

COOCH BEHAR COLLEGE



Dr.Pankaj kumar Debnath
Principal

E-mail : pankaj.debnath.econ@gmail.com

2 No. Kalighat Road, Cooch Behar- 736101

Website : www.coochbeharcollege.org.in

E-mail : principal@coochbeharcollege.org.in

NAAC ACCREDITED (AT B++ GRADE) COLLEGE

Ref.No.

Date 26/06/2019

HOW TO APPLY/ ADMISSION PROCEDURE

Website : www.coochbeharcollege.org.in

Students will be admitted through online system (E-Counselling mode) in this academic session 2019-20. The following steps /rules to be followed strictly for applying to **M.Sc in Geography and M.A in English** course and for admission.

STEPS FOR SUBMISSION OF ONLINE APPLICATION FORM & ONLINE ADMISSION

Step1:

- Candidate seeking admission in Cooch Behar College should apply online through the official website of COOCH BEHAR COLLEGE before 25/07/2019(website name: www.coochbeharcollege.org.in.)

Step2:

- Candidate seeking admission should login to the official website where they will find “**PG Online Admission 2019**” button.
- Then they should click on "APPLY ONLINE" button
- After clicking on this button candidate will be asked for the following documents [scan copy of passport size photo (not more than 100 kb, signature (not more than 50 kb), Graduation Mark sheet (not more than 200 kb), Case Certificate, P.H Certificate Valid mobile no.]. Ensuring all this documents candidate can proceed for form fill-up.
- For examination procedure student should click on the check box appears below the form(asking whether you want to get admission through admission test).

Step3:

- After filling up the form, the candidate will get an Application Id which can be used as username and date of birth as password. Incomplete form will not be accepted. After successful submission of the form, candidate will get payment option online payment mode.

Step4:

- In online payment mode, candidate can pay through debit card, credit card and net banking.

Step5:

- Candidates who are successfully registered and paid registration fee (Rs. 100) will only be considered in selection process.
- Candidate who are from Cooch Behar Panchanan Barma University are directly eligible for merit list and rest of the students can enroll their name in the merit list through exam. They can download their admit card through valid user name and password.
- Candidate whose names are in merit list will undergo through an automated E-counseling process.
- Candidates those who are selected will be informed through message sent on their registered mobile number. The name of selected candidates, eligible for admission will also be displayed in the college website on their merit basis.

Step6:

- After receiving the message or after publication of E-counseling list, the selected candidates have to pay their provisional admission fees again through the username and password followed by the same online procedure.

Step7:

- After giving the provisional admission fees candidate must fill-up Anti-Ragging form and print the form by clicking Anti-Ragging button which is given in the online admission website.
- Then lastly, the candidates have to be present on the verification date(s) which will be either sent to the registered mobile number or will be displayed on the college website or both, for verification of their original documents.

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**Principal, Cooch
Behar College**