

# Frequently asked Questions (FAQ) for Provisional PG Admission-2017-18

## University of Gour Banga

### (FAQ's are only for Guidance/Information to applicants)

1. Am I eligible for this Direct Admission?  
Please Read Admission Notice.
2. Can I apply Off Line for this Admission?  
No. Applicant can only apply Online.
3. Till when I can apply online for this Admission?  
Please, read Notice/Notification.
4. Are there any detailed instructions, for submitting an online application?  
Please, click on the tab – [www.ugb.ac.in](http://www.ugb.ac.in) or [www.onlineregistrationindia.com/UGB](http://www.onlineregistrationindia.com/UGB)
5. What should I do if there is lot of delay in accessing the page?  
Please try after sometime.
6. Is it necessary, to fill up the details, related to Pin Code /Mobile No. / Email?  
Yes, all the three fields are mandatory to fill. Pin Code – to communicate with you. Mobile No. – to Send OTP for registration (this must be unique) Email ID – to send registration confirmation and any updates (this must be unique)
7. Does my mobile number and email id need to be unique or can there multiple applications with the same email / Mobile No.?  
Mobile No. and Email ID should be UNIQUE. Duplicate Mobile No. or Email ID is not allowed during Online Application.
8. Can I make more than one application?  
No
9. Do I have to pay fee for this Application?  
Yes, Rs. 400 application fee is compulsory for General & OBC (A+B) candidates and Rs. 150 application fee is compulsory for SC. ST & PWD candidates excluding bank charge.
10. What is the procedure to pay the fee for the Online Application?  
Fill all the required details on Online Application portal. A payment challan will be generated. You have to deposit Fees, mention in challan, to United Bank of India and keep the candidate copy and University copy of the same.
11. Is there any alternate payment mechanism?  
No.
12. I have made the payment in the bank but have not received any confirmation SMS or Email nor able to download my completed application form, what should I do?  
Please, write an email along with you copy of the challan for us to get it checked. Please, refer such mails to [ugbpgadmission2017@gmail.com](mailto:ugbpgadmission2017@gmail.com)

13. How can I check if my application process is complete and payment received by UGB?  
You will get a SMS and Email for payment confirmation, after your payment has been updated. This could take up to 3-4 working days after you have paid your fees at the bank.
14. Can I get a refund of my application fees?  
No.
15. What will be the pattern of Entrance Exam?  
There will be no entrance exams for PG Admission
16. I have taken the print of challan by clicking on the "Print" option. I have deposited the cash in the Post Office. Do I need to upload the payment proof anywhere?  
No. Only in any Branch of United Bank of India.
17. I had taken a print of my challan, but have lost the same, how can I get a duplicate?  
You can come back to the portal [www.onlineregistrationindia.com/UGB](http://www.onlineregistrationindia.com/UGB) and use the Print/Download challan tab for printing duplicate challan.
18. Is there any other Form / Challan to pay fee by cash other than the challan generated through Online registered portal?  
No.
19. I have applied online, Should I send the printout of the application to the University of Gour Banga by any other mode?  
No.
20. I am filling up the various sections in the Online Admission Portal and the process is yet to be completed. I want to change the filled up information in one/many places. How should I do this?  
Until you submit and confirm, you can edit your inputs details, in Online Admission Portal.
21. I have submitted my Online Application. I have made some errors. What should I do to remove these errors? Or "I want to change my uploaded photograph and signature?"  
Once you complete the registration process and confirm and submit the application. The same cannot be changed.
22. In which format the scanned photograph and signature should be uploaded?  
In JPEG format. Please, refer to the guidelines available in welcome screen
23. Whether the photograph should be in Black & white or should it be in a colour?  
The photographs have to in colour – else the application can be rejected at any stage.
24. What should be the size of the scanned photograph and the signature?  
Photograph Size: 45 mm X 35 mm (mm = millimeter). Size of the attachment should not be more than 75kb Signature image – size to be less than 75KB
25. How do I upload my signature/photograph?  
Save the signature/photograph on your system. Click on the browse tab near the signature / photograph upload option, and you will need to provide the path and the image to be uploaded.

26. My photograph and signature uploaded on the Portal are not appearing to be proper, What should I do?  
You can change the same any time till you confirm and submit the application.
27. Whether any documents required to be uploaded in online Application, in addition to my photograph and Signature?  
Mark sheets of 10<sup>th</sup>, 12<sup>th</sup> & last examination mark sheets, Age Proof & SC / ST / PWD (if applicable)
28. I did not receive the e-mail intimation after, submission of my Online Admission Application? Email to us at [ugbpgadmission2017@gmail.com](mailto:ugbpgadmission2017@gmail.com)
29. After filling up the Online Application, I got Blank Screen/ Internet got disconnected/ My PC closed/hanged/shut down. Is my application saved?  
No, your application is not saved till you click on confirm button to save your application. If you have not clicked the confirm button and received an email, you will have to start the process again.
30. How do I know that my Online Application is saved and have been received ONLINE to the University?  
Once it is saved, you will receive a SMS and Email to your registered Mobile No. and email ID.
31. What details should I retain after completion of submission of my Online Application?  
Your Registration number, displayed on the screen and message received to your email and SMS.
32. Can I take the print out of my application after the prescribed closing date?  
If you have made your payment, the facility will remain active even after closing date of online application.
33. Whether I can deposit examination fee at any branch of United Bank of India.?  
Yes.
34. I am facing problem in completing my Online Application, How should I resolve my problem? Please, send an email to [ugbpgadmission2017@gmail.com](mailto:ugbpgadmission2017@gmail.com) with the problem, you will get revert with a solution.
35. Where do I contact for any queries related to the online application?  
You can go to our Query Tab on the online registration Portal and provide us your query details. Or you can mail us at [ugbpgadmission2017@gmail.com](mailto:ugbpgadmission2017@gmail.com) or Call to our help desk for Online Application .