



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

INSTRUCTIONS ON ADMISSION PROCEDURES AND IMPORTANT DATES & DEADLINES

Total Number of Seats in each Department

30

Last Date of Submission of Filled-in Forms

Saturday, 3rd 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

- Attested photocopy of Class-X pass certificate
- Bachelor Degree (B.Com) certificate
- Attested photocopies of Bachelor degree mark sheets (all semesters)
- Attested photocopy of Class-XII mark sheet
- Attested photocopy Bachelor degree admit card (final year/semester)
- Two passport sized (3.5 cm X 4.5 cm) coloured photograph (*not in school uniform*)
- Attested copy of supporting documents for all honours / awards received as mentioned in the form

Personal Interview

1. **GROUP A: (Form No. 1-20), Wednesday, 7th June 2017** from 11:30 a.m. to 1:00 p.m.
2. **GROUP B: (Form No. 21-40), Thursday, 8th June 2017** from 11:30 a.m. to 1:00 p.m.
3. **GROUP C: (Form No. 41-60), Friday, 9th June 2017** from 11:30 a.m. to 1:00 p.m.
4. **GROUP D: (Form No. 61 and above and all ONLINE Forms), Saturday, 10th June 2017** from 11:30 a.m. to 1:00 p.m.

Date and timings for the personal interview cannot be changed.

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 Personal Interview.

Merit List Announcement Dates - College Notice Board and College Website

- Announcement of the 1st list – Tuesday, 20th June, 2017 (at 11:00 a.m)
- Announcement of the 2nd list – Friday, 23rd June, 2017 (at 11:00 a.m)

Payment of Fee (at the time of Admission)

1. Selected candidates would have to pay the fee of **Rs. 30,650** (thirty thousand, six hundred and fifty only) within 24 hours of the merit list being put up i.e by Wednesday, 21st June 2017 during college hours only i.e 10:30 am to 3:30 pm 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. .

BREAK-UP OF FEE

1	Admission Fee	12,000
2	Tuition Fee (@ 2000 for 6 months)	12,000
3	Examination Fee	1,800
4	Social Charges	1,000
5	Library Fee (@ 583 for 6 months)	3,500
6	Magazine Fee	250
7	College Identity & Library Cards	100
<i>Mandatory amount payable at the time of admission</i>		30,650

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 Admsion 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 7 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.
4. 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

Collection of Student ID Card & Library Card

Friday, 30th June, 2017 at 10:30 a.m

Student Induction (for newly Admitted Students Only)

It is mandatory for all newly admitted students to attend the Student Induction programme on Saturday 8th July 2017 from 10:30 a.m to 12:30 p.m

Commencement of Classes

Monday, 10th July, 2017