

## Instruction to candidates before filling up Admission Form 2017 - 18

- **THE INDIAN COLLEGE OF ARTS AND DRAFTSMANSHIP** invites online application for admission to **B.F.A. program consisting of 8 SEMESTERS OF 6 MONTHS EACH** for the session **2017 - 2018 PAINTING, APPLIED ART (Graphic Design), GRAPHICS (Printmaking), & SCULPTURE** are available as specialized subjects for Day and Evening Section. **Graphics (Print Making) Department is not available in evening section. Candidate may also apply maximum of 4 specialized subjects in separate application form.**
- Online Application forms has been extended and will be available on the college website: [www.indianartcollege.com](http://www.indianartcollege.com) or [www.icadadmission.in](http://www.icadadmission.in) from **20/06/2017 to 03/07/2017** (up to 7:00 PM). Last date of Completion and Online submission of Forms is **03/ 07/2017**.
- *A print out of the application form along with Original Demand Draft, and self-attested copies of Marksheet of Secondary Examination/Madhyamik, Admit Card of Secondary Examination/Madhyamik, Pass Certificate of Secondary Examination/Madhyamik, Admit Card of Higher Secondary Examination /Uccha-Madhyamik, Marksheet of Higher Secondary Examination /Uccha-Madhyamik , Passing Certificate of Higher Secondary Examination /Uccha-Madhyamik and proper certificates for SC, ST,OBC -A, and OBC-B reservation are to be submitted at the college office by Speed/ Registered Post, Courier or by hand*
- **Last date of submission by Speed/ Registered Post, Courier or by hand of the printout of duly signed and filled up Form along with supporting documents and Original Bank Draft to the College Office is 04/07/2017 (up to 4:00 PM).**
- Break of study not more than 2 Years, i.e. the candidates who have passed H.S or its equivalent in 2017, 2016 & 2015 are only eligible to apply.
- Minimum Qualification Passed Higher Secondary or Equivalent Examination.
- In order to apply online, applicants have to register themselves first by providing valid Mobile number, E-mail ID and other details. Applicants must provide valid email id, else the registration process will not be completed.
- After registration, the password will be sent to the registered e-mail id.
- After successful login, applicant will be required to select course(s) he / she may wish to apply and check the eligibly first. Once found eligible he / she can fill up rest of the admission form.
- Through a single registration an applicant may apply maximum four (4) subjects in separate application.
- An applicant will be required to upload his / her scanned Photograph and Signature during filling up the admission form, therefore, he/she is advised to keep these ready before filling up the admission form.
- Bank Draft of **Rs. 600.00** (Rupees Six Hundred Only) in favour of "**THE INDIAN COLLEGE OF ARTS AND DRAFTSMANSHIP**", only from **State Bank of India**, Payable at **Nager Bazar Branch** [Branch Code - 04605] (**Bank Draft not to be made from Nager Bazar branch, drafts should be made only from any branch of State Bank of India other than Nager Bazar branch**) is necessary before filling up application form, because & Draft Number, Bank Name and Branch Name will be required while filling up online form, therefore bank draft to be prepared beforehand. **Drafts from banks apart from State Bank of India will not be accepted.**

