

**UNIVERSITY OF GOUR BANGA, MALDA**  
**PG ADMISSION2020-21**

***GUIDELINES FOR THE APPLICANTS***

● According to the revised schedule, the admission **portal will remain open from 14.12.2020 (10:00am) to 15.12.2020 (11:59 pm)**. During this period, students can do the following:

- (i) New registration
- (ii) New application using existing registration
- (iii) Corrections in existing Applications

Students who have already applied and have no corrections, do not have to do anything in this period.

**No corrections or changes are allowed after this period. Requests for further extension of date will not be entertained under any circumstances.**

● Applicants are requested to be careful and alert about the payment. If the payment is successful, the form submission is complete. An Application no. will be generated and a PDF version of the completed Application Form (containing Payment transaction details) will be created. Applicants may take a print out of the form for future reference. SMS and email will also be sent to applicants after successful submission of the form. If the payment is not successful, none of the above will happen. **Payment may not be successful even after deduction of money due to bank transaction error. In this situation, payment must be made again to ensure successful submission.**

● **Only marks obtained in Honours subject is considered for PG admission.** Some applicants have given full graduation marks including pass subjects. Some have given incomplete marks. They must correct it between 14.12.2020 (10 am) and 15.12.2020 (11:59 pm). Any discrepancy may lead to cancellation of admission.

- **Final Merit List will be published on 18.12.2020.** This list will be prepared on the basis of the information provided by the applicants. In case of error/discrepancy during verification, the provisional admission of a student may be cancelled.

- The next part of the admission process is the counselling, which will be done in 4 phases:

**1<sup>st</sup> Phase: Home-unreserved**

**2<sup>nd</sup> Phase: Home-reserved**

**3<sup>rd</sup> Phase: Open-unreserved**

**4<sup>th</sup> Phase: Open-reserved**

- The counselling will be done through a *Form Of Intent (FOI)*, to be filled in by the applicants. Depending on the number of seats for a subject in a particular phase, this form (FOI) will be sent to the applicants by maintaining 1:4 ratios. **FOI will be sent to the admission account of the applicant in the portal.** Intimation through SMS and email will also be sent. A list of applicants receiving FOI will be displayed in the portal

- Provisional admission of the applicants (who would submit FOI) for a particular phase will be automatically done by selecting them according to their rank as per the stipulated number of seats for the particular phase. **This means, if an applicant is willing to take admission in a phase, and receives FOI for that phase, (s)he must submit the FOI. It must be remembered that submission of FOI does not guarantee admission. On the other hand, once an applicant is provisionally admitted, (s)he will not be considered in the further admission process.**

**Example: In Bengali, there are 41 Home-Unreserved seats. So, the form of intent (FOI) will be sent to first 164 Home-Unreserved applicants in the merit list of Bengali. Thereafter, first 41 will be selected according to rank among those who would submit FOI. These 41 applicants will be automatically provisionally admitted. Same method will be applicable for all the 4 phases.**

- An applicant may be eligible for more than one phases. The following table should be helpful for the students to understand their eligibility in different phases:

<b>Applicant Type</b>	<b>Eligible for which phase</b>
Current registration under <b>UGB</b> and belonging to <b>General</b> Category	Home-Unreserved and Open-Unreserved
Current registration under <b>UGB</b> and belonging to <b>SC/ST/OBCA/OBCB/PH</b> Category	Home-Unreserved, Home-Reserved, Open-Unreserved and Open-Reserved
Current registration under <b>Other University</b> and belonging to <b>General</b> Category	Open-Unreserved
Current registration under <b>Other University</b> and belonging to <b>SC/ST/OBCA/OBCB/PH</b> Category	Open-Unreserved and Open-Reserved

- An applicant who does not get chance of admission in a particular phase, may get further chance(s) in other phase(s) if (s)he is eligible for that phase. For each phase of counselling, separate FOI will be sent to the eligible applicants for that phase. **Therefore, an applicant may have to submit multiple FOI for separate phases of counselling.** FOIs will be sent to the applicant in each phase if (s)he is eligible and if provisional admission is not already done.

- **If an applicant fails to submit FOI within the given period, his/her claim for a seat in that phase will be lost. If an applicant wants to be considered for provisional admission in a phase, (s)he must submit FOI for that phase.**

- After successful submission of FOI, the applicant will receive SMS and email. A printable PDF of the FOI will also be generated. This will also be available in applicant's admission account.
- Applicants applying in more than one subject are requested not to submit FOI for remaining subjects if they are already provisionally admitted in the subject of their choice.
- Two days are given for submitting FOI in each phase (see the table below for date and time). The provisional admission list for that phase will be published on the next day. Provisionally admitted applicants will also receive SMS and email.
- As per the revised time line, the events will take place according to the following table

<b>Events</b>	<b>Dates</b>
Portal will remain open again	14.12.2020 (10:00 am) to 15.12.2020 (11:59 pm)
Publication of final merit lists	18.12.2020
Publication of the list of Home-Unreserved Applicants from whom Form of Intent(FOI) will be sought	19.12.2020 (morning)
Submission of Form of Intent (FOI) by Home-Unreserved Applicants	19.12.2020 (10am) to 20.12.2020 (4pm)
Publication of Home-Unreserved Provisional Admission List	21.12.2020
Publication of the list of Home-Reserved Applicants from whom Form of Intent (FOI) will be sought	21.12.2020 (morning)
Submission of Form of Intent (FOI) by Home-Reserved Applicants	21.12.2020 (10am) to 22.12.2020 (4pm)
Publication of Home-Reserved Provisional Admission List	23.12.2020
Publication of the list of Open-Unreserved Applicants from whom Form of Intent (FOI) will be sought	23.12.2020 (morning)
Submission of Form of Intent (FOI) for Open-Unreserved Applicants	23.12.2020 (10am) to 24.12.2020 (4pm)
Publication of Open-Unreserved Provisional Admission List	25.12.2020
Publication of the list of Open-Reserved Applicants from whom Form of Intent (FOI) will be sought	25.12.2020 (Morning)

Submission of Form of Intent (FOI) Open-Reserved Applicants	25.12.2020 (10am) to 26.12.2020 (4pm)
Admission List for Open-Reserved Applicants	27.12.2020
Fees submission	Will be notified later
Verification of documents	Will be notified later

● **Admission of a student is not confirmed until payment of requisite fees and verification of necessary documents. Payment and verification date will be notified later.**

● If some seats remain vacant after the entire process is complete, a fresh admission schedule will start to fill up those seats. Details regarding this will be notified later.