

CHANDERNAGORE COLLEGE

General Information for Admission: 2020 -2021

1. **Only online** application for admission to three years (I-VI semesters) B.A./B.Sc./B.Com. Honours and General courses under CBCS pattern of The University of Burdwan for the Academic Session 2020-21 will be accepted from 10.08.2020 to 18.08.2020 (6 p.m.)`
2. Application Forms, Rules, Regulations, Directives and Online payments will be carried out through the Official Website of the College- **www.chandernagorecollege.org** OR **www.chandernagorecollegeadmission.com**
3. **Steps to be followed for registration -**
 - I. Candidates will have to first **“Register”** themselves through mobile number at the **Online Admission Portal**, available on the **mentioned websites**.
 - II. Candidates are requested to give their mobile number with care during the registration process. In future as an alternate way of communications, **all important information regarding admission** will be communicated to the candidates through **SMSs to their registered mobile numbers** only. **Candidates** are also **instructed** to follow the **college website** on a regular basis for important **dates, notices and corrigenda**. **No request** for any **change in the schedule** for not receiving **SMS** in time will be entertained.
 - III. On successful registration a **Login Account** will be created.
 - IV. **After logging** in to the account, a candidate will have to first complete his/her profile to 100%.
 - V. After the creation of the profile, candidates are advised to check their profile information in **“View My Profile”** tab available in the home page and edit entries, if found wrong. Editing is not allowed for the marks obtained in HS or MP or Equivalent Examinations.
 - VI. All subsequent actions required from candidates’ end, can be done by logging in to this account only.
4. **Filling Up of Application Form –**
 - I. **A candidate can apply for any number of Honours and General courses. For each Honours / General Course, a separate application form will be generated and application fees will have to be paid separately.**
 - II. Payment of **Application Fees** of **Rs.50** (per application) including bank charges can be made using **debit card/credit card/ net banking** only. Submission of “Application Form” **is incomplete** unless and until the payment of “Application Fees” is successful. A candidate can take print out of the submitted application form only after the successful payment of fees.
 - III. After submission of the application form but before the payment of application fees, if a candidate wishes to change his/her combination of subjects in application form he/she has to first cancel his/her present application and re-apply for the desired combination of subjects. This cancellation is permitted till the time the application process is open.

5. Student's HelpDesk-

Candidates are instructed to submit their queries/complaints by clicking the “**Student's Help Desk**” button which will be available in the College admission portal.

Steps to be followed for the submission of any query or complaint-

- a) After clicking the above-mentioned button candidates have to click the “**Submit a ticket**” button.
- b) Candidates have to enter their name with their own valid Email Id for submitting their queries/complaints. All kinds of communication regarding query/complain from College end will be communicated to their valid Email Id.
- c) In case of any discrepancy after the filling up of the online application or after the admission, candidates are instructed to upload their **Registration/Admission Form** (related to their query/complaint) with **Payment Challan** before submitting their query/complaint. Apart from that, they can also upload the necessary other documents related to their query/complaint in space provided

6. Admission –

- I. After the last date of online submission of application forms, a provisional list of valid candidates will be published on the college website. In case of any discrepancy, candidates are instructed to click the “**Student's Help Desk**” button and follow the aforementioned steps.
- II. After the publication of the 1st merit list in College website as an alternative way of communication, SMS will be sent to the candidates included in the merit list, intimating the same. They will be required to log in to their online account and upload the following documents-
 - i. Scanned Copy of **Mark Sheet of M.P or Equivalent Examination.**
 - ii. Scanned copy of **Mark Sheet of H.S or Equivalent Examination.**
 - iii. Scanned Copy of **proof of Date of Birth** (Birth Certificate/Admit Card of Madhyamik Examination).
 - iv. Scanned Copy of **Caste Certificate** issued by the Competent Authority (issued by SDO/DM). Caste Certificate from other State will not be accepted.
 - v. Scanned copy of **Physically Challenged Certificate** from Competent Authority, certifying at least **40% physical disability.**

After the successful uploading of above-mentioned documents, candidates have to confirm their admission by paying the stipulated admission fees for the subject selected using debit card /credit card/net banking. Fees structure for all Honours and General subjects is available on the college website.

