



# BASIRHAT COLLEGE

(ESTD-1947)

BASIRHAT ● NORTH 24 PARGANAS ● PIN-743412

Phone: 03217-228505 ■ e-mail: [info@basirhatcollege.org](mailto:info@basirhatcollege.org) ■ website: [www.basirhatcollege.org](http://www.basirhatcollege.org)

## Form Fill-Up Procedure- 2018-2019.

1. There is a **single form** for both Honours and General courses.
2. A student can opt for maximum of **three** courses including Honours and General in a single Form. If the applicant wants to opt for more than three courses, he would have to apply online afresh in another form.
3. Form should be filled in completely. Incomplete Forms will be treated as cancelled.
4. Applicants are advised to go through the Guidelines carefully before filling up the application form.
5. Before filling up the form, applicants are advised to carry a soft copy of passport size photograph (upto100 kb) in order to upload it in the form.
6. After completing the form, click **Merit Calculation** below to know the Merit Marks. Check date of birth and click ' **Submit Application** ' below.

That will lead to the **Confirm Your Application** page. Make sure all the data given are correct and click on the **Make Payment** button. Then submit the application form.

Get print out of the completed form by clicking the "**Print Form**" button.

7. The registration charge of the college is
  - Rs. 100/= for application of single course.
  - Rs. 120/= for application of two courses
  - Rs. 130/= for application of three courses.

In case you want to pay online through Atom payment gateway, click on **Make Payment** and give your card or net banking details for online payment.

Otherwise, for off-line payment, take the print out of the challan by clicking **Print Challan** and pay the registration charges at the nearest branch of ICICI Bank. No money will be accepted form the college counter for this purpose.

8. Merit List will be available from the website [www.basirhatcollege.org](http://www.basirhatcollege.org) and also from college notice board.
9. Admission schedule will be announced after completion of Form Fill-Up process and publication of Merit List.
10. The admission is purely provisional and subject to cancellation if any error/mistake is detected later on.
11. The Form Fill-Up and Admission schedule are subject to change (only in emergency situation) any time.