# UG Online Admission 2024-25

**Remember, falsification of information may lead to cancellation of your candidature or legal proceedings or both.**

Cancellation of application / candidature / application will be happen, if

**1** Improper Photo

**2** Wrong AADHAAR number

**3** Claiming Reservation without proper document

**4** Wrong input of Name & Date of Birth

**5** Wrong input of subject (s) / Board(s) / Marks

**6** Wrong input of year of passing

**7** False address or any other false information or uploading improper documents

**CANCELLATION OF APPLICATION**

**If any one INPUT**

any one or more

APPLICANTS WHO HAVE BEEN ADMITTED ELSEWHERE NEED TO CANCEL THEIR PREVIOUS ADMISSION PRIOR TO BEING ADMITTED TO THIS COLLEGE.

# UG Online Admission Procedure

# 2024-25

**1** Visit College website **brsnc.in** and Click on Online UG Admission tab or go directly to Online Admission portal **brsnc.org**
Read carefully the Eligibility Criteria, Subject Combination, Fees structure etc to understand the Online Admission Procedure. Read & Understand the '**How to Apply**' & '**Instructions**' given in the webpage

**2** Make yourself ready with
- Active mobile number
- Valid e-mail ID
- Scanned photos and other testimonials as per the specified standard below:

| Document | Type | File Size |
|---|---|---|
| › Recent Passport size Applicant Photograph | .jpg | < 100 kb |
| › Applicant Signature | .jpg | < 100 kb |
| › Class 12 Marksheet | .pdf | < 250 kb |
| › Age Proof Document *(Class X Admit Card / Birth Certificate / Certificate of Madhyamik or Equivalent Examination)* | .pdf | < 250 kb |
| › Caste Certificate *(if applicable)* | .pdf | < 250 kb |
| › PH Certificate *(if applicable)* | .pdf | < 250 kb |
| › BPL Certificate *(if applicable)* | .pdf | < 250 kb |
| EWS Certificate of the current year from Govt of WB (if applicable) | .pdf | < 250 kb |

**3** While upload the documents, **Remember**
- The marksheet, age proof, caste certificates should be neatly scanned so that it can be verified during the online process. However intangible document(s) leads to cancellation of candidature.

**4** **The Uploaded COLOUR photo must be as per the following standard**
- Full face must be clearly shown (atleast 70% of the face should be visible) with front view & eyes open.
- The background of the image must be in **plain** colour.
- There should not be any distracting shadows on the face or on the background.
- The expression on the face should look natural.

Submitted application forms that adhere to fail above specification(s) may be cancelled.

**5** While uploading the photos and documents **Remember**
- The mark sheet, age proof, caste certificates, etc should be neatly scanned so that it can be verified during the online process. However intangible document(s) leads to the cancellation of candidature.

**6** Go to at the bottom of the page and **Read & Accept** the declaration

**If any information is found incorrect at any time during the online admission process, the application/ admission/ candidature will be cancelled and the fees deposited against the admission will be forfeited.**

Then Click on APPLY NOW FOR NEW APPLICATION.

**7** For New Applicant,
First you have to register yourself by providing the following information properly
- Name as per the marksheet of your last qualifying examination **[Spelling mistake(s) will be considered as falsification of information]**
- Valid **mobile number & Mail ID**, where all communication will be made
- **Date of Birth** as per the acceptable age proof document

- Category, i.e. General/ SC / ST etc. Remember, as per the norms, for reservation facility, only the document issued by Government of West Bengal will be accepted.
- Board / Council from where you have passed your last qualifying examination

**Remember, falsification of information may lead to cancellation of your candidature or legal proceedings or both.**

Cancellation of application / candidature / application will be happen, if

**1** — Improper Photo

**2** — Wrong AADHAAR number

**3** — Claiming Reservation without proper document

**CANCELLATION OF APPLICATION**
**If any one INPUT**
any one or more

**4** — Wrong input of Name & Date of Birth

**5** — Wrong input of subject (s) / Board(s) / Marks

**6** — Wrong input of year of passing

**7** — False address or any other false information or uploading improper documents

**8** After successful submission, you will get a confirmation message with an ACKNOWLEDGEMENT NUMBER to your registered mobile number. Keep it in your SAFE custody and DO NOT SHARE IT WITH OTHERS. The College will not ask your Acknowledgement number during the process. Login again to fill up the Application Form for Provisional Admission in UG Semester I for the Session 2024-25.

For more details follow the Website.

# ✓ Important Check List
## to avoid cancellation of candidature

- [ ] Spelling of name, parent's name
- [ ] AADHAAR number
- [ ] Board of last qualifying examination
- [ ] Subjects & Marks obtained
- [ ] Proper Photo (according to specification)
- [ ] Date of Birth and Year of Passing
- [ ] Caste/ Category selection
- [ ] Proper documents scanned & upload
- [ ] Course(s) opted for UG Programme

REMEMBER, THE INFORMATION YOU HAVE PUT DURING THE INITIAL REGISTRATION PROCESS CANNOT BE ALTERED.

WAIT FOR THE PROVISIONAL LIST OF VALID APPLICANTS AS PER THE SCHEDULE AND REPORT IF YOU FOUND ANY AMBIGUITY, INFORM THE COLLEGE THROUGH E-MAIL (BRSNCADMISSION.HD@GMAIL.COM). YOU MAY ATTACH A COPY OF YOUR APPLICATION FORM FOR EASY RETRIEVAL OF YOUR DATA. AFTER PUBLICATION OF MERIT LIST, NO CLAIM WILL BE ENTERTAINED.

APPLICANTS WHO HAVE BEEN ADMITTED ELSEWHERE NEED TO CANCEL THEIR PREVIOUS ADMISSION PRIOR TO BEING ADMITTED TO THIS COLLEGE.