# UTTAR BANGA KRISHI VISWAVIDYALAYA

## Pundibari, Cooch Behar, West Bengal-736165

## STEPS FOR CHOICE FILLING

1. After publication of merit rank, the candidates are required to fill their choice of degree programme and Faculty/college.

2. For Undergraduate admission, there are three choices viz.,

   (a) B. Sc. (Hons.) Agriculture at Faculty of Agriculture at Main Campus, Pundibari

   (b) B. Sc. (Hons.) Horticulture at Faculty of Horticulture at Main Campus, Pundibari

   (c) B. Sc. (Hons.) Agriculture at College of Agriculture at Extended Campus, Majhian

3. Candidates shall indicate his/her "First Preference", "Second Preference' and "Third Preference" for the above three choices

4. The notice to applicants for filling-in their choice shall be communicated through University website, registered e-mail and SMS to registered mobile.

5. Normally, maximum number of applicants to be notified for choice filling for different category shall be 10 times the number of available seats in that particular category. *However, under extraordinary situation, the number of candidates to be notified for choice filling is purely a discretion of the University*.

6. Candidate must understand that mere call for choice filling does not reserve the right for admission to the programme.

7. The choice filling by the applicants is **MANDATORY** to be considered for seat allotment. Candidates failing to fill their choice within stipulated date will not be considered for seat allotment.

8. **Even for applicants who doesn't have any choice to exercise (say, applicant in PWD category for undergraduate admission), need to login and submit their choice.**

9. Candidates must complete the process of choice filling within stipulated date (02.09.2020-04.09.2020).

10. **STEPS FOR CHOICE FILLING**

    i) Once a candidate gets notification regarding choice filling either through registered E-mail ID or SMS to registered mobile number or University website, he/she must visit the website https://admissionubkv.in to login to their account using his/her User ID and password.

    ii) Upon login to his/her account, he/she need to click '**Prefer Degree Programme Choice**' button.

iii) Now, the candidate shall select the choice in preferential order from the drop down menu for First Preference, Second Preference and Third Preference as shown above.

iv) Candidate has to choose all three choice in preferential order

v) Candidates then can preview their filled-in choices before finally submitting it. If anyone is not sure of his/her choices can press 'Previous' button and edit their choices.

**vi)** After carefully reviewing his/her choice, candidate now shall click 'Submit' button.

Preferential choice once submitted cannot be altered by any means.

**vii)** After the candidates submit their choice, they shall be able to download their declared choice and shall preserve this for future reference, if required.



**(Please check the Important Dates for Counselling and look for updates in University Website)**