

**RANGAPARA COLLEGE ONLINE ADMISSION
OF BA/B.COM 1ST SEMESTER
BATCH: 2020
(ARTS AND COMMERCE)**

IMPORTANT DATES

Opening of BA/B.Com online admission (arts and Commerce) : 30-06-2020

Closing of BA/B.Com online admission (arts and Commerce) : 15-07-2020

1st Merit list (Arts and Commerce) : 08-07-2020, confirm admission on or before 11-07-2020

2nd Merit list (Arts and Commerce) : 15-07-2020, confirm admission on or before 18-07-2020

3rd Merit list (Arts and Commerce) : 22-07-2020, confirm admission on or before 25-07-2020

Before starting the filling up of the online application form, the candidates should keep ready the following details and documents

1. A valid **E-mail ID** (Candidate should remember the password as all the communication will be done through the email)
2. A valid **Phone number** to receive OTP.
(Once an email and phone number is used for registration or application, cannot be reused for another registration to apply for admission)
3. Scanned copy of the **candidate's signature** and the size of the signature should be less than **20kb**.
4. Scanned copy of the **Passport size photograph** and the size of the photograph should be less than **50kb**.
5. Scanned copy of **Mark sheet of Last examination passed** and the size of the mark sheet must be in between **50kb to 100kb**. If Mark sheet is not available, the scan copy of downloaded mark sheet from recognized Council/board's website can also be uploaded.
6. For **Certificate of Domicile** upload photo of any one of the documents either Self or Parent : Bank Passbook, Aadhaar Card, Birth Certificate, Driving License, PRC. The size of the document must be in between **50kb to 100kb**.
7. **HS Registration no. and year**.
8. **Details of Bank Account**
 - (a) Name of the Bank account holder
 - (b) Bank Account Number
 - (c) Name of the Bank
 - (d) IFSC Code
 - (e) MICR Code
 - (f) Contact no. of the account Holder
9. **Annual income** of the Father, Mother and Guardian and their contact numbers.

**** NO INCOME CERTIFICATE OF PARENTS OR GUARDIAN IS REQUIRED, ONLY MENTION THE AMOUNT OF ANNUAL INCOME**

PROCESS OF ONLINE ADMISSION

1. Candidates are asked to go through the prospectus to check the availability of subjects before filling up the online form
2. Students need to visit the college website www.rangaparacollege.com and register themselves for admission by clicking on online admission tab in the home page of the college website.
3. After putting up all the details correctly a candidate can sign up for the registration. On successful registration a unique login id and password will be sent to the provided email id and by using that login id and password, a student can login to fill up the admission form. A student can visit the admission form by clicking on
Online admission → Online Registration → Apply now
4. On login to the admission portal, the candidate needs to click on “send OTP” to receive the OTP in the registered mobile number and put that OTP in the provide space to verify. On successful verification candidate will get the online admission form to fill.
5. After fillip up with all the necessary details the candidate needs to submit the form by clicking on the submit button. On successful submission a candidate will get an application number and can also view the status of application as pending. Candidate can also download the submitted form by clicking on the action button for future reference.
- 6. In case of Arts a Candidates who intends who take Honours, he or she needs to choose an honours paper as preference 1 and along with that he or she needs to choose one more honours paper as preference 2. If he or she does not get seat in the 1st preference of honours then the candidates will be considered for the 2nd preference and in the event of not getting seat in 2nd preference also, he or she will be considered for regular category and subjects will be allotted accordingly.**
- 7. In case of commerce a candidate who applies in honours, if he or she does not get the seat, then he or she will be considered as regular category student. In CBCS, in commerce stream there is no such category of Management, Accountancy or Finance for Honours and Commerce itself an honours subject.**
8. 3 merit lists (stream wise) will be published in the college website; candidates need to check those lists by visiting the college website on the days mentioned above.
9. On appearing the name of a candidate in any of the merit lists, he or she needs to login into the admission portal again by using the login id and password received in the provided email id and needs to confirm his or her admission within next 3 days of appearing of name in the published merit list. Failing to which his or her seat will be forfeited.

10. After verification the roll nos. will be allotted to the candidates and list will be uploaded in the college website. Moreover the details of the admitted candidates will be sent to the provided e-mail id in the form of e-receipt.

Important points to be remembered for online admission

1. Candidate should remember the email Id and Password and save them properly as all the communication will be made through email in future also.
2. Candidate should not change the mobile number once provided
3. Candidate should remember the admission login id and password sent to the provided email for login into admission portal and should save properly for future also.
4. **Candidate needs to visit the admission portal two times. 1st time for online form submission and 2nd time for confirmation of admission.**
5. Before visiting 2nd time for confirmation of the admission the candidate needs to check the merit list by visiting the college website (www.rangaparacollege.com)
6. A candidate must confirm his or her admission within next 3 days of publication of his or her name in the merit list. Without confirmation the admission process will incomplete.
7. **Admission is completely free of cost (For home domicile only)**