



**J.D. BIRLA INSTITUTE**  
**Department of Commerce (B.Com)**  
**ADMISSION, SESSION 2017-2018**

**INSTRUCTIONS ON ADMISSION PROCEDURES AND IMPORTANT DATES & DEADLINES**

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**Total Number of Seats in each Department**  
250

**Last Date of Submission of Filled-in Forms**  
Saturday, 3<sup>rd</sup> June 2017

**Guidelines to fill-in Admission Form**

- Use only blue ink
- Use capital alphabets wherever mentioned
- Do not overwrite
- Fill-in all details, mentioning NA (Non-applicable) wherever necessary
- Forms not filled-in properly would be rejected without notifying the candidate

**Documents (only in A-4 size) to be submitted along with the filled-in Admission Form**

1. Attested photocopy of Class-X pass certificate
2. Attested photocopy of Class-X mark sheet
3. Attested photocopy of Class-XII mark sheet
4. Attested photocopy of Class-XII admit card
5. Two passport sized (3.5 cm X 4.5 cm) coloured photographs (*not in school uniform*)
6. Attested copy of supporting documents for all honours / awards received as mentioned in the form

**Students will be sent an Admit Card via email by the college based on their eligibility to be admitted. They must carry a print out of the Admit Card for the Aptitude Test and Interview.**

**Group Interview**

**FOR FORMS SUBMITTED MANUALLY**

1. GROUP A1: (Form No. C0001-C0250), Monday, 5<sup>th</sup> June 2017 from 9:30 a.m. to 12:30 p.m
2. GROUP A2: (Form No. C0251-C0500), Monday, 5<sup>th</sup> June 2017 from 1:00 p.m. to 4:00 p.m
3. GROUP B1: (Form No. C0501-C0750), Tuesday, 6<sup>th</sup> June 2017 from 9:30 a.m. to 12:30 p.m
4. GROUP B2: (Form No. C0751-C1000), Tuesday, 6<sup>th</sup> June 2017 from 1:00 p.m. to 4:00 p.m
5. GROUP C1: (Form No. C1001 and above), Wednesday, 7<sup>th</sup> June 2017 from 9:30 a.m. to 12:30 p.m

**FOR FORMS SUBMITTED ONLINE**

6. GROUP C2: (Form No. COM001-COM250), Wednesday, 7<sup>th</sup> June 2017 from 1:00 p.m. to 4:00 p.m
7. GROUP D1: (Form No. COM251-COM500), Thursday, 8<sup>th</sup> June 2017 from 9:30 a.m. to 12:30 p.m
8. GROUP D2: (Form No. COM501-COM750), Thursday, 8<sup>th</sup> June 2017 from 1:00 p.m. to 4:00 p.m
9. GROUP E1: (Form No. COM751-COM1000), Friday, 9<sup>th</sup> June 2017 from 9:30 a.m. to 12:30 p.m
10. GROUP E2: (Form No. COM1001 and above), Friday, 9<sup>th</sup> June 2017 from 1:00 p.m. to 4:00 p.m

*Date and timings for Group interviews cannot be changed.*

**Merit List Announcement Dates - College Notice Board and College Website**

- Announcement of the 1<sup>st</sup> list – Wednesday, 14<sup>th</sup> June, 2017 (at 11:00 a.m)
- Announcement of the 2<sup>nd</sup> list – Monday, 19<sup>th</sup> June, 2017 (at 11:00 a.m)
- Announcement of the 3<sup>rd</sup> list – Wednesday, 21<sup>st</sup> June, 2017 (at 11:00 a.m)

The 2<sup>nd</sup> list of eligible candidates will be put on Monday, 19<sup>th</sup> June, 2017 only if there is a vacancy.

**Payment of Fee (at the time of Admission)**

1. Selected candidates would have to pay the fee of **Rs. 79,800** (seventy nine thousand, eight hundred only) within 24 hours of the merit list being put up i.e by **Thursday, 15<sup>th</sup> June 2017** during college hours i.e 10:30 am to 3:30 pm only through Pay Order / Demand Draft drawn in favour of 'J. D. Birla Institute' or through NEFT / RTGS transfer (Payment will not be accepted in cash). In case of online payment through NEFT / RTGS transfer, a pay in slip with UTR number will have to be produced at the time of document verification at the college. Students having to undergo bridge course/s would have to pay Rs. 1,500/- in addition for each bridge course. Accordingly the amount maybe added to the total below.

