered for the preparation of merit.**
- For Re-admission to 2<sup>nd</sup> year and 3<sup>rd</sup> year of Under-Graduate courses and to the Final year of all Post-Graduate courses, there shall be no counseling/interview. Admission will be given directly by the concerned Head of the Department /college on 'Registration' and Submission of duly filled 'application form'. These students have to submit the 'print-out' of the 'online application form' along with the mark sheet of the previous year's examination, He/she also has to submit an application to this effect in case he/she is failed but eligible for Re-Exam.
- If mark-sheet is not available from the University due to any reason whatsoever, the student may be given provisional admission in II<sup>nd</sup> and III<sup>rd</sup> year (graduation) and final year (Post graduation) with the permission of the Principal/University.
- The admission would be finalized only after getting the clearance from the Proctorial Board and deposition of Fees.
- **All students are required to note that they MUST NOT give any money to any unauthorised person in any form for admission purpose/fee deposit.**
- Students and Parents must note that the entire process of admission is 'Online' and transparent. The admissions are made strictly on the basis of merit. So, don't try to put any pressure on any member of the college for admission.
- The college administration may decide to organize the 'entrance test' for the admission in any course running in the college as per the directions of the University. No extra fees shall be charged for the entrance test.
- **Students must mention clearly in the admission form, whether they will come to college by cycle/motor cycle. All students who decide to come to college by cycle or motorcycle/scooty must have to pay Rs. 200.00 and 300.00 respectively. Those students who do not pay this fee but come to college by cycle/motor cycle/scooty will have to pay Rs. 10.00 to Cycle stand In-Charge on daily basis.**