



Government of West Bengal
Government General Degree College Kharagpur-II
Ambigeria, Madpur, Paschim Medinipur - 721149, West Bengal

How to Apply for Admission to Academic Session 2021-2022

- (1) Scan your photograph and signature, Mark sheet of 10+2 standard and Caste /category/PWD certificate if any.
- (2) Register yourself by visiting the said website, get username and password through SMS / e-mail. Use a unique mobile number which will be used for further communications
- (3) Enter into your Account/Login using username and password.
- (4) Click on 'Apply Now' tab.
- (5) Steps of form fill up:
 - ✓ **Step 1:** Form Fill-up (Personal Details).
 - Personal Information
 - Permanent Address Details
 - Family Income & Other Details
 - ✓ **Step 2:** Form Fill-up (Academic Details)
 - Higher Secondary or Equivalent Examination Details
 - ✓ **Step 3:** Form Fill-up (Upload Documents) (**only .jpg format within 200 KB**)
 - Upload Passport Size Photograph (within 200KB)
 - Upload Your Signature (within 200KB)
 - Upload Your 10+2 Mark sheet Photo (within 200KB)
 - Upload Your Caste Certificate Photo (within 200KB), if any.
 - Upload Your PWD Certificate (within 200 KB), if any
 - ✓ **Step 4:** Fill up the courses for which you want to apply. You can apply for a maximum of 12 courses (10 Honours and 2 General Courses)
 - ✓ **Step 5:** Please recheck and accept terms and conditions and submit it. **No edit is allowed after the final submission.**
- (6) Take the print out of the submitted form, paste photograph, sign in appropriate places and keep it with you till physical verification of the documents after admission.