

3. Admission Procedure

On-line admission process has been started for the First Semester 2017 through the online portal : <http://dcadmission.in>

3.1. Eligibility for Admission

Students who have passed the Higher Secondary Examination (10+2) conducted by the West Bengal Council of Higher Secondary Education (W.B.C.H.S.E.) after a period of 12 years' study or any other equivalent (10+2) pattern examination conducted by the I.S.C. or C.B.S.E. or any other Board recognized as equivalent by the Cooch Behar Panchanan Barma University, provided the student has passed in at least **four** subjects with English as Compulsory Subject, excluding Environmental Studies/Environmental Education.

The students of general category who have obtained either (i) 55% marks in the aggregate or (ii) 50% marks in the aggregate with 60% marks in the subject in the qualifying examinations shall be eligible to apply for admission to Honours in the subject concerned. However, the above criterion reduces to (i) 50% marks in the aggregate or (ii) 45% marks in the aggregate with 60% marks in the subject in the qualifying examinations for students of SC/ST categories. We also preserve the admission facilities for the students belonging to OBC-A and OBC-B categories. Above all, the College follows from time to time Government Orders in connection with the admission procedure.

The Application Form for First Semester admission, for the respective B.A./B.Sc./B.Com. Honours and Regular Programs along with the Prospectus must be obtained from the College Website www.dinhatacollege.ac.in and **URL [http:// dcadmission.in](http://dcadmission.in)** as per notification given time to time in our College Website.

Application form must be submitted through on-line process after depositing the application fees in the tune of Rs.100/- (for single application, Rs. 50/- for every additional course) by online payment gateway (BillDesk).

Dinhata College
Online Admission Procedure 2017 (Extract from College Prospectus)

Mere payment of requisite fees through online mode does not guarantee admission.

Merit list will be provided for various subjects through web notification in our website: <http://dcadmission.in>.

3.2. Documents to be submitted

Following documents should be uploaded during the online application process.

- a) All candidates (Honours & Regular Programme) need to upload a soft copy of passport size photograph.
- b) Honours candidates need to upload a scanned copy of H. S. (12th Standard) Mark sheet only (from original mark sheet, not from photocopy) in addition to photograph.

3.3. Documents required after taking admission

It is to be noted that photocopies of the following documents are required at the time of mandatory physical attendance of the candidates for the verification of candidature and testimonials at the College premises as per schedule.

- a) Madhyamik (10th Standard) Admit card.
- b) H. S. (12th Standard) mark sheet.
- c) Caste certificate (if any).
- d) School leaving certificate.
- e) Certificate in favour of PH status etc.
- f) Payment receipts / mobile phone messages on successful transaction, etc.

Those Admission Forms will be cancelled which are not properly filled in or signed or if any wrong or misleading information is furnished by the student.

All admissions to the various courses in Dinhata College will be made strictly on merit and subject to availability seats. ...

3.4. Technical Notes

1. One personal mobile phone number is compulsory for opening an account in online admission portal. To use the mobile number of any other person is strictly prohibited.
2. One particular mobile phone number can be used for no more than five times in the online admission portal per student.
3. Information on blood group is mandatory for all applicants.
4. All candidates need to upload a soft copy of passport size photograph.
5. Honours candidates need to upload a scanned copy of H. S. (12th Standard) mark sheet only (from original mark sheet only, not from photocopy) in addition to photograph.
6. All original testimonials including M. P. (10th Standard) Admit Card, Caste Certificate, School leaving Certificate etc. are to be produced at the time of physical verification process.
7. System will allow one admission only per candidate. After taking admission in one subject/course, if one takes admission in another subject/course, previous admission will be cancelled automatically.
8. There is one payment gateway: **BillDesk**.
9. Payment status will be updated automatically and instantly in case payment (online only) through **BillDesk**.
10. After the physical verification process (or as notified), admission will be granted and students can take printout of their College Pay Slip with College Roll Number from their respective online admission accounts.
13. For any problem or clarification, please contact:
admission@dinhatacollege.ac.in.