Guidelines for filling up Online Application Form for Admission for the Academic Session 2023-2024

Please read the following instructions carefully before filling up your online application for admission

1. All following testimonials are to be uploaded online during application. Before filling application form, please scan and store the following documents as separate files. The same needs to be uploaded as required during the 'On-line Application' process.

Sl.No	Name of the Document	Type	Maximum size
1	Recent Passport size coloured photograph (Mandatory)	JPEG	100kb
2	HS or equivalent Mark sheet (Mandatory)	JPEG	150kb
3	Class X Admit Card (Mandatory)	JPEG	150Kb
4	Caste Certificate (only if the candidate belongs to OBC/SC/ST)	JPEG	150Kb
5	PwD/PH Certificate (if any)	JPEG	150Kb
6.	EWS certificate from competent authority issued in that particular year (if any)	JPEG	150kb

2. Original documents are to be produced at the time of verification. Physical attendance in class for verification of testimonials on stipulated dates which will be notified later on (after making Payment) is mandatory, otherwise his/her candidature will be cancelled. Remember that all admission is provisional subject to verification of documents at the college end. In case of discrepancy if found during the verification of the documents submitted online, his/her admission will automatically stand cancelled and admission fees will be forfeited.

3. In case of any mistake /error in Provisional merit list published on 17/07/2023, Candidates have to contact college office and submit application addressed to the Principal within 18/07/2023 up to 3 p.m for rectification. No further request in this regard will be entertained after the publication of final merit list.

4. Eligible applicants will be informed directly by the college authority through electronic means. The candidates are advised to put their personal email address and valid mobile number at the time of application. They are also advised to check our online admission website for regular update, regarding admission timeline and class schedule.

5. Admission into different courses will be strictly on the basis of merit and availability of seats. Publication of names in the merit list doesn't necessarily assure the right of admission in the applied course.
Where applicant studied Major Subject at 10+2 level:

[Marks obtained in Major Subject + Marks obtained in English + Best marks obtained in other two Subjects] ÷ 4

Where applicant did not study Major Subject at 10+2 level:

[Marks obtained in English + Best marks obtained in other three Subjects] ÷ 4

6. Date of Verification of testimonials shall be notified later on.

7. All fees are to be paid through online payment mode.

8. Candidates have to pay Rs NIL towards online Application Fees

9. Candidates of higher secondary (Vocational) & NIOS course shall be eligible for admission under a major course Course for a maximum of three year only.

10. The college authority will not be held responsible for any discrepancy of data put online application and no further request for alternation/modification of the data will be allowed after submission of form online.

11. If a selected candidate opts for admission in one course / subject, and subsequently opts for another course / subject for admission, his/her first opted subject will automatically be cancelled out without notice.

12. Admission schedule may be modified in compliance with the order(s) issued by the Higher Education Department, GOWB/University time to time.

13. A set of self- attested testimonials with duly filled application form (downloaded) are to be submitted during verification at the college. The list of documents is given below:
1. Downloaded Form (1 copy)
2. Copy of Madhymaik Admit Card
3. Copy of Higher Secondary Mark Sheet (Both sides)
4. Recent coloured Passport-size photograph (2 copies)
5. Copy of caste certificate, if any
6. Copy of Aadhaar Card
7. EWS Certificate issued that year by Competent Authority.
8. Original Migration Certificate, if any

General Code of Conduct:

1. Classes start from 10:45 a.m. and continue up to 5.00 p.m. on all working days of a week. Students are advised to come to the college in time to attend classes. As per university rules **75% attendance** is mandatory to appear in semester end examination.

2. Every student must carry his / her Identity Card while entering the campus and identify himself with help of the Identity Card whenever asked for.

3. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, laboratories etc.

4. Irregular attendance, indifference in regard to class work and examination, discourtesy towards teachers, insubordination, obscenity in word and act, willful damage to College property, anti-social activities, etc are liable for disciplinary action which includes expulsion from the College.

<div align="right">

Admission Committee
RAJGANJ COLLEGE

</div>