

COOCH BEHAR COLLEGE



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NAAC ACCREDITED (AT B++ GRADE) COLLEGE

Ref.No.

Date 02/11/2020

HOW TO APPLY/ ADMISSION PROCEDURE

Website : www.coochbeharcollege.org.in

Students will be admitted through online system (E-Counselling mode) in this academic session (2020-21). The following steps /rules to be followed strictly for applying to any course and for admission.

STEPS FOR SUBMISSION OF ONLINE APPLICATION FORM & ONLINE ADMISSION

Step1:

- Candidate seeking admission in Cooch Behar College must apply online only on the COOCH BEHAR COLLEGE website on and from 03/11/2020. website: www.coochbeharcollege.org.in.

Step2:

- The candidate seeking admission must first go through the terms and conditions of admission and click on "I Agree" button and then move on to the next page.
- In Cooch Behar College website a candidate seeking admission should click on the "**APPLY ONLINE**" button.
- After clicking this button application form will be opened.
- The candidate should upload the scanned copy of 50 KB size image & signature and all the necessary documents in JPG format of not more than 200 KB (Graduation Mark sheet, Caste Certificate, P.H Certificate) for admission.

Step3:

- After filling up the form, the candidate will receive a username and password through registered mobile number. Incomplete form will not be accepted.

Step4:

- Candidate who is successfully registered will only be considered in selection process.
- Candidates whose names are in merit list will go through an automated E-counselling process.
- Candidates who are selected will be informed through message sent on their registered mobile number. The names of selected candidates, eligible for admission will also be displayed on the college website phase wise.

Step5:

- After receiving the message and/or after publication of such list of selected candidates in the college website, candidates have to pay their provisional admission fees through the username and password followed by the same online procedure.

Step7:

- After the payment of the provisional admission fees, the candidate must fill-up **Anti-Ragging** form and print the form by clicking on **Anti-Ragging button** which is given in the online admission website.
- Then lastly, the candidates have to be present for classes on the scheduled date which will be displayed on the college website, and at that time verification of their original documents will be done.

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