COOCH BEHAR COLLEGE

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NAAC ACCREDITED (AT B++ GRADE) COLLEGE

Ref.No. ....   *Date 01/07/2023*

HOW TO APPLY/ ADMISSION PROCEDURE
Website : www.coochbeharcollege.org.in

Students will be admitted through online system (E-Counselling mode) in this academic session (2023-24 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

- Candidate seeking admission in Cooch Behar College must apply online only on the COOCH BEHAR COLLEGE website on and from 01/07/2023. website: www.coochbeharcollege.org.in.

Step1:

- In Cooch Behar College website a candidate seeking admission should click on the **"Online Admission in 4 Year UG Programme 2023-24 Session"** button.
- The candidate seeking admission must click on the APPLY NOW (NEW APPLICANT) BUTTON. Existing student can login through EXISTING APPLICANT LOGIN button.
- Read the ADMISSION INSTRUTION carefully and click on the checkbox and proceed to CONTINUE button.
- Again click on "APPLY NOW" button and fill the application form.
- After submitting the application form student have to verify mobile number and email id through OTP. After filling the form, the candidate will receive an Application number through registered mobile number. Incomplete form will be cancelled.

Step2:

- In this step student have to select Course and subjects.

Step3:

- The candidate should upload the scanned copy of <30 KB size image, Signature <20KB and all the necessary documents in JPG format of not more than 150 KB (M.P Admit card/Certificate, H.S Mark sheet, Caste Certificate, P.H Certificate, Sports Certificate) for admission.

Step4:

- Check and confirm the application form.

Step5:

- Print the hard copy of the application form.

Step6:
- 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.

Step7:
- Students have to express their **Willingness** for Admission during the time i.e. 1:00 am. Of 25/07/2023 to 2:00 pm. of 25/07/2023.
  Steps for expressing willingness for Admission:

1. An sms will be sent to the student for confirmation of their willingness.
2. To confirm the willingness students have to visit the Online Admission Portal to the EXISTING APPLICAT LOGIN.
3. After Login they have to click the Willingness confirmation box and press the submit button.

Students will be admitted as per their willingness with effect from 3rd phase of e-counselling.

Step8:
- Selected candidates will again login to the admission portal and fillup the further details. After filling up th form they have to pay their provisional admission fees again through the username and password followed by the same online procedure.

Step9:
- 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.
- **A candidate getting chance of admission to a course of his/her second choice, should first cancel the admission to his/her course of first choice.**

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