



J.D. BIRLA INSTITUTE
Department of Commerce (B.Com)
ADMISSION, SESSION 2018-2019

INSTRUCTIONS ON ADMISSION PROCEDURES AND IMPORTANT DATES & DEADLINES

Total Number of Seats

250

Availability of Admission Forms

Saturday, 12th May, 2018 onwards

Timings for Availability of Admission Forms

From college office, Monday to Friday between 10:00 am to 1:00 pm & again from 1:30 p.m to 3:00 p.m & Saturday between 10:00 am to 12.00 noon

Last Date of Form Submission

Monday, 4th June 2018

Interview Dates (Tentative)

- Date and timings for Groups for interviews cannot be changed.
- Student will have to carry all relevant original documents and the admit card issued by the college on the day of the interview.

FOR FORMS SUBMITTED MANUALLY

1. GROUP A1: (Form No. C0001-C0150), Thursday, 7th June 2018 from 9:30 a.m. to 12:30 p.m
2. GROUP A2: (Form No. C0151-C0300), Thursday, 7th June 2018 from 1:00 p.m. to 4:00 p.m
3. GROUP B1: (Form No. C0301-C0450), Friday, 8th June 2018 from 9:30 a.m. to 12:30 p.m
4. GROUP B2: (Form No. C0451 and above), Friday, 8th June 2018 from 1:00 p.m. to 4:00 p.m

FOR FORMS SUBMITTED ONLINE

1. GROUP C1: (Sl No 1-150*), Saturday, 9th June 2018 from 9:30 a.m. to 12:30 p.m
2. GROUP C2: (Sl No. 151-300*), Saturday, 9th June 2018 from 1:00 p.m. to 4:00 p.m
3. GROUP D1: (Sl. No. 301-450*), Monday, 11th June 2018 from 9:30 a.m. to 12:30
4. GROUP D2: (Sl. No. 451-600*), Monday, 11th June 2018 from 1:00 p.m. to 4:00 p.m
5. GROUP E1: (Sl. No. 601-750*), Tuesday, 12th June 2018 from 9:30 a.m. to 12:30
6. GROUP E2: (Sl. No. 751 and above*), Tuesday, 12th June 2018 from 1:00 p.m. to 4:00 p.m

*The Sl. No. will be notified to the candidates by the college

Merit List Announcements on College Notice Board and College Website

- Announcement of the 1st list: Thursday 14th June 2018 (at 11:00 a.m)
- Announcement of the 2nd list: Monday 18th June 2018 (at 11:00 a.m)
- Announcement of the 3rd list: Thursday, 21st June, 2018 (at 11:00 a.m)

Payment of Fee

- Fee to be paid through a pay order drawn in favour of 'J D Birla Institute' only.
- No cash will be taken.
- Fee must be paid within 24 hours of the merit list being put up.
- Fee must be paid during college hours only

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 fill-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-XII mark sheet
- Attested photocopy of Class-X mark sheet
- Attested photocopy of Class-XII admit card
- 5 passport sized (3.5 cm X 4.5 cm) coloured photographs (*not in school uniform*)
- Attested copy of supporting documents for all honours / awards received as mentioned in the form

All E-mark sheets should be attested by the concerned School Principal only

Collection of Student ID Card & Library Card (by Parent Only)

Friday, 29th June, 2018

Student Induction (for newly Admitted Students Only)

Monday 2nd July 2018 & Tuesday 3rd July 2018 from 9:30 a.m to 11.30 am

Commencement of Classes

Wednesday, 4th July, 2018

Semester Fee

1	Admission Fee	50,000	only at the time of admission
2	Tuition Fee	4,350	per month
3	Examination Fee	2,400	per semester
4	Social Charges	1,800	per semester
5	Library Fee	1,000	per month
6	JU Registration Fee	50	only at the time of admission
7	Bridge / Remedial Course	1,500	per course only at the time of admission as instructed by the admission committee
8	College Identity & Library Cards	200	only at the time of admission
<i>Mandatory amount payable at the time of admission (Bridge Course not included)</i>		86,550	

Rules of Fee Payment

- Fee once paid is not refundable.
- Fee at the time of admission should be paid through a pay order / demand draft drawn in favour of 'J.D. Birla Institute' within 24 hours of the merit list being put-up. A candidate can pay her fee through NEFT/RTGS transfer; for details visit the college website.
- Fee for each semester has to be paid as announced by the college management. All kinds of fee will have to be cleared within the stipulated date to avoid the severity of the consequences for violation of any or all of them.

Bank details for online application and payments

- 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

