



**J.D. BIRLA INSTITUTE**  
**Department of Human Development**  
**ADMISSION, SESSION 2018-2019**

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

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**Total Number of Seats in each Department**

40 in each course

**Availability of Admission Forms**

Saturday, 12<sup>th</sup> 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, 4<sup>th</sup> June 2018

**Aptitude Test & Personal Interview**

Friday, 8<sup>th</sup> June 2018 at 10:00 am to 3:30 pm

- 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.

**Merit List Announcements - College Notice Board and College Website**

- Announcement of the 1<sup>st</sup> list – Wednesday 13<sup>th</sup> June, 2018 (at 11:00 a.m)
- Announcement of the 2<sup>nd</sup> list – Monday, 18<sup>th</sup> June, 2018 (at 11:00 a.m)
- Announcement of the 3<sup>rd</sup> list – Wednesday, 20<sup>th</sup> 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 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
- Attested photocopy of Class-X mark sheet
- Attested photocopy of Class-XII 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)**Saturday, 30<sup>th</sup> June, 2018**Student Induction (for newly Admitted Students Only)**Monday 2<sup>nd</sup> July 2018 & Tuesday 3<sup>rd</sup> July 2018 from 11:30 a.m to 2:00 p.m**Commencement of Classes**Wednesday, 4<sup>th</sup> July, 2018**Semester Fee**

1	Admission Fee	30,000	only at the time of admission
2	Tuition Fee	5,700	per month
3	Laboratory Fee	2,350	per month
4	Examination Fee	2,400	per semester
5	Social Charges	1,800	per semester
6	Library Fee	1,000	per month
7	JU Registration	50	only at the time of admission
8	Bridge / Remedial Course	1,500	per course only at the time of admission as instructed by the admission committee
9	College Identity & Library Cards	200	only at the time of admission
10	Educational Excursion	22,000	Mandatory at the end of the 3 <sup>rd</sup> semester
<i>Mandatory amount payable at the time of admission (Bridge Course not included)</i>		<b>88,750</b>	

**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