



BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)

Office of the Secretary

Faculty Council for Postgraduate Studies in Arts & Science

Flow of PG online Admission for the Academic Year 2019-20

1. Applicants connect to internet and open the university Website and enter into admission portal
2. Applicants will click on PG Admission, 2019-20
3. Applicants will get there the 'ONLINE REGISTRATION TAB' and by clicking the above will get the application form which is required to be filled up by the candidates with required details.
4. Applicant has to upload the testimonials, photos, signature and other required documents. These documents should therefore be kept ready to hand before applying.
5. The software displays the registration information for applicants to preview and cross check all the details
6. Candidate can edit any mistakes & finally clicks on 'SUBMIT' button.
7. Make the registration valid by paying the 'Registration Fees' (at no circumstances the unpaid registrations will be carried forward into the same portal)- Registration fee will be paid through Payment gateway
8. System will send email and SMS regarding confirmation of payment after successful transaction.
9. Applicant receives username and password on his/her email id and mobile number
10. Candidate takes the printout of the application and payment receipt
11. Publication of merit List. Only the paid registrations will be treated as eligible to enter into 'Merit List'. Merit List will be prepared on the basis of marks secured in the Graduation level of their respective Subjects/ Courses./programmes. Where the marks are the same, the marks secured in Higher Secondary will be considered. and again the date of birth will be considered where the marks secured by the candidates in Higher Secondary is also the same Merit list will be published subject wise and category wise
12. Candidate will check his/her rank in the merit list and login into the candidate portal using their credentials
13. After publication of Merit List if any discrepancies/ anomalies/ flaws are found by the candidate, he may contact the helpline or helpdesk through mobile/ e-mail etc. for rectification of error. But it should be done within due date as provided under the lists of important dates.
14. After publication of Merit List, the Candidates have to apply their preferences/ choice for the University/Institute where they intend to take admission. The option List will contain the name of the University Departments and all the Colleges where that course is taught and the students may choose all the institutes in sequence of

- preferences (1st choice, 2nd choice etc) or may choose any specific institute. Students will be asked by e-mail and SMS to provide the option.
15. After getting the preferences of the candidates the First Admission List will be published by the University. Admission list will be prepared on the basis of merit as well as the preferences opted by the candidates. Merit will always get priority in preparing admission list.
 16. Admission list will contain both General as well as Reserved Category list.
 17. Reserved Category Students will be asked through SMS and e-mail to use their choice whether they intend to get admission by opting general list or through reserved Category.
 18. Candidates can take admission by payment of required fees through payment gateway.
 19. Candidate will get the chance of upgradation in their preferred institutes if any seat remains or will become vacant. The admission fee in case of upgradation will be adjusted.
 20. Only the admitted candidates will get the chance for upgradation.

Sd/-
Dr. Subir kumar Roy
Secretary (Addl. Charge)