7. Document Verification –

After the successful submission of admission fees, candidates will be asked to attend the Honours and General classes according to the schedule to be made available in the College website. **Attending of those classes is mandatory for all candidates. Documents will be verified during the class and not during the admission procedure. Notice related to document verification will be uploaded later on in College website.**

8. Transfer from one subject to other –

After getting admitted in a subject, if a candidate gets the chance for another subject in a subsequent round of counselling and decides to shift to the latter subject, he/she needs to opt for the same in his/her online account and pay a transfer fee of Rs.10/- along with the balance admission fee, if any, for the new subject.

9. Cancellation of Admission and Generation of Transfer Certificate (TC) –

For cancellation of admission and issuance of transfer certificate, a candidate will have to apply online TC along with bank details where money will be refunded. TC will be generated online. Applicant must never visit the College for this purpose.

Steps to be followed for Application of Transfer Certificate (TC)-

- a) Candidates have to log in to their account through their user id and password.
- b) They have to click the “**Apply for TC**” button.
- c) Then they have to fill and upload their bank details (**cancelled Bank Cheque/Scanned copy the first page of Passbook**) in space provided. Candidates are requested to give their bank details with care because these uploaded bank details will be used for the purpose of refund (if any).

10. Willingness Box

- I. After the two rounds of counselling, as an alternative way of communication, SMS in the registered mobile number will be sent to the remaining candidates in the valid candidate list, asking them to log in to their online account and **express their willingness to be considered for the next rounds of counselling**. Candidates will be asked to go through the details of the Admission Schedule available in College Website.
- II. Candidates, who fail to express their willingness in time, will **not be considered** for the preparation of merit list for the subsequent rounds of counselling.

11. Admission is granted only to deserving candidates **Strictly on the basis of Merit**.

12. Merit Panel will be prepared based on Merit Score (details of calculation is available at Admission Website) and the reservation policy of the Government of West Bengal. In no circumstances, the number of candidates admitted will exceed the number of seats approved by The University of Burdwan. In case of any tie in Merit Score, it will be broken as per the rule available in the admission website.

13. Successful submission of completed application forms and enlisting in the list of valid candidates **do not** guarantee admission.

14. A candidate is responsible for the data provided in the application form. His/Her candidature will stand cancelled if any discrepancy is observed in the information provided at any stage of the admission process and even after the admission process gets over.

15. All admissions are **PROVISIONAL**, until registration of the candidate is finalised by The University of Burdwan. Admission of any candidate shall be cancelled, if found to be in contravention of the

University Regulations and Restrictions, or in contravention of any rule framed by the college authorities, even though detected after the completions of admission.

- 16.** In matters of dispute, the decision of the Head of the Institution will be considered as final and indisputable.
- 17.** Candidates only from boards and councils recognized by The University of Burdwan will be considered valid for admission.
- 18.** Candidates qualifying HS or Equivalent Examination in the Year 2020, 2019, 2018 and 2017 will be considered for admission.
- 19.** Marks secured in **Compulsory Environmental Studies** will not be considered for calculating Merit Score. However, if Environmental Studies lies under **compulsory elective/optional elective**, it may be considered for calculating merit score.
- 20.** Reservation of seats for SC/ST/PC/OBC-A/OBC-B candidates will be as per the existing rules of the Government of West Bengal (**No. 1084(20)-Edn (U)/EH/1U-89/13 dated. 7th December, 2018** read with **No. 07-Edn (U)/1U-89/13.- dated. 2nd January, 2014**). Candidates from only West Bengal are eligible for reservation benefits.
- 21.** Hostel facilities will be available for selected girl candidates only. Information related to selection procedure for hostel allocation will be intimated later on.
- 22. Changes, if any, of the above-mentioned guidelines will be mentioned in the Specified Websites only.**

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D. Sarkar

Principal

Chandernagore College