



# SEVA BHARATI MAHAVIDYALAYA

(A multi-faculty college affiliated to Vidyasagar University and funded by UGC & Govt. of W.B.)

Vill. & P.O.-Kapgari: Dist.-Jhargram (W.B.):Pin.-721 505

Email: [igac.sbm@gmail.com](mailto:igac.sbm@gmail.com) : : Website: [sbmahavidyalaya.ac.in](http://sbmahavidyalaya.ac.in)

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## **INSTRUCTIONS FOR APPLICANTS**

1. Please read all the information carefully before starting the Online form fill-up.
2. Keep all the documents (Admit of Madhyamik, Marksheet of Higher Secondary & Caste Certificate), a scanned passport size photo and scanned signature ready with you at the time of Online Application.
3. Visit our College Website (<http://sbmahavidyalaya.ac.in>) and make your registration through the link "Online Admission" at the right-hand corner of the Home Page of the College Website.
4. Fill in the Application Form, Select Courses and Subjects, Upload Admit of Madhyamik (<150kb in jpeg format), Marksheet of Higher Secondary (<150kb in jpeg format), Caste Certificate (<150kb in jpeg format), scanned passport size photo (<50kb in jpeg format) and scanned signature (<50kb in jpeg format), Check and Confirm, Pay Application Fee and submit.
5. Take Printout of the filled Application Form and Application Fees Payment Receipt.
6. Pay the Application Fees through the Online Payment Gateway by using Debit Card/ Credit Card/ Net Banking / Wallet.
7. Subject-wise and Category-wise provisional merit lists will be published in due time.
8. Admission of B.A., B.Sc. & B.Com. (General) Courses will begin after the publication of the Merit List.
9. The total process of admission will be through online as per the direction of the Govt. of West Bengal.

***NB: If at any stage, it is found that a candidate has concealed, suppressed or distorted any information/fact, in their application form, his/her admission to the college, if granted, shall stand cancelled.***