**BREAK-UP OF FEE**

|   |   |                     |
|---|---|---------------------|
| 1   | Admission Fee                                     | 45,000              |
| 2   | Tuition Fee (@ 3,858 for 6 months)                | 23,150              |
| 3   | Examination Fee                                   | 1,800               |
| 4   | Social Charges                                    | 1,500               |
| 5   | Library Fee (@ 833 for 6 months)                  | 5,000               |
| 6   | Magazine Fee                                      | 250                 |
| 7   | Soft Skill & Personality Development Training Fee | 3,000               |
| 8   | Bridge / Remedial Course                          | 1,500 (per course)* |
| 9   | College Identity & Library Cards                  | 100                 |
| <i>Mandatory amount payable at the time of admission (Bridge Course not included)</i> |   | <b>79,800</b>       |

\*to be verified at the college office

**DETAILS FOR NEFT/RTGS TRANSFER**

Beneficiary Name: J.D. BIRLA INSTITUTE

Beneficiary Account Number: 001794600001443

Beneficiary Account Type: Savings Bank

Beneficiary Address: 11, Lower Rawdon Street, Kolkata-700 020

Beneficiary Bank Name & Branch: YES Bank Ltd., Russel Street Branch

Bank Address: Kanak Towers, Ground Floor, 7A Russel Street, Kolkata-700 071, West- Bengal

Beneficiary Bank IFSC Code: YESB0000017

Beneficiary Bank MICR Code: 700532002

**Submission of Documents (after Admission is Confirmed)**

1. All required documents and mark sheets must be produced, in original, for verification by the college representative at the time of payment of fees. Candidates must carry spare photocopies of the documents not submitted earlier. Admission will be confirmed only after verification of all original documents.

2. Admitted students must submit 14 copies of passport sized (3.5 cm X 4.5 cm) coloured photographs (*not in school uniform*); they must write their full name on the rear side of each photograph.
3. Anti-ragging undertaking: Format is available with the college office.  
Candidates will have to submit the following on a minimum 10 rupee stamp paper along with the requisite fees to ensure their admission to the Institute for Session 2017-2018. The content and wording mentioned in the undertaking must not be changed or altered.

**UNDERTAKING TO BE NOTARIZED BEFORE A NOTARY PUBLIC (IN KOLKATA) IN  
THE FOLLOWING FORMAT ON A MINIMUM 10 RUPEE STAMP PAPER**

**UNDERTAKING**

*I hereby declare with the knowledge of my parents/ guardian that*

- *All information given in the Admission Form issued by JD Birla Institute, Kolkata are true to my knowledge and belief;*
- *I am applying for admission at the desire of my parents/ guardian;*
- *I will abide by the rules and regulations of the Institute to pay fees within prescribed time;*
- *If I do not maintain the mandatory 75% attendance, in aggregate, by the end of each semester as per examination rules and if I do not abide by rules or regulations of the Institute, the Principal reserves the right to detain me from appearing in the end-semester examination conducted by the Institute.*
- *I am aware and conscious of the menace and consequences of ragging and will not be a party to any such activity.*

Signature of the Candidate

Signature of Parent/ Guardian

**Parent's Orientation and Collection of Student ID Card & Library Card**

Parents of all newly admitted students are hereby notified that they will have to attend a 'Special Session' with the College Principal on Friday, 30<sup>th</sup> June, 2017 at 10.30 a.m in the College Auditorium located at 11 Lower Rawdon Street, Kol-20. ID cards and other relevant documents (College Rules & Regulation Booklet) will be handed over to the concerned parent on the same day by the college authorities. This is mandatory and parents must participate in the meeting to understand the requirements of the college. Students however will not attend the special session.

**Student Induction (for newly Admitted Students Only)**

It is mandatory for all newly admitted students to attend the Student Induction programme on Monday 3<sup>rd</sup> July 2017 & Tuesday 4<sup>th</sup> July 2017 from 11:30 a.m to 2:00 p.m

**Commencement of Classes**

Wednesday, 5<sup>th</sup> July, 2017