- If the applicant does not have all required information at the time of filling the form, he/she can save the incomplete application as a draft (by clicking on Next or Previous button) and log out. Later, by login back to his/her account again he/she may complete the rest of application form.
- After filling up all required information to submit the same, applicant must agree with the given declaration, clicking on check box. It is important to note that, once it is submitted, the information already entered cannot be altered under any circumstances. Therefore, they are advised to be sure about the accuracy and relevance of the filled-up information before clicking the submit button.
- Incomplete and improperly filled Application Form will be rejected.
- After Submission of the online application form, applicant will be able to download or take printout of the filled up 'Application Form' bearing the AIN (Application Identification Number).
- The candidate must take a printout of the filled-up form (after submission) and duly sign in appropriate place and submit the same along with self-attested copies of all mark sheets, certificates and other relevant documents and Original Bank Draft to the office of The Indian College of Arts and Draftsmanship either in person or by post within the date mentioned by authority.
- Print out of Complete Filled up form (duly signed) must be submitted to the College Office with following Documents by Hand or by Post –
  - Original Bank Draft of Rs. 600.00 (Rupees Six Hundred Only) in favour of "THE INDIAN COLLEGE OF ARTS AND DRAFTSMANSHIP", on State Bank of India, Payable at Nager Bazar Branch (Branch Code-04605)
  - Self-Attested Photocopy of Admit Card of Madhyamik (for Age Proof).
  - Self-Attested Photocopy of Mark Sheet of Madhyamik and Higher Secondary Exam.
  - Self-Attested Photocopy of Mark Sheet of Self Attested Photocopy of Mark Sheet of B.A. / B.Sc. / B.Com. (if applicable)
  - Photocopy of the Registration Certificate of above University (if applicable)
  - Photocopy of the Registration Certificate of above University (if applicable)
  - Self-Attested Photocopy of Cast Certificate (for SC/ ST/ OBC Candidates)
  - Self-Attested Photocopy of Physical Disability Certificate (for Physically challenged Candidates).
- Admission of a candidate will be cancelled if any information given by him/her is found to be wrong or suppressed.
- Submission of application Forms for admission does not imply any right to admission and selection for admission.
- Any decision taken by the college regarding admission will be binding at all times.

## Publication of Lists & Modes of Admission

- Prospective Dates for Practical and Written Test, Viva-voce, dates for downloading Admit cards, provisional admission dates, confirmation of admission etc. will be announced later on the aforesaid College website.
- Exercise of Option As per Govt. Rules, the candidates belonging to reserved categories (SC/ST/OBC) who have found place in the general merit list on the basis of their merit will also be placed in the merit list for the reserved categories of candidates. It is mandatory for such candidates to exercise their option on whether they would like to be placed in the general merit list or the separate merit list for reserved categories of candidates. Admission would be made as per the option exercised by the candidates. The option once exercised shall not be altered under any circumstances. Option will have to be submitted at the time of confirmation of admission. Details will be notified in due course.

## Reservation of Seats

- Reservation of seats for the reserved categories of ST/SC/OBC/PWD will be as per the West Bengal Higher Educational Institutions (Reservation in Admission) Rules, 2013.
- Few seats are reserved for Foreign / NRI students against a higher rate of tuition fees in the subjects of Painting, Applied Art, Graphic Art (print Making) & Sculpture. In case of non-availability of Foreign / NRI students, Indian students may be considered in those seats against the same higher rate of tuition fees. For these seats, application will be invited after the admission of 2nd merit list. Such applications will have to be downloaded from the college website by entering the system generated AIN which has already been submitted online for consideration of admission. Therefore, it is to be noted that only the candidates who have already submitted application form online for admission in this session i.e. 2017- 18, will get the chance to apply.

### **General Information:**

- No student will participate in, abet or propagate ragging in the college campus as per order of the Honourable Supreme Court.
- Candidates admitted elsewhere in any degree course must submit certificate or any other relevant document showing cancellation from the said degree course at the time of admission. Failing which, his/her candidature will be treated as cancelled.
- No candidate will be allowed for admission to two or more concurrent degree courses in the same University or college (regular/external) in the same calendar year.

# The Indian College of Arts & Draftsmanship

Affiliated to the Rabindra Bharati University : Enlisted Under The U.G.C. as U G College

- Candidates interested in admission will be required to collect all information regarding interview/test and admission dates in this regard from the college Website: [www.indianartcollege.com](http://www.indianartcollege.com)
- Admission of a candidate will be cancelled if any information given by him/her is found to be wrong or suppressed.
- The list of the Candidates selected for interview/written test /admission will generally be treated as cancelled as soon as the corresponding last date is over.
- In case of any disputes, the decision of the College authority will be final and binding to all concerned.

S/ d

**Debashis Mitra**

*Teacher-in-Charge*

*The Indian College of Arts and Draftsmanship*