Online / Offline Payment Of Application Fees :

- **<u>Application Fees</u> is <mark>Rs. 200/- + Bank Charges</mark>**

- **The last date of payment of Application Fees is <u>16/06/2018</u>.**

- Candidate should not pay the application fees of Rs. 200/- after the last date. If the application fees are submitted after that date, college will consider the form as cancelled.

- <u>**Offline Payment will be accepted only if it is made in SBI through the Gokhale College Admission Website.**</u>

<mark><u>Application Procedure</u></mark>

- Application Form is to be filled online. No printed forms will be issued.
- Applicant must be aware of the **Eligibility Criteria** and the **Pass Subject (Generic Elective, GE) Combination** available before proceeding.
- Candidature will be cancelled if she enters incorrect subject name and / or wrong marks.
- Follow the **Four- Step Application** process given below.

FOUR-STEP PROCESS for Online Application :

STEP I: Filling up of Form

➢ All Fields are mandatory.

➢ Upload your photo and signature

➢ Select carefully the subjects according to your marks sheet issued by your respective boards.

For W.B. board: Select English A and Bengali B or, English B and Bengali A

For ISC board: Select English, Elective English, Bengali

For CBSE board: Select English core, Elective English, English Elective–C, Functional English, Bengali

STEP II: Submission of Application Form

- Check your D.O.B
- Submit the Application form and **Note theApplication No.**
- You will be taken to the **Confirmation window** where you can check and go back to edit your form before final submission.
- On confirmation and final submission you will be taken to the **Payment window**.

STEP III: Payment (online payment/offline payment)

- Go to the payment link in the **payment window**.
- **1)** For cash payment**, click on Pay Offline** and follow the instructions.
  Name of the Bank: State Bank of India (all branches)
  2) For online payment**, click on Pay Online** and follow the instructions.
- After payment is over, a Challan will be generated.
- Print the **Challan** and the **Application Form.**
- Keep the Student's copy of the Payment Slip and submit the other copies of that to the College during admission.

STEP IV: Check the Payment Status

- Check your payment status after two working days from the date of payment by using your **application no. as login and date of birth as password.**
- Candidates whose status is showing unpaid even after two days of the payment of application fee, are requested to send the scanned copy of the challan as well as their forms to the college mail id:**gokhalecollegekolkata@gmail.com**

REPAYMENT LOGIN: If unpaid before, one can click on this button in the main window and go to the payment window for re-payment. Take the print out of the final Challan generated.

Important:

- **No form can be corrected and no payment can be made after the last date of application.**
- Make sure your generated/printed **Application Form and all of the 2-part Pay-in-Slips** have the following :
  Application No. , your Full Name and Subject applied for.
  If any one of this information is missing, the form will be considered as incomplete. In such case, proceed to fill up the form again carefully and submit.
- **Incomplete Application Form and the 2-part Pay-in-Slips even after payment to the Bank will be considered invalid.**

  Admission is provisional. Application and /or admission will be cancelled at any stage if any information filled up by the candidate is found to be incorrect.

POINTS TO BE NOTED:

- All instructions must be read carefully before proceeding for online application.
- Extreme care should be taken while filling in the online application form. The candidate must check the minimum eligibility criteria before filling in the form. **The college will not be responsible for invalid forms.**
- A student **must note** her **Application No.** after filling up the application form.
- A student may VIEW or take Print out of her form using Application No. as Login and Date of birth as Password later on also.
- Forms do not have to be submitted in College during application.
- Forms have to be submitted on the **Date of Admission** only. Student must keep the Candidate's Copy of the Pay-in-slip. Those will be necessary on the date of Admission.
- If she finds any difficulty in submitting the form or checking the payment status, she must contact the **Help Line Nos. (033) 2223-0105/0027/2355/3020/8287**
- **Application form will be validated only if payment is confirmed. Unpaid forms will be cancelled.**
- *Educational Tour:* Each Geography Honours and General Course Student will be required to pay requisite fee for field trip and provide a declaration from a Medical Practitioner certifying fitness of the student.
- *Security Deposit* will be refunded after the completion of the degree Course, within one year from the date of publication of the results. Failure to claim Security Deposits within the stipulated period will lead to forfeiture of the said deposit.
- **IDENTITY CARD:**
  Identity Card will be issued to the student by the office. A fine of Rs.100/- will be charged for issuing a duplicate Identity Card.