



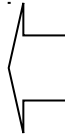



RISHI BANKIM CHANDRA COLLEGE WOMEN

ONLINE ADMISSION PROCEDURE : 2019-2020

1. See the college website (www.rbccwomen.org) to get all the information about the college, viz.(i)Courses Offered ,(ii) Subject-wise faculty list,(iii) Various subject combinations, (iv) Course fees, (v) Admission Rules & Regulations, (vi)Application Procedure, (vii) Intake Capacity,(viii) infrastructure etc.

2. For applying online, you need to follow the following steps :-

Go to college website www.rbccwomen.org		Click online UG Admission : 2019-2020		Click apply online
				
For Honours Course Click : Apply in Honours		Click Apply Online		Open college online admission website: www.onlinerbccwomen.org
For General Course Click Apply in General				

3. Fill up the form with appropriate and accurate information.

4. Check the form carefully after filling it in.

After completing the form, click on “**Submit Application**”. Next will appear “**Confirm Your Application**” Page which will show all the data submitted by the applicant. For correcting any error click “**BACK**” and rectify the error. Click “**Submit Application**” again. All the data being accurate, click “**Please Confirm Your Details**” then click “**Submit Your Application Form**”. “**Form Submitted Successfully**” will appear an screen and the candidate will see her **Candidate ID** . Take a Printout of the form by clicking on “**Print Form**” and keep the printout carefully.

5. Next step is the submission of fees. You can submit the application fees through online only.

Submit the online registration fee through internet **banking / debit card / credit card** and keep the print-out of the receipt carefully. The charge is **online application fee of Rs. 60/- along with the bank charge.**

You can apply for a single course through a single online application. For each course applied for, the candidate has to apply separately.

6. After payment online application fee Rs. 60/ , please check your payment status. Payment status will show "Paid. If it's "Unpaid" contact the college through e-mail : rbccwomen@gmail.com , with payment challan(scan). **Publication of Paid Applicant List(who are paid online application fee Rs. 60/-) every day at 11 a.m.** If any candidate name are not listed in that list but she paid online application fee then contact college through e-mail.

7. The merit list will be published in the website on the specified dated.

8. If the candidate is enlisted in the Paid Applicant List, she has to check the Merit List". If her name is in "Merit List" then she will be considered eligible for admission and pay admission fee through online.

Admission will be cancelled if there is any erroneous data.

In case admission of a candidate is cancelled there will be no refund of money.

If a candidate changes course from lower course fees to higher course fees , candidate have to pay the difference in fees.

If a candidate changes course from higher to lower course fees , candidate cannot claim refund.

DOCUMENTS REQUIRED (at the time of verification in college)

- 1) Online Admission Form with one xerox copy.
- 2) Online Application Registration Fee Challan with Bank Seal.
- 3) Online Admission Fee Challan with one Xerox copy.
- 4) Original and attested photocopy of Higher Secondary (10+2) Marksheet .
- 5) Original and attested photocopy of Madhyamik Admit Card (for Proof Age)
- 6) One copy of recent stamp size photo.
- 7) For SC/ST/OBC candidates original and attested Photocopy of SC / ST/ OBC certificate issued by competent authority.
- 8) Original School Leaving certificate issued by the school from where the candidate has Passed the 10+2 Examination.
- 9) Original and attested photocopy of Aadhar Card of the candidate.

- 10) Certificates of proficiency (attested Photocopies) in Sports / Games / Co-Curricular Activities (If any).
- 11) For Challenged Category candidates, original and attested photocopy of the relevant certificate issued by competent authority.
- 12) For BPL Card holder candidates, original and attested photocopy of the relevant ration card issued by competent authority.
- 13) Original and attested photocopy of Birth Certificate.
- 14) Original and attested photocopy of Blood Group Certificate.
- 15) Anti Ragging Declaration form.

P.S. – The desired general subject combinations for Honours & General courses can be altered at the time of admission as per the availability of seats.