

**Office of the Principal**  
**Krishnagar Government College**  
**Step by Step Guidance for Online Admission 2022-23**

**Instructions for submission of online application**

1. Only ONLINE applications will be accepted for admission during **2022-23 session**.
2. ONLINE Application portal address: ***www.kgconline.in***.
3. Click on '**UG Admission 2022-2023**' button. For new registration click on the "Sign up for new candidate" button.
4. **For registration**, applicants must have a personal **e-mail ID**, active **mobile number** and own **Aadhaar number**. Registration will be based on **Mobile** and **Aadhaar** numbers. No two applicants are allowed to use the same Mobile and Aadhaar numbers. After filling up the registration form click "submit" button
5. After successful registration the page will be **redirected to login page. Login using mobile no. and password**.
6. After logging in **click "Apply Now"** button and fill up the online form through the following sections:
  - a. Personal Details
  - b. Guardian Details
  - c. Communication Details
  - d. Academic Details
  - e. Document Details
  - f. Mark Sheet Details
  - g. List of subjects available for submitting application
  - h. Subject Apply
  - i. Preview Form
  - j. Final Submission

Complete each section, then click "Save & Next" and go to the next section.

7. Before applying for any course, carefully read the "**Rules & Regulations**" for admission to know the number of courses one is entitled to apply for.
8. There will be no **Application fee** for this year.
9. All relevant documents should be uploaded in ***jpg*** format of less than 100 KB only.

**NOTE:** After the closing of the application window, a list of all applicants with their details as entered in the application form will be published online on the college website. If an applicant finds anything wrong, he/she can modify the same through the same online portal used for application using his/her own credentials.

## Procedure for online admission

Provisional Merit List for admission will be published on the College Website as per the schedule. If there is any mistake, the applicant should bring that to the notice of the College Authority with necessary attachments within specified time-limit through email at **admission.kgc1846@gmail.com**. Any application towards correction of mistakes will not be entertained after the specified time.

1. In each phase, the number of names published in the provisional **Merit List**, prepared based on merit score, will depend on the number of seats available in each subject.
2. Applicants are required to deposit the admission fees online using **Debit Card (RuPay only) / UPI / Net banking**. Information regarding the admission fees is available on college website.
3. **Double Admission is not allowed**. An applicant who has already taken admission in an earlier phase, finds his/her name in the merit list of other subjects in a later phase and wishes to take admission, he/she should first cancel his/her previous admission by sending an email to **admission.kgc1846@gmail.com**. On approval, he/she must deposit online the requisite admission fee for the later subject. A copy of the email should be brought at the time of **VERIFICATION**.
4. All candidates must **check the college website** regularly for updated information regarding admission.

## Willing Box

1. If it is found that the seats are still vacant after the publication of the **1<sup>st</sup>** and **2<sup>nd</sup>** merit lists, a **Willing Box** will be opened to compile a list of willing candidates for the next phases of admission in this college.
2. Candidates who had submitted online application form but didn't have their names in any of the previous merit lists of any subject can click on the willing box.
3. Candidates who have already taken admission in one subject but still wish to take admission in subsequent phases in another subject(s) that they had applied for, should have to hit the willing box for that subject(s).

On hitting the willing box candidate will get two options:

- i. **Yes** (if admitted at Krishnagar Govt. College)
- ii. **No** (if not admitted at Krishnagar Govt. College)

**If yes**, there will be two options again

- a. Subject in which already admitted
- b. Subject(s) in which candidate is willing to take admission.

**If no**, there will be one option only

- a. Subject(s) in which candidate is willing to take admission.

4. Based on the response to the willing box, the provisional merit list will be prepared and remaining vacant seats will be filled up accordingly. Further information will be provided in the College website.

## Verification of Documents

1. This time, there shall be no counselling for verification of documents during the admission process at college premises.
2. Verification will be done only when the students report for classes in due course. **Admission will deem to be CANCELLED without REFUND if the documents are not found in conformity with the declarations made in the admission forms submitted online.** This is according to the rule of the Government of West Bengal and the University of Kalyani.
3. It is **mandatory for the candidates to be present** on the day of document verification for admission.

## Document to be submitted for VERIFICATION on date specified by the college after the students report for classes in due course

1. *A printout of the application form submitted online with a stamp size colour photo pasted on it. Three additional stamp size colour photos are to be attached with the printout.*
2. *The printout of the Application form must be signed by the candidate and the respective guardian.*
3. *Self-attested copy of Mark Sheet of Higher Secondary (10+2) or its equivalent must be submitted.*
4. *Self-attested copy of the birth certificate or admit card of secondary examination must be submitted.*
5. *Original copies of all the documents mentioned above must be brought to the college during the VERIFICATION.*
6. *In case of SC, ST, OBC-A and OBC-B candidates, original certificate issued only by the appropriate authority of the Government of West Bengal shall be considered valid.*
7. *For candidates applying under the physically challenged quota as well as candidates applying under sports quota (district or higher level) certificates issued only by the concerned authorities mentioned earlier shall be considered valid.*
8. *All the original certificates must be brought and self-attested copies must be submitted to the college during VERIFICATION.*

**Helpline: For any query regarding Website contact: [admission.kgc1846@gmail.com](mailto:admission.kgc1846@gmail.com)**